

Local Procedure/Protocol		
School/Home Name:	Hilden Park School	
Local Procedure/Protocol Title:	Futures: Careers and Work Related Learning	
Linked to Group Policy Title & Code:	OPSP15 Futures: Careers and Work Related Learning	
Date Reviewed:	DEC 2023	
Next Update Due:	DEC 2024	
Procedure/Protocol Lead:	Katharine Brock	
Responsible Signatory:	Matthew Boyle, Projects Director	

## **EQUALITY AND DIVERSITY STATEMENT**

Witherslack Group is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.

## **ENVIRONMENT, SOCIAL, GOVERNANCE (ESG) STATEMENT**

Witherslack Group is committed to responsible business practices in the areas of: Environmental Stewardship, Social Responsibility, Governance, Ethics & Compliance. An ESG impact assessment has been completed on this procedure/protocol to ensure it can be implemented successfully without adverse implications on our Group goals.

To ensure that this procedure/protocol is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, please email the named policy lead.

Document Number: HPS V02-0724	Issue Date:	DEC 2023	Protocol Version Number: 03
Status: FINAL	Next Review Date:	DEC 2024	Page   1
Linked to Policy Number:	OPSP11		

#### **CONTENTS**

- 1 INTRODUCTION
- 2 PUPIL ENTITLEMENT
- 3 GATSBY BENCHMARKS
- 4 CURRICULUM PROVISION
- **5** OUR WG FUTURES PRINCIPLES
- 6 STATUTORY REQUIREMENTS AND RECOMMENDED READING
- 7 REFERENCES
- 8 ASSOCIATED FORMS
- 9 APPENDICES

#### 1 Introduction

We are passionate about helping pupils to identify and realise their ambitions, aspirations and secure futures that are right for them as individuals. Whether pupils want to be an astronaut, an artist, or just aren't sure what they want to be today, we will support them to understand their skills and talents, their interests and any areas of development. This will help them on their next steps, whether through further or higher education or training, to secure their career of choice and prepare them ready to enter employment. Being realistic, we understand that pupils might change their minds at any point. We are all human: situations and interests can change. We are committed to equipping pupils with the confidence, life and transferable skills to be able to adapt to whatever the future presents, equipping them with a range of options and career pathways.

We embrace our responsibility to ensure all pupils leave school and continue with their education, employment or training. It is our responsibility to ensure that they can enter the next phase of their lives in something which is sustainable and will support them in their careers and future lives.

Our careers and work-related learning programmes have always been personalised, and compliant with the DfE guidance, Independent School Standards, and best practice. We have been keen to ensure the pathways available to all pupils, from the earliest age, are broad, relevant, well planned and secure successful long-term outcomes.

## 2 Pupil Entitlement

# 2.1 Primary Pupils

Within our primary settings our pupils' journey towards understanding the options and opportunities around their future career begins via:

- Embedding career-related learning in the school's curriculum
- Conducting career-related activities and experiences within both the classroom and wider school environment
- Engaging wider stakeholders, including parents and carers in supporting the pupils in learning about career opportunities and relevant skills

Our primary settings aim to broaden the aspirations of each pupil and present them with a continued range of experiences and opportunities to positively challenge stereotypes and extend their understanding of the careers and futures they could create for themselves.

The focus at this stage is all around continually presenting pupils with career-related learning and experiences that broaden their horizons and raise their level of aspiration and engagement with their future. The aim is to ensure our pupils understand that there are many options open and available to them.

Document Number: HPS V02-0724	Issue Date:	DEC 2023	Protocol Version Number: 03
Status: FINAL	Next Review Date:	DEC 2024	Page   2
Linked to Policy Number:	OPSP11		

This ongoing careers-related activity and experience acts as a precursor for the careers and employability programmes delivered from Year 7 onwards, alongside the dedicated WG Futures programme.

## 2.2 Secondary Pupils

The minimum required expectations are that all pupils in Years 7 to 13 are entitled to:

- find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- understand how to make applications for the full range of academic and technical courses.
- have access to an impartial independent careers advisor from the age of 12 upwards (ISS 2(2)e)
- 2.3 We exceed these expectations by ensuring that the curriculum provides many opportunities to encourage pupils to develop ambition and interest in their futures.

We embrace our duty and it is our overarching aim to ensure pupils are well equipped to succeed and cope with the ever-changing needs of society and the modern world. With this in mind, the Witherslack Group has developed the provision even further, by developing a programme called WG Futures. This offers a network of employers to facilitate direct engagement across our schools in the provision of employer speakers, work place visits, career events and roadshows, and work placements. In addition to this, support will be provided through dedicated staff to support pupils stepping into actual employment with the direct provision of a high volume of live job roles.

#### 3 GATSBY BENCHMARKS

We use the Gatsby Benchmarks to ensure best practice. All Witherslack Group schools are committed to meeting the eight Gatsby Benchmarks, which support us to deliver best practice in ensuring readiness for the world of work and securing successful careers and future lives:

- 1) A Stable Careers Programme;
- 2) Learning from Career and Labour Market Information;
- 3) Addressing the Needs of Each Pupil;
- 4) Linking Curriculum Learning To Careers;
- 5) Encounters with Employers and Employees;
- 6) Experiences of The Workplace;
- 7) Encounters with Further and Higher Education;
- 8) Personal Guidance.

