



Joseph Leckie Academy

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YOUR ENTITLEMENT TO CAREERS EDUCATION & GUIDANCE AT KEYSTAGE 4

- A taught programme of careers education and guidance delivered through a Careers Programme which will enable you to

	Date	Achieved	Evaluated
SELF DEVELOPMENT			
Understand yourself and the influences on you:			
Learn about your skills and qualities			
Identify what you are good and not so good at, set SMART targets			
Respond to attitudes, influences, likes and dislikes			
CAREER EXPLORATION			
Investigate opportunities in learning and work:			
Use careers software to recognise link between school and work by investigating careers and skills/qualities they need.			
CAREER MANAGEMENT			
Manage transition and change:			
Write a personal statement/CV			
Formulate an action plan using SMART Targets			
Impartial Guidance – Connexions Interview – Year 11			

To support the taught programme you will also:

- Have time to discuss your own plans, set targets with your form tutor and parents
- Have open access to a well stocked current careers resources centre.
- Have access via school intranet/website to JLCTC Careers/WRL web pages

Organisation: students will access the template, through the student shared area, as they complete each unit.