

Learning for Careers, Employability and Enterprise (KS4)

Progression Map – Linked to the revised CDI framework

All resources for PSHE Lessons can be found in New SR/PHSE/Year Group/Module or lesson

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| **Skills and Attributes** | **Outcomes** | **Year 9** | **Year 10** | **Year 11** | **Additional Activities** |
| Self-awareness | * Realistic appraisal of skills, qualities, roles and responsibilities
* Develop and maintain positive identity
* Self esteem
* Achieving personal wellbeing
 | * Target sheets
* Skills for life lessons PSHE eg communication
* Careerpilot introduction Jan-Feb
 | * Target Sheets
* PSHE Gambling awareness module (including knowledge of self, marshmallow test etc)
* Careerpilot revisited for Year 10
 | * Target Sheets
* Progress Files
* Revision Skills sessions: PSHE Oct and March
* College and Sixth Form introduction and talk
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| Self-determination | * Personal autonomy
* Resilience
* Motivation for personal growth and career development
* Positive about telling your own story
 | * Planning and organising entry for Chamber of Commerce ‘Our City’ competition
* Careerpilot Jan 2019
* Target sheet
* PSHE Life skills lesson ‘Coping with change’
 | * Progress Files - (C.V, letter of application)
* Target sheets
* “World Of Work” Interview Preparation,
* Mock Interview and feedback
* WEX report (July 2019)
 | * Progress Files - (C.V, applications to Sixth Form; WEX Report)
* Target sheet
* Intentions questionnaire
* Careers Carousel
 | What next? Future Choices Careers Fair – City Hall October 2018;Year 10 Interview Prep Day – February 2019;Year 10 Mock Interview Day – March 2019;Parent Information Session Post-16 Options Oct 2018 |
| Self-improvement as a learner | * Positive attitude to lifelong learning
* Skilled in planning, review and reflection
* Challenging and overcoming any learning issues
 | School wide ‘WWW, EBI’ policy’ after all assessed work so pupils are guided as to how to improve work further. This ensures they develop self reflection skills and deeper understanding of demands of each subject | School wide ‘WWW, EBI’ policy after all assessed work so pupils are guided as to how to improve work further. This ensures they develop self reflection skills and deeper understanding of demands of each subject | * Year 11 Revision Skills sessions across all subjects; intervention sessions
* Advice from colleges including S6C session
* School wide ‘WWW, EBI policy’
 | Reflective practice across whole curriculum so pupils become skilled in planning, reviewing and reflecting;Supported by Catholic ethos asking us to reflect on our actions;Oxbridge Raising Aspirations SWGS Nov 2018 |
| Exploring careers and career development | * Expansion of learners horizons and opportunities
* Understanding of careers processes
* Appreciating and learning from the career experience of others
 | * Careerpilot
* ‘Before They Were Famous’ CEAIG lesson for all learners about what teachers did before being a teacher; includes financial discussion also