Schools will be supported in the attainment of compliance through the guidance of the Group's dedicated Employability Manager, who will provide support to Careers Leads and through the development of a central resource hub for all aspects around the Gatsby Framework.

School leaders will be asked to report directly to their respective School Board meeting on progress of Gatsby compliance, general careers and employability activity, and engagement with the wider initiatives provided by a dedicated careers digital platform and the WG Futures programme in general. This reporting will be structured to align with the respective Gatsby Benchmarks, thus ensuring an ongoing focus on compliance and continued improvement with regard to the delivery of careers and employability programmes. An example of some of the key reporting metrics are detailed below:

Document Number: HPS V02-0724	Issue Date:	DEC 2023	Protocol Version Number: 03
Status: FINAL	Next Review Date:	DEC 2024	Page   3
Linked to Policy Number:	OPSP11		

No. of careers guidance sessions delivered (GBM 8 ,GBM3)
No. of careers appointments attended (GBM8 , GBM3)
No. of employer encounter sessions (GBM5, GBM2)
No. of experiences of the workplace (GBM6, GBM2, GBM3)
No. of visits to college (GBM7)
No. of experiences of university (GBM7)
Technical pathway sessions Yr 8/9 (GBM7 )(The Baker Clause)
Technical pathway sessions Yr 10/11 (GBM7) (The Baker Clause)
Technical pathway sessions Yr 12/13 (GBM7) (The Baker Clause)
No. of parents sessions delivered (GBM1, GBM2)
No. of CV's completed (GBM3)
No of Careers In the Curriculum Sessions (GBM4)
No. of school Careers advice support sessions (GBM3)

Additionally, schools will report to School Board meetings on a termly basis on the individualised career aspirations and intended destinations of students from the start of Year 10 onwards, thus allowing prioritised support and personalised pathways to be put in place, supported by the WG Futures programme and personnel.

#### 4 Curriculum Provision

4.1 Careers provision is mapped against the Gatsby Benchmarks and the careers programme is delivered through a combination of methods, with schemes of work and a calendar of events for each Key Stage.

The DfE provide a recommended framework for the curriculum at each stage and each School has an individualised careers programme particular to their School based on this framework. **See Appendix 1** 

- 4.2 To further enhance the level of resource available and the richness of the career and employability offer, an additional third-party platform is also available for schools to embed within their curriculum. This provides a breadth of both teaching resources and employer engagement experiences that can be incorporated within careers and employability learning for all year groups. The platform also enables tracking at both school and individual pupil level and schools will be tasked with evidencing engagement and progress via this system, alongside wider reporting.
- 4.3 All schools will produce and work to a WG Futures delivery plan, that aims to accommodate increasing levels of employer engagement and experience. At the same time, greater priority and resource will be provided, over time, to personalising employability skills and preparation to each young person's individual needs and future employment pathway.

## 5 Our WG Futures Principles

- 1. The development of our young people's futures is a Group-wide priority driven by all educational teams, careers support staff, and the dedicated Futures personnel.
- 2. We place future employability at the heart of the learning experience, both within and outside the curriculum, and provide our young people with the opportunities and support they need to develop into employable and highly attractive candidates to employers.
- 3. We utilise direct employer insight, experience and expertise as part of the development of employability programmes and practices that will achieve significant and measurable outcomes for every young person.

Document Number: HPS V02-0724	Issue Date:	DEC 2023	Protocol Version Number: 03
Status: FINAL	Next Review Date:	DEC 2024	Page   4
Linked to Policy Number:	OPSP11		

- 4. We offer a portfolio of career opportunities and work placements that enables all young people to be encouraged to broaden their interests, knowledge and experiences in whatever field they choose to pursue.
- 5. Young people will be supported to acquire real understanding of what personal attributes they have to offer employers and the skills they possess. They should in turn be able to demonstrate these to employers in a quantifiable way. Through this they will gain confidence, resilience and ambition, which will present them as 'ready to work' to employers.
- 6. We will provide our young people with actual job opportunities and unrivalled levels of ongoing support to ensure that their first steps beyond education are successful ones that lead directly to employment.

# 6 Statutory requirements and recommended reading

Witherslack Group uses and follows the statutory guidance provided from Gov.uk. References are provided as a link to this guidance in the references section of this policy.

# 7 REFERENCES

GOV.UK Statutory Guidance: Careers guidance and access for education and training providers Independent School Standards, Part 1, Section 2.(2)(e)
The Independent School Standards, Guidance for independent schools

## 8 ASSOCIATED FORMS

N/A

# 9 APPENDICES

Appendix 1 – Career Programme Map

Document Number: HPS V02-0724	Issue Date:	DEC 2023	Protocol Version Number: 03
Status: FINAL	Next Review Date:	DEC 2024	Page   5
Linked to Policy Number:	OPSP11		

