

# Sir Tom Finney Community High School

## Careers Education Information Advice & Guidance

### Annual Overview

	Autumn	Spring	Summer
Year 7	<ul style="list-style-type: none"> <li>• WHY DO PEOPLE WORK?</li> <li>• WHY CAREERS EDUCATION AND GUIDANCE?</li> <li>• EXPLORING THE WORLD OF WORK IN RELATION TO STFCH SCHOOL</li> </ul>	<ul style="list-style-type: none"> <li>• LOOKING AT JOB GROUPS ACCORDING TO THE CAREERS LIBRARY CLASSIFICATION INDEX</li> </ul>	<ul style="list-style-type: none"> <li>• SELF-AWARENESS / DECISION-MAKING SKILLS</li> <li>• INTRODUCTION TO PERSONAL ACTION PLANNING</li> </ul>
Year 8	<ul style="list-style-type: none"> <li>• RESEARCH INTO JOBS / JOB GROUPS SPECIFIC TO PUPIL INTEREST</li> <li>• MONEY MATTERS</li> </ul>	<ul style="list-style-type: none"> <li>• MINI ENTERPRISE</li> <li>• STEREOTYPING AND EQUAL OPPORTUNITIES IN THE WORLD OF WORK</li> </ul>	<ul style="list-style-type: none"> <li>• USING CAREERS INFORMATION</li> <li>• REVIEW AND EVALUATION OF PROGRESS FILES, OUTLINES AND ACTION PLANS</li> </ul>
Year 9	<ul style="list-style-type: none"> <li>• SKILLS FOR WORK</li> <li>• LOOKING AT INDUSTRY/TRANSITION SKILLS</li> </ul>	<ul style="list-style-type: none"> <li>• CHOICES AT 16+</li> <li>• INTRODUCTION TO CAREERS ADVISORS</li> </ul>	<ul style="list-style-type: none"> <li>• INTRODUCTION TO ONLINE CAREERS PLATFORMS</li> <li>• ACTION PLANNING WITH SPECIAL REFERENCE TO 14+ REVIEWS</li> </ul>
Year 10	<ul style="list-style-type: none"> <li>• WORLD OF WORK IN RELATION TO UNIONS / REGULATIONS</li> <li>• INDUSTRY LINKS</li> </ul>	<ul style="list-style-type: none"> <li>• WORLD OF WORK IN RELATION TO UNIONS / REGULATIONS</li> <li>• INDUSTRY LINKS</li> </ul>	<ul style="list-style-type: none"> <li>• INTERVIEW TECHNIQUES /HANDLING INFORMATION</li> <li>• CAREERS PLANS AND INDIVIDUAL ACTION PLANNING</li> </ul>
Year 11	<ul style="list-style-type: none"> <li>• PREPARING FOR WORK</li> <li>• EXPLORING ONLINE CAREERS PLATFORMS</li> </ul>	<ul style="list-style-type: none"> <li>• PREPARATION FOR WORK EXPERIENCE</li> <li>• WORK EXPERIENCE / CHOICES AT 16+</li> </ul>	<ul style="list-style-type: none"> <li>• JOB APPLICATIONS AND THE WORLD OF WORK</li> </ul>
Years 12/13/14  (differing cohorts - termly rotation)	<ul style="list-style-type: none"> <li>• Careers Awareness</li> <li>• Personal Interests</li> <li>• Qualities &amp; Skills</li> <li>• CV Building</li> <li>• Interview Techniques</li> <li>• DWP lead – national &amp; local employment landscape</li> <li>• Work Related Learning (Mini-Enterprise)</li> <li>• Supported Internships</li> <li>• Preston’s College Ancillary Work Experience Placements</li> <li>• Royal Preston Hospital Work Experience Placements</li> </ul>		