Enterprise Day Year 9 March Wiltshire College; DSTL and other employers present and college course tasters | * ‘Before They Were Famous’ CEAIG lesson for all learners about what teachers did before being a teacher; includes financial discussion also
* WEX preparation (ongoing) and placement (summer term)
* “World of Work”
* Interview Preparation
* Interview and feedback
* Careers Companion
 | * ‘Before They Were Famous’ CEAIG lesson for all learners about what teachers did before being a teacher; includes financial discussion also
* Progress Files - (C.V, Career plan, Learning Plan, WEX Report)
* Destinations Data /Intentions form
* NEET Report
 | ASK Apprenticeship Workshops – Year 10 and 11 March 2019What next? Future Choices Careers Fair – City Hall October 2018;Year 10 Int Prep Day Feb 2019;Year 10 Mock Int Day March 2019;Armed Forces Day activity Year 10 June 2019Enterprise Day Year 9 March Wiltshire CollegeWomen in Engineering Day Year 10 Sparsholt visit April 2019 |
| Investigating work and working life | * Understanding benefits of work
* Understanding different types of work practice
* What constitutes good or decent work and how to find it
 | * Careerpilot sessions in PSHE
* Discussions with employers STEM day Wiltshire College
* Approaching teachers and support staff at SJCS
 | * WEX research, preparation and application
* Interview and discuss career roles at Careers Fair
* ‘Finance Matters’ PSHE module
 | * Progress Files
* Interview and discuss career roles at Careers Fair
* Sixth Form and College presentations and applications
 | Presentations include:* Burgate Sixth Form
* S6C
* Brockenhurst College
* Wiltshire College
* Andover/Sparsholt College
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| Understanding business and industry | * How businesses operate
* Different aspects of business
* Importance of business to economy and society
* Economic concepts eg supply and demand
 | * Our City project Oct-Nov 2018; starting own business in Salisbury
* Economic development, importance and impact in Geog
* Contributing to House Day and running stall for day
 | * ‘Finance Matters’ PSHE module
* WEX research, preparation and application
* Careerpilot Jan 2019
 | * Interview and discuss different roles at Careers Fair
* Applications to Sixth Form, college and apprenticeships
* Awareness of apprenticeships from Careers Fair and talks to pupils
 | What next? Future Choices Careers Fair – City Hall October 2018; |
| Investigating jobs and labour market information (LMI) | * Understanding different occupations
* Entry requirements
* Job vacancies and how to access
* Trends nationally and globally
 | * Careerpilot Jan 2019
* ‘Before They Were Famous’ lesson inc discussion
 | * Jobs Opportunities Board
* Resource Companion
* “World of Work” Interview Preparation,
* Mock Interview and feedback (outside facilitator)
* Work Experience Report
 | * Jobs Opportunities Board
* Resource Companion
* College/Sixth Form Presentations
 | What next? Future Choices Careers Fair – City Hall October 2018;Individual Careers Interviews with Sue Glover (all KS4 pupils to start in Yr 10 with PP learners) |
| Valuing equality, diversity and inclusion  | * Genuine commitment to equality, diversity and inclusion
* Awareness of damage caused by stereotyping, discrimination and prejudice
* Empowerment for all
 | Integral to St Joseph’s role as a Catholic comprehensive and firmly embedded across school in many lessons (eg RE, History, Geography) * British Values Module (PSHE April-May 2019: Democracy)
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 | Integral to St Joseph’s role as a Catholic comprehensive and firmly embedded across school in many lessons (eg RE, History, Geography) * British Values Module
 | House charity work across KS3&4 across house days, fundraising for specific charities, FairTrade team  |
| Learning about safe working practices and environments  | * Health and Safety
* Rights and responsibilities at work for self and others
 | * PSHE July 2019: Rights and Responsibilities ii: work
 | * Health and Safety Training October 2018
* WEX June 2019
 | * Health and Safety Training October 2017
* WEX June 2018
 | Year 10 off timetable for day for H&S sessions by qualified outside facilitators January 2019 |
| Making the most of careers information, advice and guidance (CEIAG) | * Ability to access and understand trusted sources of information
* ICT skills to search, review, apply online
* Ability to analyse and evaluate all information offered
* Confidence in accessing individualised guidance
 | * Careerpilot
* Yr 9 PP trip to Bath Spa university
* Access to Sue Glover
* Careers Area
 | * WEX preparation (ongoing) and placement (summer term)
* “World of Work”
* Interview Preparation
* Mock Interview and feedback
* Resource Companion
 | * Progress Files - (C.V, Career plan, Learning Plan, WEX Report)
* Destinations Data /Intentions form
 | Sue Glover available all year to all KS4 pupils – book an appointment via SFEAll PP to be seen before end of Yr 10, in prep for Yr 11;What next? Future Choices Careers Fair – City Hall October 2018;Careers Library area |
| Preparing for employability | * Relevant qualifications and skills for all roles
* Soft skills: teamwork, time management, personal organisation
* Attitudes eg business awareness, global outlook
* Understanding and experience of world of work inc. WEX and volunteering
 | * Target Sheets
* Tracking of and discussion with tutors of academic targets
* Use of Careerpilot in PSHE to target certain roles and discover more
 | * Target Sheets
* Tracking of and discussion with tutors of academic targets
* Resource Companion
* WEX Advice session
* Team-building strategies and opportunities (PSHE, other lessons, WEX)
* ‘Finance Matters’ PSHE modules
 | * Application support
* Team-building strategies and opportunities (PSHE, other lessons, WEX)
* Resource Companion
* NCS presentation to Year 11 (Jan Feb and March 2019)
 | Interview Prep DayMock Interview DayApprenticeship briefing sessionsNCS presentation and workshop January; February; April 2019 |
| Showing initiative and enterprise | * Being enterprising in employment and before (eg fundraising)
* Enterprise skills eg decision making, leadership etc
* Enterprise qualities eg resilience, adaptability etc
 | ‘Our City’ project Oct-Nov 2018Fundraising opportunities for:* House charity
* Alabare
 | Fundraising opportunities for:* House charity
* Alabare