Appendix 1 – Career Programme Map

	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1 Balance work and Life	Summer 2
3	Grow Throughout life being able to explain how they acted on help	being able to explain what tasks they would like and like least about particular jobs	Manage a career being aware that choice and opportunity make careers possible	Create opportunities  Identifying possible new jobs that might be needed in the future	being able to explain the idea of division of labour with reference to the work that is done in the home	being aware of what the author is encouraging them to think about when work is a theme in a story
4	recognising what they want to learn next and when they are successful	finding out about the qualities and skills needed to do a caring job	recognising their achievement when they have learnt something new even if they found it difficult initially	responding to trusted adults who can help them identify their needs	being aware of what charities do and how they can be a charity worker recognising that people seek different rewards when considering paid work that they'd like to do	being able to consider if the information they have found is accurate/reliable
5	being willing to take on challenges that help them to grow	being able to design a scheme for classifying a set of jobs being able to explain what interests them about particular jobs	making a step-by-step plan to enable them to achieve something they would like to be able to do	reflecting on what they achieved and what they would do differently or better next time exploring how people relate to each other in work settings	being aware that imbalances between people's life and work affects their wellbeing recognising what they can do to help keep themselves and others safe at school	being aware of trends that hint at how working life may change for them by the time they embark on their careers exploring the benefits and possible drawbacks of scientific and technological
6	recording and commenting on what	exploring the connection between uniforms and status	being aware that having back-up plans can help overcome the	being able to take on different work-related roles in group play or	being aware that people's work needs	exploring jobs and ways of working that

Document Number: HPS V02-0724	Issue Date:	DEC 2023	Protocol Version Number: 03
Status: FINAL	Next Review Date:	DEC 2024	Page   6
Linked to Policy Number:	OPSP11		

	they have experienced and achieved relating to people whose identities and backgrounds are different to theirs	recognising that the subjects and topics that they take further can lead to qualifications and making progress in their careers	disappointment or bring a different reward if their main plan does not work out being able to weigh up the pros and cons of a choice they are thinking of making	teamwork, including as leader when required explaining what they found out from a visitor about setting up their own businesses	change during their lives recognising unfair barriers to opportunity and being willing to challenge them being able to make decisions about saving, spending and budgeting	help to protect the environment exploring what they and others can do to prevent people having to do harmful work
	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Year	Careers (Living in the wider world)	Enterprise (Enterprise Week 13-19 Nov)	Health	Careers (National Careers Week)	Careers (Living in the wider world)	Independent Living
Gatsby	8. Personal Guidance 5. encounters with employers and employees 6. experiences of work places	5. encounters with employers and employees 6. experiences of work places		2. Learning from careers and labour market information 4 Linking curriculum learning to careers 5. encounters with employers and employees 6. experiences of work places	5. encounters with employers and employees 6. experiences of work places	
	Developing skills and aspirations (raising aspirations and careers)	Developing enterprise skills.	Understanding different health professions and how they can help us.	Careers and the world of work	Developing skills and aspirations (teamwork and enterprise skills)	Safety in the home.
7	-To develop study, organisational, research and presentation skillsTo review their strengths, interests, skills, qualities and values and know how to develop themTo set realistic, yet ambitious, targets and goals.	Communication - Expressive -To be able to ask questions that support the aim of the project and their role within it's successTo use Standard English to clearly and coherently: articulate, argue,	Identifies the number to phone in a medical emergency is 999 Explains how to contact the appropriate emergency services. Explains why they require assistance with a medical issue	-To understand what careers areTo know how careers can be developedTo know there are of different kinds of workTo know why people's satisfaction with their working lives can change.	-To know why we have and use moneyTo know the functions of moneyTo know what bartering isTo know what people do with their moneyTo know where people keep their money.	Uses the comparative terms' front and back' correctly when describing clothing.  Negotiates a safe passage along a pavement Identifies that they must check the traffic has stopped before crossing

Document Number: HPS V02-0724	Issue Date:	DEC 2023	Protocol Version Number: 03
Status: FINAL	Next Review Date:	DEC 2024	Page   7
Linked to Policy Number:	OPSP11		

