

Careers: KS3

KS3 follow a 12-week rolling programme adapted to suit the needs of Maidstone and Malling Alternative Provision from the Careers and Enterprises Company's 'My Skills, My Future' programme.

The two key outcomes for My Skills, My Future are:

- My Skills - Developing awareness of and competence in key employability skills
- My Future - Increasing awareness of and engagement in prospective areas of work

The aim is for KS3 students to learn about and discover their own employability skills, think about their dream job and the options they have post-16.

We will also focus on: -

- How to organise themselves
- Organising their future
- How to write a CV
- Why we have interviews and the skills we need for them.
- Careers in the curriculum/different sectors
- Opportunities in the world

Assessment will be a variety of questionnaires, verbal discussion, and individual activities

Teacher - Marie

Lessons –

Week	Focus	Area of focus
1	Employability skills	Listening/speaking
2	Employability skills	Problem solving/creativity
3	Employability skills	Aiming high/staying positive
4	Employability skills	Leadership/teamwork
5	Next Step Prep	Dream job/ all about me
6	Next Step Prep	What employers want/making and creating a CV
7	Next Step Prep	Organising yourself/organising your future
8	Next Step Prep	Financial literacy/interview tips/CV video
9	Next Step Prep	Interview skills/interviewing an adult
10	Next Step Prep	Thinking about a career/online reputation/social networking
11	Next Step Prep	Journey to career- English and maths skills/my learning and my future.
12	Next Step Prep	Opportunities in the world/careers in the business and transport sector/ exploring careers and the skills or strengths needed.

Learning Objective	Keyword	Sequence of activities	Learning Outcome/ Assessment Opportunities	Resources
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<p>Understand why we need the employability skills of listening and speaking</p>	<p>Speaking Listening Patience Employability skills Soft skills Hard skills</p>	<p>Starter- In pairs tell your partner 3 facts about yourself. Partners are then to repeat these facts after 2 minutes. Switch speakers to complete activity. Play video to embed learning. Task 1 - Create a treasure hunt worksheet to accompany huggle pets' virtual tour to answer the virtual tour questions. Task 2- PowerPoint – Pitching and presenting</p>	<p>Students able to actively listen, remember and recall facts correctly.</p> <p>Complete activity with relevant information included.</p> <p>Explain why presentation skills are important. Name the characteristics of effective public speaking. Name a social action project that young people feel passionate about.</p>	<p>Why is listening important?</p> <p>Huggle pets treasure hunt Virtual tour questions</p> <p>Pitching and presenting PowerPoint</p>
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<p>Develop our problem solving and creativity skills</p>	<p>Creativity Problem solving Speaking Listening Patience Soft skills Hard skills Employability</p>	<p>Starter – recap last lesson What were the employability skills we learnt about last week? Listening and speaking Why are these skills important? Speaking and listening allow us to communicate with one another. Watch video – why is problem solving important? Watch video- Creativity why is it important?</p> <p>Task: Solve a problem – careers murder mystery activity Plenary- Make a spider diagram about the four employability skills we have learnt.</p> <ul style="list-style-type: none"> • Listening • Speaking • Problem solving • Creativity <p>Why are these skills important? Have you got these skills? Can we develop them? Which jobs could we use</p>	<p>Students answer questions correctly.</p> <p>Engaged with the videos.</p> <p>Worked as a group to solve the murder.</p> <p>Students will be able to answer questions confidently</p>	<p>Why is problem solving important? Why is creativity important?</p> <p>Careers Murder Mystery</p>
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<p>Learn ways to stay positive and aim high</p>	<p>Mental wellbeing Stress Being positive Confidence Self-awareness Impact on others</p>	<p>Starter – How do you relax? Why should we relax? What would happen if we did not practice relaxation techniques? Students to have a discussion regarding the above questions.</p>	<p>Students understand that staying positive is another area where therapeutically we need to tread carefully. It is important to focus on the relationship between staying positive, listening, and problem-solving. Staying positive means, we are more able to connect with others and see how positive they are and being able to problem solve confidently often helps us stay positive at work. If you have completed a project prior to this session, it will be a useful one to reflect on</p> <p>Students correctly complete tasks –</p> <ol style="list-style-type: none"> 1. Understanding stress 2. How to relax 3. Diet and stress 4. Design your own relaxation plan 	<p>Staying positive</p>
<p>Are you aiming high?</p>	<p>Aspiration Aiming high Ambitious</p>	<p>Presentation- mindfulness and stress</p> <p>What do we mean by aiming high? How can we aim high? why is it important?</p>	<p>Students correctly answer questions and can demonstrate this skill</p>	<p>presentation</p> <p>Why is aiming high important?</p>

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<p>Define what leadership and teamwork skills are.</p>	<p>Leadership Motivation Prioritising</p>	<p>What is meant by leadership?</p> <p>Our government</p>	<p>Students actively listening</p> <p>Students correctly complete tasks-</p> <ul style="list-style-type: none"> • What is parliament? • What are the issues? • What would you change? • Making your voice heard <p>Students engaged and answering the questions</p> <p>Students participate in discussion</p>	<p>Leadership skills</p> <p>Democratic Engagement</p>
<p>Develop leadership and teamwork skills.</p>	<p>Teamwork Working together Listening Communication</p>	<p>Why is teamwork important? Class discussion- How do YOU work as part of the team? What are your team skills?</p>		<p>Why is teamwork important?</p>