Enterprise skills:* Evidenced in successful work experience
 | Fundraising opportunities for:* House charity
* Prom Year 11

Enterprise skills:* Prefect – academic and sporting
* Leadership of Pupil Parliament
 | House charity work across KS3&4 across house days, fundraising for specific charities, FairTrade team |
| Developing personal financial capability | * Functions and use of money
* How to manage money and personal finances
* Understanding of spending, saving and investment
 | PSHE module on Finance to be adapted and reworked for Year 9 Sept 2019House charity work across KS3&4 across house days, fundraising for specific charities, | * Gambling Awareness module Oct-Dec 2019;
* Finance Matters PSHE module Jan-Feb 2019
* Including how to manage money and personal finance; spend/save or invest activity; quiz and audit to check learning
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* Including how to manage money and personal finance; spend/save or invest activity; quiz and audit to check learning
 | House charity work across KS3&4 across house days, fundraising for specific charities, (eg Alabare Salisbury Cathedral sleepover) |
| Identifying choices and opportunities  | * Knowledge of suitable progression pathways ad qualifications
* Able to negotiate and evaluate to maximise opportunities
* Networking
* Adaptability
 | * Continued use of Resource Companion
* Careerpilot
* ‘Before They Were Famous’ using discussion with SJCS staff also
 | * KS4 individual interviews with Careers Adviser
* College, apprenticeship presentations Yr 10
* Interview Preparation
* Mock Interview and feedback
* Careers Companion
 | * KS4 individual interviews with Careers Adviser
* College, apprenticeship presentations Yr 11
* Resource Companion
 | Careers Fair – City Hall(Years 10 and 11 Oct 2018)Individual Careers Interviews with Sue Glover (all KS4 pupils to start in Yr 10 with PP learners, and all Yr 11 as many times as necessary) |
| Planning and deciding | * Goal-setting
* Action planning
* Resolve issues
* Review decisions
 | * ‘Our City’ competition[[1]](#footnote-1) for all four action points; pupils working in tutor groups to plan projects and explain them for competition
 | * World of work – planning and applying for WEX
* Interview Prep Day
* Mock Interview Day
* Progress Files -
* Self –audit/evaluation in lessons eg Art
 | * Progress Files - (C.V, Career plan, Learning Plan, WEX Report)
* Target sheet
* Intentions questionnaire
 |  |
| Handling applications and interviews | * Understanding importance of good CV, personal statements relevant skills
* Self marketing
* Confidence at interview
 | Tutor rep presentation and interview | “World Of Work”:* WEX application – ongoing Year 10
* Interview Prep,
* Mock Interview and feedback
 | * WEX report
* Application for Sixth Form/college/ apprenticeships
 | Individual interview prep/ college visits with Sue Glover for all Year 11; numerous if necessary/vulnerable  |
| Managing changes and transitions | * Managing types of transition
* Strategies to manage life changes
 | PSHE Life Skills lesson ‘Coping With Change’ March 2019 | * Resource Companion
* Year 10 visit to Andover College
 | * Support through application process
* Resource Companion
 | Visits to Sixth Form, Colleges and schools; visitors from Sixth Form, colleges and apprenticeship providers |

1. Run by Salisbury Chamber of Commerce and supported by local businesses [↑](#footnote-ref-1)