	-To understand the skills and	justify,	Identifies an ambulance	-To understand different	-To know the different ways	Describes the basic safety
	attributes that employers	reason and	service uniform	business organisational	in which purchases can be	principles of crossing a road.
	value.	evaluate	Role plays a call to	structures.	paid for.	Choosing Appropriate
	-To know the importance and			structures.		clothing
	,	-To actively participate and	emergency services		-To know the advantages	S
	benefits of being a lifelong	demonstrate enthusiasm in	Identifies people I uniform,		and disadvantages of	Chooses suitable clothes for
	learner.	shared discussion, bot	e.g. police, nurse.		different payment	a familiar occasion mostly
	-To know the benefits of	adult-led and	Gives examples of people		methods.	correctly.
	setting ambitious goals and	independently.	who help them with health		-To develop study,	Explains why it is unsafe to
	being open to opportunities	-To be able to have	concerns.		organisational, research	walk along train and/or
	in all aspects of life.	discussions with peers	Identifies that teeth should		and presentation skills.	tram tracks
	-To recognise and challenge	which centre on a theme or	be brushed twice a day.		-To review their strengths,	Recognises some risks when
	stereotypes and family, or	problem and which remain	Identifies that they should		interests, skills, qualities	waiting at a bus stop.
	cultural expectations, that	focused.	visit a dentist to have their		and values and know how	Identifies how they would
	may limit aspirations.	-To participate in a	teeth checked.		to develop them.	respond to potential issues
		discussion, presentation	Identifies that a dentist		-To know the skills and	at different points of a
		and/ or debate at least once	should be visited if teeth or		attributes that employers	familiar journey
		during a project.	gums hurt		value.	Identifies one way to
		aumig a project.	gamsmare		-To know the skills and	prevent a fire hazard
					qualities required to engage	prevent a me nazara
					in enterprise.	
					in chici prisc.	
	Community and careers	Developing Enterprise Skills	Healthy Lifestyle choices	Careers and the world of	Financial decision making	Using equipment in the
	Community and careers	Developing Enterprise Skills	Healthy Lifestyle choices	Careers and the world of work	Financial decision making	Using equipment in the home
	,	, , ,	, ,	work	, and the second	home
	-To review their strengths,	Communication: Receptive	Identifies exercise or	work -To be aware of what	-To know why people	home Cleans areas of the
	-To review their strengths, interests, skills, qualities and	Communication: Receptive -To demonstrate that they	Identifies exercise or choices that make keep	work  -To be aware of what labour market information	-To know why people sometimes need to borrow	home  Cleans areas of the bathroom and kitchen using
	-To review their strengths, interests, skills, qualities and values and how to develop	Communication: Receptive -To demonstrate that they listen to adults and peers at	Identifies exercise or choices that make keep themselves healthy.	work  -To be aware of what labour market information (LMI) is and how it can be	-To know why people sometimes need to borrow money.	home  Cleans areas of the bathroom and kitchen using the correct equipment
	-To review their strengths, interests, skills, qualities and values and how to develop them.	Communication: Receptive -To demonstrate that they listen to adults and peers at every stage of the process.	Identifies exercise or choices that make keep themselves healthy. Identifies ways they can feel	-To be aware of what labour market information (LMI) is and how it can be useful.	-To know why people sometimes need to borrow money. -To know the different ways	home  Cleans areas of the bathroom and kitchen using the correct equipment Identifies which cleaning
	-To review their strengths, interests, skills, qualities and values and how to develop themTo understand the skills and	Communication: Receptive -To demonstrate that they listen to adults and peers at every stage of the processTo demonstrate	Identifies exercise or choices that make keep themselves healthy. Identifies ways they can feel better mentally	-To be aware of what labour market information (LMI) is and how it can be usefulTo identify how to stand	-To know why people sometimes need to borrow moneyTo know the different ways of borrowing money.	home  Cleans areas of the bathroom and kitchen using the correct equipment Identifies which cleaning equipment is used for each
	-To review their strengths, interests, skills, qualities and values and how to develop themTo understand the skills and attributes that employers	Communication: Receptive -To demonstrate that they listen to adults and peers at every stage of the processTo demonstrate understanding of what	Identifies exercise or choices that make keep themselves healthy. Identifies ways they can feel better mentally Recognises that it is normal	-To be aware of what labour market information (LMI) is and how it can be usefulTo identify how to stand up to stereotyping and	-To know why people sometimes need to borrow moneyTo know the different ways of borrowing moneyTo know how a credit	home  Cleans areas of the bathroom and kitchen using the correct equipment Identifies which cleaning equipment is used for each area of the bathroom
8	-To review their strengths, interests, skills, qualities and values and how to develop themTo understand the skills and attributes that employers value.	Communication: Receptive -To demonstrate that they listen to adults and peers at every stage of the processTo demonstrate understanding of what engages listeners by	Identifies exercise or choices that make keep themselves healthy. Identifies ways they can feel better mentally Recognises that it is normal and acceptable to feel	-To be aware of what labour market information (LMI) is and how it can be usefulTo identify how to stand up to stereotyping and discrimination, that is	-To know why people sometimes need to borrow moneyTo know the different ways of borrowing moneyTo know how a credit cards works.	Cleans areas of the bathroom and kitchen using the correct equipment Identifies which cleaning equipment is used for each area of the bathroom Ensures they put items
8	-To review their strengths, interests, skills, qualities and values and how to develop themTo understand the skills and attributes that employers valueTo learn how to develop	Communication: Receptive -To demonstrate that they listen to adults and peers at every stage of the processTo demonstrate understanding of what engages listeners by successfully keeping an	Identifies exercise or choices that make keep themselves healthy. Identifies ways they can feel better mentally Recognises that it is normal and acceptable to feel different emotions	-To be aware of what labour market information (LMI) is and how it can be usefulTo identify how to stand up to stereotyping and discrimination, that is damaging to people and	-To know why people sometimes need to borrow moneyTo know the different ways of borrowing moneyTo know how a credit cards worksTo know what Payday	home  Cleans areas of the bathroom and kitchen using the correct equipment Identifies which cleaning equipment is used for each area of the bathroom Ensures they put items away where others don't
8	-To review their strengths, interests, skills, qualities and values and how to develop themTo understand the skills and attributes that employers valueTo learn how to develop routes into work, training and	Communication: Receptive -To demonstrate that they listen to adults and peers at every stage of the processTo demonstrate understanding of what engages listeners by successfully keeping an audience's attention.	Identifies exercise or choices that make keep themselves healthy. Identifies ways they can feel better mentally Recognises that it is normal and acceptable to feel different emotions Identifies different	-To be aware of what labour market information (LMI) is and how it can be usefulTo identify how to stand up to stereotyping and discrimination, that is damaging to people and those around them.	-To know why people sometimes need to borrow moneyTo know the different ways of borrowing moneyTo know how a credit cards worksTo know what Payday lenders are.	cleans areas of the bathroom and kitchen using the correct equipment Identifies which cleaning equipment is used for each area of the bathroom Ensures they put items away where others don't fall over them
8	-To review their strengths, interests, skills, qualities and values and how to develop themTo understand the skills and attributes that employers valueTo learn how to develop routes into work, training and other vocational and	Communication: Receptive -To demonstrate that they listen to adults and peers at every stage of the processTo demonstrate understanding of what engages listeners by successfully keeping an audience's attentionTo be able to listen to of	Identifies exercise or choices that make keep themselves healthy. Identifies ways they can feel better mentally Recognises that it is normal and acceptable to feel different emotions Identifies different emotions using the	-To be aware of what labour market information (LMI) is and how it can be usefulTo identify how to stand up to stereotyping and discrimination, that is damaging to people and those around themTo be aware of the laws	-To know why people sometimes need to borrow moneyTo know the different ways of borrowing moneyTo know how a credit cards worksTo know what Payday lenders areTo know what 'interest' is,	Cleans areas of the bathroom and kitchen using the correct equipment Identifies which cleaning equipment is used for each area of the bathroom Ensures they put items away where others don't fall over them Identifies which type of