<p>What is my dream job? All about me</p>	<p>Dream job Aspiration Skills Job</p>	<p>Complete BBC Radio 1 Career quiz</p> <p>Who has got their dream job?</p> <p>Complete 'My Deam Job' worksheet- Which job suits your skills?</p> <p>Complete 'All about me' worksheet</p> <p>Class to discuss their own skills/abilities/interests with each other</p>	<p>Students able to complete activity and participating in the activity.</p> <p>Worksheet completed</p> <p>Worksheet completed</p> <p>Engagement with discussion</p>	<p>BBC Radio 1 Career Quiz</p> <p>Dream big</p> <p>My dream job worksheet</p> <p>All about me</p>
<p>What employers want Making and creating a CV</p>	<p>Reliability Honesty Loyalty</p> <p>Qualities Skills Interests Qualifications</p>	<p>What employers want presentation</p> <p>What employers want worksheet</p> <p>How to write a CV PowerPoint</p> <p>WordWall activity</p>	<p>Engaged and participating with presentation</p> <p>Worksheet completed</p> <p>Engage and participate with PowerPoint</p>	<p>What employers want</p> <p>WEW Worksheet</p> <p>CV Workshop</p> <p>CV Wordsearch</p>

<p>Organising yourself</p>	<p>Organisation Reflection Yourself Success Priority Targets Goals</p>	<p>Organising yourself PowerPoint</p>	<p>Engaged and participated with PowerPoint and completed tasks - Reflecting on your successes What is your priority? Managing your time Setting yourself targets</p>	<p>Organising yourself</p>
<p>Organising your future</p>		<p>Organising your future PowerPoint</p> <p>Class discussion- If you were to win the lottery - what would you spend your money on? Are they appropriate and sensible? How will it impact your life and others?</p>	<p>Engaged and participated with PowerPoint and completed tasks - What do you want to be when you grow up? How do you decide? Doing the research Spending your salary</p> <p>Engaging with class discussion</p>	<p>Organising your future</p>

<p>Interview skills</p>	<p>Skills Strengths Weaknesses Body language</p>	<p>Starter – Word Association game - 'Interview'</p> <p>Interview lesson</p> <p>Plenary – Self Evaluation</p>	<p>Students suggest words that are related to interviews – appearance, time, skills, etc. Teacher to write words in a mind map on whiteboard.</p> <p>Why did they choose these words? Can they give examples of other times they have shown these skills/qualities?</p> <p>Students engaged and participating in lesson. Tasks are completed:</p> <p>Learning intention</p> <ul style="list-style-type: none"> • I will learn how to prepare for and take part in a mock interview <p>Success criteria</p> <ul style="list-style-type: none"> • I can prepare for an interview • I can be an interviewee • I can be an interviewer <p>• I can self-evaluate</p>	<p>Interview Skills PowerPoint WoW Mock questions Job Ads Interview script</p> <p>Self Evaluation test</p>
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<p>Thinking about a career. Online reputation. Social networking.</p>	<p>Good Bad Online reputation Social Networking Career What is a career?</p>	<p>Starter – Watch video Task- Thinking about a career PowerPoint.</p> <p>Class discussion- What is an online reputation? What is social networking? Why are they important?</p> <p>What does your online reputation look like? Employers can check your social media</p> <p>Plenary – divide A3 paper in to 2 parts – good and bad</p> <p>Useful website if needed</p>	<p>Students engaged and focused on lesson – answer questions - What do you think a career is? How has it changed over time? Able to complete tasks</p> <ul style="list-style-type: none"> • What do you want to be when you grow up? • How do you decide? • Getting the job • What can you do now? <p>Students all participate in discussion and watch video.</p> <p>Students to think about their activity online. Discuss with class</p> <p>Students to write examples of good and bad online behaviour – 3 for each side.</p>	<p>What is a career? Thinking about a career</p> <p>What is online reputation? Mark Ferris</p> <p>Take care of your digital footprint</p>
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<p>Journey to career- English and maths skills</p>	<p>Careers Curriculum Qualification Strengths Skills Attributes Ambition</p>	<p>Journey to career – PowerPoint</p> <p>Let's talk careers worksheet</p> <p>Careers in the curriculum</p> <p>Plenary – Class discussion</p>	<p>Students participate in lesson</p> <p>Students to confidently have a peer-to-peer careers conversation and build an understanding of the skills they'll need to realise their ambitions</p> <p>Students engaged and participating in PowerPoint. Tasks completed.</p> <p>Can you think of any other subjects that can link to careers?</p>	<p>Journey to career</p> <p>Worksheet</p> <p>English Maths</p>
<p>Exploring careers and the skills or strengths needed</p>	<p>Career Strength Skills</p>	<p>Starter – create mind map with what you remember from our past sessions</p> <p>PowerPoint</p> <p>Complete worksheet</p> <p>Plenary – What career suits you?</p>	<p>Students' complete activity</p> <p>Students engaged and participate in lesson</p> <p>Complete worksheet</p> <p>Complete careers quiz</p>	<p>Exploring careers and the careers or strengths needed Worksheet - exploring careers</p> <p>BBC Careers quiz</p>