

Year 13 Careers Education

Units of Work

Lesson – Topic	Learning Content
Lesson 1: Tutorials	1-2-1 Tutorials to: <ul style="list-style-type: none"> • Reflect on/identify any problems with academic work and/or any personal problems and discuss possible solutions • Set initial academic targets based on reflections and expectations
Lesson 2: Tutorials	<ul style="list-style-type: none"> • As above.
Lesson 3: Timeline	<ul style="list-style-type: none"> • Review their mission statement, career game plan and SMART objectives. • Familiarise themselves with the UCAS timeline & identify where they are now. • Finalise, where possible, their university choices & familiarise themselves with specific course admissions policies/expectations
Lesson 4: How do I ensure my personal statement is relevant & appropriate?	<ul style="list-style-type: none"> • Review & evaluate legacy personal statements, & read guidelines on top tips. • Continue complete their personal statements for their ucas applications.
Lesson 5: Review of SWOT analysis of personal skills, qualities, etc	<ul style="list-style-type: none"> • Identify which skills, qualities and qualifications are necessary for their chosen career & be highlighted on their personal statement. • Review swot analysis of personal skills and qualities. • Become mindful of the importance of a positive attitude and increase their own self-awareness.
Lesson 6: Continue as above	<ul style="list-style-type: none"> • Students should continue complete their personal statements for their UCAS applications
Lesson 7: Tutorials	1-2-1 Tutorials to: <ul style="list-style-type: none"> • Reflect on/identify any problems with academic work and/or any personal problems and discuss possible solutions • Review academic targets based on reflections and expectations

	<ul style="list-style-type: none"> • Check progress of UCAS applications
Lesson 8: Preparing for Interview	<ul style="list-style-type: none"> • Know how best present themselves at an interview and how conduct themselves during an interview. • Understand the importance of preparing for an interview, including practice at aptitude test.
Lesson 9 UCAS	<ul style="list-style-type: none"> • Questions regarding completing the UCAS application form.
Lesson 10: UCAS	<ul style="list-style-type: none"> • Questions regarding completing the UCAS application form.
Lesson 11: UCAS	<ul style="list-style-type: none"> • Questions regarding completing the UCAS application form.
Lesson 12: UCAS	<ul style="list-style-type: none"> • Ensure applications dispatched, prior Christmas break.
Lesson 13: Tutorials	<p>1-2-1 Tutorials to:</p> <ul style="list-style-type: none"> • Reflect on/identify any problems with academic work and/or any personal problems and discuss possible solutions. • Review and amend academic targets based on reflections and expectations. • Check progress of UCAS applications.
Lesson 14: How write a CV & covering letter	<ul style="list-style-type: none"> • Be able recognise a good CV. • Identify their own skills, qualities and qualifications which should be presented, and how these should be effectively detailed on a CV.
Lesson 15: Managing your online identity	<ul style="list-style-type: none"> • Understand how their online identity may affect their career prospects, including cyber-security & data protection. • Have a greater understanding of how project a positive online image.
Lesson 16: The importance of Open Days	<ul style="list-style-type: none"> • Understand the importance of visiting their chosen universities and the towns in which they are situated. • Make informed choices, before short-listing.

<p>Lesson 17: Preparing go university</p>	<ul style="list-style-type: none"> • Know how choose university accommodation. • Be better informed about how budget whilst at university. • Know where look for a part-time job whilst at university. • Know what things you need take university.
<p>Lesson 18: What might university be like?</p>	<ul style="list-style-type: none"> • Know what support is available help them settle into university life. • Familiarise themselves with the university timeline.
<p>Lesson 19: Tutorials</p>	<p>1-2-1 Tutorials to:</p> <ul style="list-style-type: none"> • Reflect on/identify any problems with academic work and/or any personal problems and discuss possible solutions. • Review and amend academic targets based on reflections and expectations. • Check progress of UCAS applications.
<p>Lesson 20: What do on A Level results day</p>	<ul style="list-style-type: none"> • Know what clearing is and how use it.
<p>Lesson 21: Tutorials</p>	<p>1-2-1 Tutorials to:</p> <ul style="list-style-type: none"> • Ensure students are revising appropriately, with revision timetable and allocating their time wisely. • Identify any problems/issues, whether academic or personal.
<p>Lesson 22: Promoting yourself</p>	<ul style="list-style-type: none"> • Be able recognise new opportunities present themselves in a positive way. • Have a greater understanding of how project a positive online identity, including self-awareness & johari window technique.
<p>Lesson 23: Employability skills & the global market</p>	<ul style="list-style-type: none"> • Appreciate how identify & promote their own employability skills. • Have a better understanding of the most marketable skills in a global market.
<p>Lesson 24: Career networking tips & interview techniques</p>	<ul style="list-style-type: none"> • Appreciate how maximise their ability secure a job, both through networking & interview.
<p>Lesson 25:</p>	<ul style="list-style-type: none"> • Appreciate & practise ways improve performance. • Understand the importance of making presentations & effective team working.

Maximising your potential & achieving exceptional performance	
Lesson 26: Mental health & your career	<ul style="list-style-type: none">• Learn techniques keep healthy & productive in your career.• Understand what do if you are subject bullying, harassment.• Appreciate the role of trade unions.