8	-To review their strengths, interests, skills, qualities and values and how to develop themTo understand the skills and attributes that employers valueTo learn how to develop routes into work, training and other vocational and academic opportunities, and	Communication: Receptive -To demonstrate that they listen to adults and peers at every stage of the processTo demonstrate understanding of what engages listeners by successfully keeping an audience's attentionTo be able to listen to of range of people and their	Identifies exercise or choices that make keep themselves healthy. Identifies ways they can feel better mentally Recognises that it is normal and acceptable to feel different emotions Identifies different emotions using the appropriate names	-To be aware of what labour market information (LMI) is and how it can be usefulTo identify how to stand up to stereotyping and discrimination, that is damaging to people and those around themTo be aware of the laws and bye-laws relating to	-To know why people sometimes need to borrow moneyTo know the different ways of borrowing moneyTo know how a credit cards worksTo know what Payday lenders are.	cleans areas of the bathroom and kitchen using the correct equipment Identifies which cleaning equipment is used for each area of the bathroom Ensures they put items away where others don't fall over them Identifies which type of clothing are appropriate for
8	-To review their strengths, interests, skills, qualities and values and how to develop themTo understand the skills and attributes that employers valueTo learn how to develop routes into work, training and other vocational and	Communication: Receptive -To demonstrate that they listen to adults and peers at every stage of the processTo demonstrate understanding of what engages listeners by successfully keeping an audience's attentionTo be able to listen to of range of people and their opinions and successfully:	Identifies exercise or choices that make keep themselves healthy. Identifies ways they can feel better mentally Recognises that it is normal and acceptable to feel different emotions Identifies different emotions using the appropriate names Labels and expresses anger	-To be aware of what labour market information (LMI) is and how it can be usefulTo identify how to stand up to stereotyping and discrimination, that is damaging to people and those around themTo be aware of the laws and bye-laws relating to young people's permitted	-To know why people sometimes need to borrow moneyTo know the different ways of borrowing moneyTo know how a credit cards worksTo know what Payday lenders areTo know what 'interest' is, in relation to borrowing money.	Cleans areas of the bathroom and kitchen using the correct equipment Identifies which cleaning equipment is used for each area of the bathroom Ensures they put items away where others don't fall over them Identifies which type of clothing are appropriate for the task and weather
8	-To review their strengths, interests, skills, qualities and values and how to develop themTo understand the skills and attributes that employers valueTo learn how to develop routes into work, training and other vocational and academic opportunities, and	Communication: Receptive -To demonstrate that they listen to adults and peers at every stage of the processTo demonstrate understanding of what engages listeners by successfully keeping an audience's attentionTo be able to listen to of range of people and their	Identifies exercise or choices that make keep themselves healthy. Identifies ways they can feel better mentally Recognises that it is normal and acceptable to feel different emotions Identifies different emotions using the appropriate names Labels and expresses anger or other strong feelings	-To be aware of what labour market information (LMI) is and how it can be usefulTo identify how to stand up to stereotyping and discrimination, that is damaging to people and those around themTo be aware of the laws and bye-laws relating to young people's permitted hours and types of	-To know why people sometimes need to borrow moneyTo know the different ways of borrowing moneyTo know how a credit cards worksTo know what Payday lenders areTo know what 'interest' is, in relation to borrowing	Cleans areas of the bathroom and kitchen using the correct equipment Identifies which cleaning equipment is used for each area of the bathroom Ensures they put items away where others don't fall over them Identifies which type of clothing are appropriate for the task and weather Sorts washing by colour
8	-To review their strengths, interests, skills, qualities and values and how to develop themTo understand the skills and attributes that employers valueTo learn how to develop routes into work, training and other vocational and academic opportunities, and	Communication: Receptive -To demonstrate that they listen to adults and peers at every stage of the processTo demonstrate understanding of what engages listeners by successfully keeping an audience's attentionTo be able to listen to of range of people and their opinions and successfully:	Identifies exercise or choices that make keep themselves healthy. Identifies ways they can feel better mentally Recognises that it is normal and acceptable to feel different emotions Identifies different emotions using the appropriate names Labels and expresses anger	-To be aware of what labour market information (LMI) is and how it can be usefulTo identify how to stand up to stereotyping and discrimination, that is damaging to people and those around themTo be aware of the laws and bye-laws relating to young people's permitted	-To know why people sometimes need to borrow moneyTo know the different ways of borrowing moneyTo know how a credit cards worksTo know what Payday lenders areTo know what 'interest' is, in relation to borrowing money.	Cleans areas of the bathroom and kitchen using the correct equipment Identifies which cleaning equipment is used for each area of the bathroom Ensures they put items away where others don't fall over them Identifies which type of clothing are appropriate for the task and weather
8	-To review their strengths, interests, skills, qualities and values and how to develop themTo understand the skills and attributes that employers valueTo learn how to develop routes into work, training and other vocational and academic opportunities, and	Communication: Receptive -To demonstrate that they listen to adults and peers at every stage of the processTo demonstrate understanding of what engages listeners by successfully keeping an audience's attentionTo be able to listen to of range of people and their opinions and successfully: understand,	Identifies exercise or choices that make keep themselves healthy. Identifies ways they can feel better mentally Recognises that it is normal and acceptable to feel different emotions Identifies different emotions using the appropriate names Labels and expresses anger or other strong feelings	-To be aware of what labour market information (LMI) is and how it can be usefulTo identify how to stand up to stereotyping and discrimination, that is damaging to people and those around themTo be aware of the laws and bye-laws relating to young people's permitted hours and types of	-To know why people sometimes need to borrow moneyTo know the different ways of borrowing moneyTo know how a credit cards worksTo know what Payday lenders areTo know what 'interest' is, in relation to borrowing moneyTo know what loan sharks	Cleans areas of the bathroom and kitchen using the correct equipment Identifies which cleaning equipment is used for each area of the bathroom Ensures they put items away where others don't fall over them Identifies which type of clothing are appropriate for the task and weather Sorts washing by colour
8	-To review their strengths, interests, skills, qualities and values and how to develop themTo understand the skills and attributes that employers valueTo learn how to develop routes into work, training and other vocational and academic opportunities, and	Communication: Receptive -To demonstrate that they listen to adults and peers at every stage of the processTo demonstrate understanding of what engages listeners by successfully keeping an audience's attentionTo be able to listen to of range of people and their opinions and successfully: understand, maintain attention and	Identifies exercise or choices that make keep themselves healthy. Identifies ways they can feel better mentally Recognises that it is normal and acceptable to feel different emotions Identifies different emotions using the appropriate names Labels and expresses anger or other strong feelings	-To be aware of what labour market information (LMI) is and how it can be usefulTo identify how to stand up to stereotyping and discrimination, that is damaging to people and those around themTo be aware of the laws and bye-laws relating to young people's permitted hours and types of	-To know why people sometimes need to borrow moneyTo know the different ways of borrowing moneyTo know how a credit cards worksTo know what Payday lenders areTo know what 'interest' is, in relation to borrowing moneyTo know what loan sharks are.	Cleans areas of the bathroom and kitchen using the correct equipment Identifies which cleaning equipment is used for each area of the bathroom Ensures they put items away where others don't fall over them Identifies which type of clothing are appropriate for the task and weather Sorts washing by colour

