

### Highfields Scheme of Work Summary

<b>COURSE/SUBJECT TITLE:</b>	Careers	<b>EXAM / AWARD BODIES: (IF APPROPRIATE)</b>	Open Award Level 1
<b>KEY STAGE:</b>	KS4 Year 11		Curriculum Vitae Writing
<b>MAIN TEACHERS:</b>	AHE MBY		

**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)
Identify Personal Skills/Goals Action Plan	Half-Term (Autumn 1)
Research Local Market Information Research Apprenticeships	Half-Term (Autumn 2)
Start Open Award Level1 Unit: CV Writing	Half-Term (Spring 1)
Career Progression Routes 14-19 Pathways	Half-Term (Spring 2)
Encounters with Employers Action Plan reviewed with CEIAG Advisor	Half-Term (Summer 1)