

## Work Related Learning Year 11

### Long term plan

	Theme	Session overview
Autumn 1	Why work?	<ul style="list-style-type: none"> <li>• <b>Session 1</b> – What is work and why it means different things to different people; the amount of time people spend at work and the importance of making the right career choices</li> <li>• <b>Session 2</b> – Different ways of working, different working patterns and times, e.g. full time, part time, shift work, zero hours contract, seasonal, self-employment, volunteering, etc.</li> <li>• <b>Session 3</b> – Understanding Employment Sectors – exploring employment sectors in the UK; exploring the route from college/university to jobs; courses and qualifications leading to jobs; what qualifications are needed for certain jobs and what jobs can be applied for after completing certain college/university courses;</li> <li>• <b>Session 4</b> – Jobs in Sectors – exploring some familiar and unfamiliar jobs and how jobs can be grouped into different sectors</li> <li>• <b>Session 5</b> – Profile the job – looking at the nature of different jobs and identifying job characteristics and the main factors that affect various jobs; creating profiles for a range of careers and begin to build a picture of their ideal job; What's in a Job? – examining the key duties involved in carrying out a range of jobs; considering a typical working day in a range of jobs</li> <li>• <b>Session 6</b> – What is an Entrepreneur? – exploring the definition of an entrepreneur and learning that there are different types of entrepreneurs</li> <li>• <b>Session 7</b> – Stress in the Workplace – exploring what causes stress in the workplace and considering if some jobs are more stressful than others; examining both the physical and mental symptoms of stress; dealing with stress: investigating how employers and employees can deal with stress</li> </ul>
Autumn 2	CVs	<ul style="list-style-type: none"> <li>• <b>Session 1</b> – CV builder – what do you know about a CV; what parts does a CV have?</li> <li>• <b>Session 2</b> – My skills and qualities that should be included in a CV</li> <li>• <b>Session 3</b> – Features of a successful CV – top tips</li> <li>• <b>Session 4</b> – Examples of CVs – good and bad; exploring different types of CVs: chronological vs functional/skill-based; gathering information for different sections in preparation to write own CV</li> <li>• <b>Session 5</b> – Writing own CV, including a personal statement</li> <li>• <b>Session 6</b> – Students review their own CVs and identify areas for improvement; peer assessment opportunity; HR representative from the school to give feedback on the CVs</li> <li>• <b>Session 7</b> – Adapting a CV to suit a chosen job – highlighting different skills and qualities to suit different jobs and removing/omitting irrelevant information</li> </ul>

Spring 1	Job searching	<ul style="list-style-type: none"> <li>• <b>Session 1</b> – A Job for Life? – The range of jobs available within different career fields; beginning to recognise the importance of adopting a flexible approach when searching the job market</li> <li>• <b>Session 2</b> – Questions, Questions – Guest speakers talk about their career journeys and take part in question and answer sessions</li> <li>• <b>Session 3</b> – Sources of job adverts, e.g. local newspapers, online (websites), job centre, agency work</li> <li>• <b>Session 4</b> – Local area study – local and global employers, e.g. local hairdresser vs McDonald’s</li> <li>• <b>Session 5</b> – Job study – jobs in the local community</li> <li>• <b>Session 6</b> – Your local job centre – how to find them, what they do, how they can support you in finding a job; Jobseeker's Allowance, Incapacity Benefit, Employment and Support Allowance and Income Support</li> <li>• <b>Session 7</b> – Recruitment agencies – how to register, what to expect; Reed, Indeed, etc.</li> </ul>
Spring 2	Applying for a job	<ul style="list-style-type: none"> <li>• <b>Session 1</b> – Finding the Perfect Employee – Exploring the purpose and content of a job description, person specification, application form and equal opportunities form.</li> <li>• <b>Session 2</b> – Different types of application forms – online and paper versions; looking at a range of application forms (including a college application form) and what information is required</li> <li>• <b>Session 3</b> – Completing an Application Form – key rules for filling out job application forms; practising completing an application form.</li> <li>• <b>Session 4</b> – Cover letter – what is the purpose and how it can help when applying for a job</li> <li>• <b>Session 5</b> – Cover letter – case study, good and bad examples</li> <li>• <b>Session 6</b> – Writing a cover letter for a chosen job</li> <li>• <b>Session 7</b> – Adapting the cover letter to suit different jobs</li> </ul>
Summer 1	Interview skills	<ul style="list-style-type: none"> <li>• <b>Session 1</b> – What is an interview and what are employers looking for?</li> <li>• <b>Session 2</b> – Interviews – Purpose, Dos and Don’ts</li> <li>• <b>Session 3</b> – Interview Questions</li> <li>• <b>Session 4</b> – Interviews – The Good and the Bad</li> <li>• <b>Session 5</b> – Mock interviews</li> <li>• <b>Session 6</b> – Presenting Me – Preparing and delivering a presentation in a simulated interview situation.</li> <li>• <b>Session 7</b> – Recruitment and Selection Methods – The different ways employers recruit and select candidates; recruitment and selection procedures and the law. What is involved in the recruitment and selection process.</li> </ul>

Summer 2	Professional me	<ul style="list-style-type: none"> <li>• <b>Session 1</b> – Personal presentation, uniform and PPE in different roles.</li> <li>• <b>Session 2</b> – Professional code of conduct, including timekeeping, behaviour in a workplace, use of technology and health and safety.</li> <li>• <b>Session 3</b> – Teamwork – exploring the importance of teamwork in the workplace and beginning to recognise that teamwork is necessary to achieve desired results.</li> <li>• <b>Session 4</b> – The Perfect Employee – creating a model of the perfect employee: practise some of the skills and qualities required for success in the future.</li> <li>• <b>Session 5</b> – Developing Positive Working Relationships – investigating the importance of developing good working relationships and how they can be achieved.</li> <li>• <b>Session 6</b> – Building Rapport in the Workplace – learning how to establish rapport in the workplace and practise the skill of building rapport.</li> <li>• <b>Session 7</b> – Leadership – exploring the importance of leadership in the workplace; beginning to identify effective leadership skills and qualities.</li> </ul>
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Opportunities for external/guest speakers