Document Number: HPS V02-0724	Issue Date:	DEC 2023	Protocol Version Number: 03
Status: FINAL	Next Review Date:	DEC 2024	Page   8
Linked to Policy Number:	OPSP11		

		-To understand how to communicate in different situations.	Identifies emotions of others wen looking at facial expressions Identifies who to go to when feeling sad or angry Demonstrates some ways to calm themselves down. States the medical condition they have when prompted Identifies allergies or intolerances they have when prompted.	-To know how to minimise health and safety risks to you and those around you.	-To know how to plan a budgetTo assess and manage risk in relation to financial decisions that young people might makeTo know about values and attitudes relating to finance, including debtTo manage emotions in relation to moneyTo evaluate social and moral dilemmas about the use of money, including the influence of advertising and peers on financial decisions.	Select a familiar wash cycle by following instructions from the staff Irons small, simple items Identifies safe places to cross on a familiar journey Pays their fair/shows their pass appropriately on public transport Gets on/off bus at correct stop Identifies two or more ways to prevent a fire hazard in the home.
	Employability skills	Developing enterprise skills and organising an event.	People who can help	Setting goals	Finance education	Personal independence
Yr 9	-To develop study, organisational, research and presentation skillsTo review their strengths, interests, skills, qualities and values and know how to develop themTo understand the skills and attributes that employers valueTo learn how to develop routes into work, training and other vocational and academic opportunities, and progression routes.	-To use other key employability skills to work with at least one other person towards a short term goal -To use other key employability skills to work with at least one other person towards a long term goal - To be able to identify and express other peoples' talents -To identify and express when to use their own or someone else's skills for a particular task - To participate in decisions and offer suggestions during	Identifies 111 as a number to contact for an urgent healthcare need (less urgent than 999) Suggests some medical concerns that would require a phone call to 111 Determines when urgent professional medical help is needed with some prompting. Suggests two reasons they might visit a doctor, a dentist or a pharmacist. List injuries or illnesses that they define as emergency to get to see a GP that day, with prompts.	-To develop study, organisational, research and presentation skillsTo review their strengths, interests, skills, qualities and values and know how to develop themTo set realistic, yet ambitious, targets and goalsTo know the importance and benefits of being a lifelong learnerTo know about the options available to them at the end of key stage 3, sources of information, advice and support, and the skills to	-To identify if you are a saver or a spenderTo know where and how money can be savedTo know how to be a clever consumer and get good value for moneyTo know how to assess and manage risk in relation to financial decisions that young people might make -To know about values and attitudes relating to finance, including debtTo manage emotions in relation to moneyTo evaluate social and moral dilemmas about the use of money, including the	Cleans most surfaces and fixtures in the bathroom/kitchen appropriately Recognises cleaning products to use for different areas of the house Recognises a trip hazard Identifies the correct clothing for different occasions Sorts washing by colour correctly Selects a familiar wash cycle independently Ensure items are put away safely Iron 2 larger items supervised

