

Highfields Scheme of Work Summary

COURSE/SUBJECT TITLE:	Careers	EXAM / AWARD BODIES: (IF APPROPRIATE)	Open Awards
KEY STAGE:	KS4		
MAIN TEACHERS:	Miss L Fletcher & Miss T Greenhalgh		

SUMMARY OF LEARNING ACTIVITY TYPES: (These should relate to Schemes of Work activities).

- | | | | |
|---------------|---------------------------------------|-------|------------------------|
| Very Frequent | - Approximately every week | Rare | - Less than occasional |
| Frequent | - Approximately 1 - 2 times per month | Never | - Never |
| Occasional | - Approximately 1 - 2 times per term | | |

	<u>Very Frequent</u>	<u>Frequent</u>	<u>Occasional</u>	<u>Rare</u>	<u>Never</u>		<u>Very Frequent</u>	<u>Frequent</u>	<u>Occasional</u>	<u>Rare</u>	<u>Never</u>
Teacher Talk	X					Art / Creative			X		
Discussion / Q & A	X					'Hands-On' Practicals			X		
Problem-Solving	X					Physical Challenge				X	
Research	X					Group-work		X			
Extended Reading	X					Role-play		X			
Extended Writing		X				Offsite Visits			X		
ICT Presentations		X				Other (please state)					
Video		X									

SUMMARY OF SUB-TOPICS / UNITS OF STUDY

Sub-Topic / Unit of Study Title	Typical Length of Time (Term / Half-Term / Weeks / Months)
Identifying personal skills/Transferable skills/ Employability skills Researching career pathways (14-19 Pathways)	Half-Term (Autumn 1)
Researching Jobs / Training in skills sector Evaluating sources of information (including College/Training Job websites)	Half-Term (Autumn 2)
Future Transition Opportunities at KS3/4 Technical/Vocational/Academic routes of learning	Half-Term (Spring 1)
College/Training visits with Careers Advisor Employer/Employee Encounters/Presentations	Half-Term (Spring 2)
Job/Training Profile Workshops Mock Interviews	Half-Term (Summer 1)
Workplace visits Job Application Training (recap skills training from Autumn Term 1) Local Job searching	Half-Term (Summer 2)