

EMPLOYABILITY CURRICULUM OVERVIEW 2024-2025

AUTUMN TERM	
KNOWLEDGE	KEY SKILLS
First half of term	
Employability	Self-assessment skills
<p>What is Employability and why do people work? What skills do we need and what are employers looking for? The soft skills – resilience, reliability etc. Understanding the importance of SKILLS, QUALIFICATIONS and EXPERIENCE Obstacles to overcome in order to get a job – the national picture and unemployment/the economy The Skills gap – how can you prepare for the world of work and the continuing development of the workplace – training, work experience, IT skills etc. What jobs are available locally? How is the job market changing locally and nationally? Why do people retire/take a break?</p>	<p>What am I like as a person? (personal qualities/attributes) What do I like doing? What working environments do I enjoy? What am I good at? (skills and knowledge) Can I work as part of a team? Am I a leader or a follower? What types of work am I suited to? (matching strengths to jobs/areas) What do I need to improve on? (skills and qualities) Taking criticism How good are you at following instructions and who may give them to you? Setting goals and targets, making an action plan – steps to employability. My aspirations (S-T/M-T/L-T) Assessing how work-ready you are, asking others, talking to job coaches Planning a career path</p>
<p>British Values and character development opportunities</p> <ul style="list-style-type: none"> • Activities around developing personal values and the link between values and careers choices (Moral) • Identifying personal strengths and how to develop (Spiritual) • Engage in team-building activities (Social) 	
Second half of term	
All about jobs	Job Search and Application skills
<p>Types of contract (part-time, full-time, seasonal, fixed contract, temporary and permanent, zero hours, apprenticeships etc.), holidays, sick pay Looking at job vacancies Job vacancy terminology – would suit school leaver, experience required driving licence, certain experience/qualifications/skills required Understanding how employers recruit – how they assess applications, what they are looking for in the application</p>	<p>Registering and looking for jobs Learning how to apply by letter of application Learning how to apply online/receiving and evaluating email alerts regularly Applying by CV Developing resilience for the application process/receiving and acting on feedback</p>

<p>Reading job descriptions and person specifications Ways of being paid – hourly, salary (monthly/4-weekly etc.), commission, bonuses, basic salary plus commission Income Tax/National Insurance/Occupational Pension schemes – pay slips What’s it like to be self-employed or a lone trader</p>	<p>Applying for casual and seasonal work as a platform to put yourself in the marketplace Using electronic calendar and setting reminders Using ICT systems in the workplace – tills etc. Using social media effectively and responsibly The importance of networking, distributing CV etc. Talking to friends and family – word of mouth - reputation Job agencies</p>
<p>British Values and character development opportunities</p> <ul style="list-style-type: none"> • Positive social interactions with others including online (Social) • Value of equality and diversity in the workplace (Moral/Spiritual/Cultural) 	

SPRING TERM	
1 st half	2 nd half
Job search skills	Job application skills
<p>Working with others and being part of a team – roles in the workplace Support in the workplace – who to ask for help Workplace bullying/discrimination – safeguarding of staff Being line managed, targets, appraisal and standards of workplace behaviour (code of conduct) The benefits of training/apprenticeships over casual work Responsibilities of employers/employees Time management Employee benefits Trade unions and professional organisations Disciplinary action and sackable offences</p>	<p>Communication etiquette - email/phone/letter How to dress and present yourself – hair, hygiene, clothes etc. What goes in a CV? Building a CV – the importance of updating regularly How to write a mini-personal statement Making job enquiries by calling in to an employer in person – building confidence Careers SW and your local Job Centre Keeping a portfolio of certificates, references etc. – Record of Achievement The importance of volunteering Getting a personal email account</p>
<p>British Values and character development opportunities</p> <ul style="list-style-type: none"> • Activities to promote tolerance and mutual respect, as well as positive social cohesion (British Values/Social/Moral) • Understanding workplace law and behaviour (British Values/Social/Moral) • Developing skills of resilience (Spiritual) 	

Types of jobs	Getting paid
<p>Understanding Occupational categories (sectors) Study of jobs within different sectors – working conditions, rates of pay etc. Transferable skills Job Studies (a day in the life of) What skills, qualifications and experience do you need for a particular job? Study of a favourite sector Specialised sectors – the military, emergency services Types of voluntary work and why it is good to have some on your CV What are the benefits and constraints of working in the private, public and voluntary sectors?</p>	<p>Rates of pay, minimum wage, working out gross pay (hrs x hour rate) Understanding payslips and learning about deductions (income tax, NI and pensions) Simple budgeting – mobile phone contract, travel, food etc. Opening and understanding a bank account, how it works and credit and debit facilities) Online banking Online shopping Understanding benefits and what you can claim Introduction to basic living costs – rent, utility rates, council tax etc. Other money skills – postage, car insurance quotes, booking a holiday/trip, travel insurance etc.</p>
<p>British Values and character development opportunities</p> <ul style="list-style-type: none"> • Exploration of workforce data to underline the diversity of British society (British Values/Social/Moral/Cultural) • Morality of gambling and debt (Moral) 	

SUMMER TERM	
1 st half	2 nd half
Interview prep and skills	Presentation skills
<p>Researching the company and the job Preparing for the interview – how to get there, how to dress etc. Mock interview practice – why do you want the job? Receiving and acting on feedback Interview coaching in groups of 3 with teacher feedback Visitors in to do informal interviews and give feedback Asking employers for a mock interview, or taking part in a mock interview day Virtual interviews and communication (Zoom etc.) Diagnostic tests and group interviews</p>	<p>Talking in pairs and contributing in class and small group situations Standing up in front of a group to do a team or paired presentation Standing up in front of a group to do a solo presentation More advanced interview situations, being interviewed by a panel Talking to the governors Being part of the Student Voice group to develop committee skills Talking to employers in non-interview situations Body language</p>
<p>British Values and character development opportunities</p> <ul style="list-style-type: none"> • Role play activities of de-escalation and dealing with problems (Social/Mutual Respect) • Applying for courses/jobs and self-realisation (Spiritual) • Workplace experiences in new environments (Social) 	

Apprenticeships	Enterprise
<p>What is an apprenticeship? Levels, entry requirements and pay. How it all works, going to college etc.</p> <p>Comparing the pros and cons of apprenticeships with paid jobs</p> <p>Studying different apprenticeship routes into employment</p> <p>Studying/listening to the experience of real apprentices</p> <p>How to search and apply for apprenticeships</p> <p>The employer's view of apprenticeships</p>	<p>Simple ideas for mini-businesses such as babysitting, car valeting, window cleaning, gardening jobs, making cakes etc.</p> <p>Designing a simple business card</p> <p>Simple principles underpinning business – outlay, overheads, materials, profit, loss, etc.</p> <p>Experimenting with simple enterprise ideas</p> <p>Getting grants and support to start your own business</p>
<p>British Values and character development opportunities</p> <ul style="list-style-type: none"> ● Applying to college and next step towards self-realisation (Spiritual) ● Role play of workplace scenarios (Social/Mutual Respect) 	