Document Number: HPS V02-0724	Issue Date:	DEC 2023	Protocol Version Number: 03
Status: FINAL	Next Review Date:	DEC 2024	Page   9
Linked to Policy Number:	OPSP11		

		at least one stage of each part of the process - To use other key employability skills to express and/ or explain their own opinion or original idea To use other key employability skills to listen to others' views and ideas and either develop them or offer alternatives To use problem-solving skills effectively in order to analyse a problem with at least one other person To use their own and others' thoughts to draw productive conclusions.	Explains how to make an appointment with a health professional. Identifies that if a body is not taken care of it can affect self-esteem Identifies that lifestyle choices impact on the health of the body Identifies the effects that the sun may have on the body, e.g. sunburn, dehydration Identifies the importance of bedtime routine and good nights sleep. Identifies some ways to cope with negative emotions, explaining how they can overcome them.	manage this decision- making processTo know about the benefits of setting ambitious goals and being open to opportunities in all aspects of lifeTo recognise and challenge stereotypes and family or cultural expectations that may limit aspirations.	influence of advertising and peers on financial decisionsTo recognise financial exploitation in different contexts e.g. drug and money mules, online scams.	Walks a familiar journey Understands and follow foot paths appropriately Identifies three or more ways to prevent a fire hazard in the home.
ACCREDITATION	By the End of Year 9 Level Pupils will have had a 1:1 external and impartial career advice session and have had employment and work place encounters and experiences.				experiences.	
	Customer Experience	Personal Development	Career Planning	Financial decision making and managing money	Experiencing the World of Work	Presentation Skills
Yr 10	1.1 State what is meant by customer experience 1.2 Give examples of the benefits of delivering consistently high-quality customer experience 1.3 Give examples of barriers to providing effective customer experience 2.1 Compare the services/ products offered	1.1 Describe your personal strengths 1.2 Describe areas for own personal development 2.1 Set targets for personal development 2.2 Explain your choice of targets 2.3 Produce a personal development plan with actions and dates for reviewing targets	1.1 Give examples of sources of information about career options 1.2 Give examples of career options relevant to own skills and interests 1.3 Describe advantages and disadvantages of the identified career options 1.4 Describe the skills and qualities required for	1.1To know how to effectively budget, including the benefits of saving. 1.2To know how to make financial decisions, including recognising the opportunities and challenges involved in taking financial risks. 1.3 To recognise and manage the range of	1.1 Know how to plan a given journey on public transport. 1.2 Be able to travel a route safely and independently. 1.3 Know own strengths and weaknesses. 1.4 Know own skills and investigate ways of self-improvement 2.1 Be able to set personal objectives and make action plans for self-improvement.	1.1 Explain why presentations are used 1.2 Give examples of different situations when presentations may be used 2.1 Describe the features of an effective presentation you have reviewed/watched 2.2 Give examples of things to avoid when creating presentations

Document Number: HPS V02-0724	Issue Date:	DEC 2023	Protocol Version Number: 03
Status: FINAL	Next Review Date:	DEC 2024	Page   10
Linked to Policy Number:	OPSP11		

 	T	1			
by at least two different	3.1 Outline what you	the identified	influences on their financial	2.2 Be able to use a budget.	2.3 Give examples of
organisations	have achieved whilst	career options	decisions.	2.3 Know the skills needed	the benefits of practising
2.2 Describe how at	working on your personal	1.5 Outline the	2.1 To access appropriate	for successful independent	before delivering a
least two organisations	development plan	possible steps needed to	support for financial	living.	presentation
deliver a good customer	3.2 Obtain feedback	reach one of your career	decision-making and for	3.1 Know about skills for	3.1 Explain the
experience	from at least one other	options	concerns relating to money,	coping in difficult	materials used to support
2.3 Explain how an	person on your progress	1.6 Identify job	gambling, and consumer	situations.	your presentation
individual member of staff	4.1 Give examples of	vacancies or training	rights.	3.2 Identifies four or more	3.2 Give a
can deliver a good	future targets for personal	opportunities relevant to	2.2 The skills to challenge or	ways to prevent a fire	presentation using at least
customer experience	development	chosen career option	seek support for financial	hazard in the home.	one presentation aid
2.4 Describe how	4.2 Explain how	2.1 State different	exploitation in different		4.1 Obtain feedback
organisations can gather	personal development can	methods of applying	contexts including online.		on your presentation
customer feedback	build resilience	for jobs	3.1 To evaluate the		4.2 Describe what
3.1 Give examples of		2.2 Produce a	financial advantages,		aspects of your presentation
when you have received		CV which highlights own	disadvantages and risks of		went well
good customer service		skills, experience and	different models of		4.3 Describe what
3.2 Give examples of		achievements	contractual terms, including		aspects of your presentation
common customer		2.3 Produce a	self-employment full-time,		could have been improved
complaints		covering letter for a specific	part-time and zero-hours		4.4 Give examples of
3.3 Explain how you		job role	contracts.		skills that you have
could respond to two		2.4 Complete an			developed
different types of customer		application to an			·
complaint		appropriate standard for			
·		submission			
		3.1 Describe what to			
		consider when preparing			
		for an interview			
		3.2 Explain how to			
		create a good impression at			
		an interview			
		3.3 Prepare			
		responses to potential			
		interview questions			
		3.4 Give examples of			
		questions you might pose at			
		interview			
		3.5 Obtain			
		feedback on own			
	<u> </u>		l .	l .	

