

# Works 4 U

**YEAR 12- 13      2021/2022**

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Autumn		Spring		Summer	
<p><b><u>All about me and my future plans</u></b></p> <p>My name and other details</p> <ul style="list-style-type: none"> <li>• My interests and hobbies</li> <li>• Things I would like to try</li> <li>• Existing work experiences</li> <li>• My career aspirations</li> </ul> <p><b><u>Understanding my skills and personal attributes</u></b></p> <ul style="list-style-type: none"> <li>• what is a skill and a quality?</li> <li>• Identifying strong skills and attributes</li> <li>• Identifying skills to improve</li> <li>• Examples of skills needed in different industries</li> </ul>	<p><b><u>Enterprise (following GLGP)</u></b></p> <ul style="list-style-type: none"> <li>• Different types of businesses</li> <li>• Skills needed to set up a business or an enterprise scheme.</li> <li>• Ways of promoting business/ enterprise scheme</li> <li>• Realistic enterprise ideas to run using team work</li> <li>• Working as a team to make a plan, budget and figure out the logistic of an enterprise</li> <li>• Promoting enterprise to a group of people (including a presentation), e.g. cake sale, charity event and school fair</li> <li>• Organising enterprise in school</li> <li>• Carrying out and collecting money from a school enterprise</li> </ul>	<p><b><u>Awareness of industries</u></b></p> <ul style="list-style-type: none"> <li>• Organised visit from a variety of employers</li> <li>• Careers week led by FED pupils to the rest of the school</li> <li>• Different roles within a company</li> <li>• Promotion: <ul style="list-style-type: none"> <li>- passing your probation,</li> <li>- appraisals,</li> <li>- pay rise, incl. age related</li> <li>-</li> </ul> </li> </ul> <p><b><u>Personal Development</u></b></p> <ul style="list-style-type: none"> <li>• mandatory training in work places</li> <li>• additional training in work places</li> <li>• private training-increasing employability: <ul style="list-style-type: none"> <li>- searching for appropriate courses</li> <li>- making portfolio</li> </ul> </li> </ul>	<p><b><u>If not ready for a job</u></b></p> <ul style="list-style-type: none"> <li>• Internship</li> <li>• Traineeship</li> <li>• Apprenticeship</li> <li>• Paid and unpaid options</li> </ul> <p><b><u>Supporting services</u></b></p> <ul style="list-style-type: none"> <li>• Job centre</li> <li>• Citizen Advice Bureau</li> <li>• Princess Trust</li> </ul>	<p><b><u>Work Life</u></b></p> <ul style="list-style-type: none"> <li>• First day at work: <ul style="list-style-type: none"> <li>- Meeting new people</li> <li>- Etiquette</li> <li>- Social dos and don'ts</li> </ul> </li> <li>• Appropriate clothing for different industries</li> <li>• Health &amp; safety</li> <li>• Compulsory training at work</li> <li>• Breaks entitlement</li> </ul>	<p><b><u>Work Life</u></b></p> <ul style="list-style-type: none"> <li>• Expected behaviour</li> <li>• Strategies when feeling under pressure</li> <li>• Using initiative</li> <li>• Team work</li> <li>• Lone working</li> <li>• Time management</li> <li>• Organisation of your work environment and the work load</li> </ul>

## YEAR 12-13 2022/2023

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<b><u>CV building</u></b> <ul style="list-style-type: none"> <li>Name and personal details</li> <li>Writing about yourself</li> <li>Identifying confidence and competencies in own skills and attitudes</li> <li>List of exams and levels</li> <li>List of work experiences with dates</li> <li>Expressing what have you done and learned during each work experience</li> </ul>	<b><u>Understanding work systems:</u></b> <ul style="list-style-type: none"> <li>Payslips,</li> <li>holiday leave,</li> <li>taxes</li> <li>NIN</li> <li>Contract</li> <li>Bank account</li> </ul>	<b><u>Communication in work place</u></b> <ul style="list-style-type: none"> <li>Meeting someone for the first time</li> <li>Following instructions</li> <li>asking for help</li> <li>copying with change</li> <li>solving problems</li> <li>dealing with conflict</li> <li>resilience</li> </ul>	<b><u>Communication in work place</u></b> <ul style="list-style-type: none"> <li>Appropriate Language- slung vs formal language</li> <li>Phone skills: <ul style="list-style-type: none"> <li>Tone of voice</li> <li>Putting callers on hold</li> <li>Asking questions</li> <li>Passing/ taking on information</li> <li>Taking an order</li> <li>Clarifying information</li> <li>Apologising</li> <li>Emergency</li> </ul> </li> <li>Emails: <ul style="list-style-type: none"> <li>Title</li> <li>To, CC and CCB</li> <li>Asking questions</li> <li>Passing/ taking on information</li> <li>Taking an order</li> <li>Clarifying information</li> <li>Apologising</li> <li>Emergency</li> <li>proofread</li> </ul> </li> </ul>	<b><u>Job search</u></b> <ul style="list-style-type: none"> <li>establishing industries that best suit own interests, skills and experiences</li> <li>exploring different ways of looking for a job: <ul style="list-style-type: none"> <li>online, incl. registering CV</li> <li>papers</li> <li>going places</li> <li>asking friends and family</li> </ul> </li> <li>Things to consider when looking for/ applying for a job, e.g.: time of travel, means to get there, uniform requirement, shifts patterns, salary, narrowing search to experiences, interests and skills.</li> <li>Applying for a job: <ul style="list-style-type: none"> <li>Filling out an application form</li> <li>Covering letter</li> </ul> </li> <li>Checklist of important documents, items and information before leaving school: <ul style="list-style-type: none"> <li>2 forms of ID</li> <li>Bank Account</li> </ul> </li> </ul>	<b><u>Interviews</u></b> <ul style="list-style-type: none"> <li>Dress code</li> <li>First impressions</li> <li>Body language</li> <li>Knowing about the job you're applying for</li> <li>Talking about interests and hobbies</li> <li>Being able to talk about your skills and knowledge confidently</li> <li>Being able to justify your choice of applying for the job</li> <li>Being able to ask questions</li> <li>Managing difficult questions</li> <li>Mock interview: <ul style="list-style-type: none"> <li>in person</li> <li>over the phone</li> <li>group interviews</li> </ul> </li> <li>Feedback and improvement</li> </ul>

				<ul style="list-style-type: none"><li>- Personal email address</li><li>- Up to date CV</li><li>- Mock interview</li><li>- Resignation letter</li><li>- Thank you letter to old work experience</li><li>- Bus/ train pass</li><li>- NI Number</li><li>- Passport photos</li><li>- Mobile Number</li></ul>	
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