

OVERVIEW OF CAREERS & WORK RELATED LEARNING FOR KEY STAGE 3 & 4

Year 11	Year 10	Year 9	Year 7
Work Experience (Part 2)	Focus on the Future(4 Weeks)	ROTATION (4 Weeks)	Transition & Induction
4 Weeks Preparation & Debrief	Reviews	Visit Connexions Centre	Self Awareness
Practice Interview Preparation (Sept)	Goals	Dreams & Aspirations	Lifelong Learning
Practice Interview (Wolverhampton University-September)	Employability Skills	Employability Skills Trail	Self Assessment & Goals
1 Week Work Experience (Oct)	Action Plan	Accessing information & Careers Research Websites	HITEC activities
	Draft Personal Statement		
ROTATION (4 Weeks) Careers Portfolio	ROTATION (4 Weeks) Careers Portfolio		Year 8 Options Programme (Spring Term)
Work Experience Statement	Careers Research		Self Analysis (skills, qualities)
Personal Statement	Application Form		Accessing Information
CV & Action Plans	CV		Enterprise Awareness
Letter of Application	Covering Letter		Learning Styles
Careers Research Websites	Personal Statement (June/July)		Qualifications Pathways
Careers Interview (Connexions)			
Theatre Input (Funding Permitting)			Option Choices Evening for Key Stage 3
	Work Experience Part 1		Summer Term
Post 16 Option Choices Evening	Why Work Experience is important. Expectations...		Theatre Input (funding permitted)
Mentoring	Health & Safety		HITEC (Technology/Careers Road show)
	Role of Trade Unions		
	Employability Day (HITECH)		
Independent Research – Can also be accessed at home with Parents/Carers			
Prefinio Website U-Explore Website	U- Explore – HITECH week	Fast Tomato Website	Fast Tomato Website