Document Number: HPS V02-0724	Issue Date:	DEC 2023	Protocol Version Number: 03
Status: FINAL	Next Review Date:	DEC 2024	Page   11
Linked to Policy Number:	OPSP11		

Well-Being	Well-being- Healthy Eating	performance in a real or simulated interview 3.6 Review own performance at interview to identify personal strengths and areas for improvement Well-being- Physical Activity	Team Work	Undertaking an Enterprise Project	Exam time – Careers session are to support with revision
1.1 State what is meant by emotional wellbeing 1.2 Give examples of factors that can affect mental health 1.3 Explain what is meant by resilience 1.4 Give examples of ways to develop resilience 2.1 State what is meant by physical wellbeing 2.2 Describe how your physical wellbeing can be impacted by you lifestyle 2.3 Identify characteristics of healthy relationships 2.4 Give examples	a balanced diet 1.3 Give examples of what should be avoided in a balanced diet 2.1 Outline what is meant by "body image" 2.2 Give examples of factors that may impact on dietary	1.1 State how physical activity can contribute to a healthy lifestyle 1.2 Explain how lack of physical activity can affect the human body 1.3 Outline recommended levels of physical activity 2.1 Identify resources and facilities which can support physical activity 2.2 Describe risks that may occur when taking part in physical activities 2.3 Explain how you could reduce the risks identified	1.1 State advantages of working as a team 1.2 State problems of working as a team 1.3 Explain why appropriate communication is important for team working 1.4 Describe individual behaviours that are important when working in a team 1.5 Explain the role of a team leader 2.1 Give examples of activities you have participated in as a team member	1.1 Give examples of successful enterprises 1.2 Explain why the enterprises are successful 2.1 Outline the strengths and weaknesses of potential enterprise project ideas 2.2 Create a timeline for the chosen enterprise project including tasks and resources required 2.3 Contribute to undertaking some market research for the chosen enterprise project	During this time students will be supported with study skills classes to support them with revision for their examinations  1.1 Adopt a growth mindset to build confidence and persistence 1.2 Appreciate how memory works and what it takes to understand and remember well 2.1 Set learning goals and identifying actionable steps to achieve those goals 2.2 Use strategies to increase reading

Document Number: HPS V02-0724	Issue Date:	DEC 2023	Protocol Version Number: 03
Status: FINAL	Next Review Date:	DEC 2024	Page   12
Linked to Policy Number:	OPSP11		

hygiene that are	3.1 Select a	3.1 Provide	3.1 Describe the	2.4 Explain how	improve analytical
important for physical	nutritious meal to	evidence of own	contributions you	much you will charge	skills
wellbeing	cook	participation in	made during	for the products or	2.3 Manage their time
	3.2 Outline how	physical activities	teamwork activities	services	and overcome
	the chosen meal	3.2 Describe how	3.2 Obtain	3.1 Contribute to	procrastination
	meets the	you ensured you	feedback on your own	the creation of a	3.1 Prepare for
	components of a	reduced risks when	teamwork skills	marketing resource for	assessments
	balanced diet	participating in	3.3 Give examples	the enterprise project	
	3.3 Plan how to	physical activities	of how the team	3.2 Take part in	
	make the meal	4.1 Describe what	worked well together	the enterprise project	
	including ingredients,	you enjoyed about	3.4 Explain how	4.1 Give examples	
	timings and	taking part in physical	being part of a team	of what went well with	
	equipment required	activities	provides opportunities	the enterprise project	
	3.4 Calculate the	4.2 Describe how	for personal	4.2 Give examples	
	cost of the	you could make own	development	of how the enterprise	
	ingredients	life more physically	3.5 Give examples	project could have	
	3.5 Give examples	active	of teamwork skills you	been improved	
	of how to minimise		want to develop	4.3 Calculate how	
	hygiene risks when		3.6 Explain what	much profit or loss the	
	preparing food		skills you could bring	enterprise project	
	3.6 Prepare the		to the role of a team	made	
	chosen meal		leader	4.4 Review your	
	3.7 Give examples			own participation in	
	of skills used in			the enterprise project	
	preparing the meal				
	4.1 Describe ways				
	you could make your				
	own diet more				
	healthy				

# **Implementation**

Document Number: HPS V02-0724	Issue Date:	DEC 2023	Protocol Version Number: 03
Status: FINAL	Next Review Date:	DEC 2024	Page   13
Linked to Policy Number:	OPSP11		