

Horizons Academy Bexley Careers Programme 2023-2024

NCFE Employability Level 1 Award / Certificate			Year 11		Year 10		Gatsby Benchmark
	Learning Intent	Unit	Extra-curricular Learning Intent	Activities	Extra-curricular Learning Intent	Activities	Benchmarks covered
Autumn Term	To gain understanding of how employability can be affected by their mindset, focusing on the key qualities sought by employers.	Unit 1 – Understanding Mindset	To discuss career interests with a professional independent advisor in line with LMI and create a career action plan	1:1 Career Guidance Session	To be aware of and relate to previous student experiences and successes following education at Horizons.	Alumni “My Story”	2, 3, 4, 5, 7 & 8
	To have knowledge of how to set informal and formal targets in the workplace	Unit 6 – Setting yourself Targets	To encourage parental / guardian support with exploring opportunities and making career decisions.	Parent information session	To gain knowledge of apprenticeships, requirements and where to seek opportunities	External Provider Assembly	
	To identify the best places to look for suitable job opportunities, using job-searching resources and knowing what support is available.	Unit 30 – Job and Training Search Skills	To gain information and knowledge of local and national; further education, higher education and employer opportunities.	Skills London (Excel)			
	To understand why punctuality, reliability and the need for preparation are important in the workplace.	Unit 7 – Managing your time	To have knowledge around a variety of career paths and understanding of routes to meet goals including Apprenticeships and T Levels.	Provider / Employer Assembly (x2)			
	To understand payslips, what deductions might be made and why, how wages/salaries are paid and how to manage the budget to cover work-related expenses.	Unit 20 – Understanding personal finance	To engage directly with employers offering apprenticeship opportunities.	Bexley Apprenticeship Event			

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	<p>To develop an understanding of the term 'independence'.</p> <p>To identify why things can change at work, the different types of change and coping mechanisms.</p>	<p>Unit 12 – Introduction to independence</p> <p>Unit 15 – Coping with Change</p>					
<p>Spring Term NAW 5th -11th Feb 2024</p> <p>NCW 4th-9th March 2024</p>	<p>To introduce using telephone systems in the workplace.</p> <p>To understand the preparation needed for job interviews and being interviewed.</p>	<p>Unit 27 – Using the telephone</p> <p>Unit 32 – Interview Skills</p>	<p>To have an insight on what local provisions offer and the entry requirements including Apprenticeships and T-Levels.</p> <p>Linking Science, Technology, Engineering and Maths to careers and challenging stereotypes.</p> <p>To gain an insight into a real- life working environment in line with career interests.</p> <p>To identify interview techniques and how to implement them.</p>	<p>Further & Higher education visits / open days.</p> <p>External STEM demonstration activity</p> <p>Work place visits / work shadowing</p> <p>Mock Interviews</p>	<p>To understand the link between curriculum subjects and careers (challenging stereotypes)</p> <p>Linking Science, Technology, Engineering and Maths to careers and challenging stereotypes.</p> <p>To identify interview techniques and how to implement them.</p>	<p>Points of contact with external providers linked to subjects / topics i.e Open Doors construction visits.</p> <p>External STEM demonstration activity</p> <p>Mock Interviews</p>	<p>2,3,4,5,6 & 7</p>
<p>Summer Term</p>	<p>To gain the information required to create a CV / creating a CV.</p>	<p>Unit 33 Writing a CV</p>	<p>To be informed of what an employer expects to see on a CV</p> <p>To improve confidence around transitioning to new provision.</p>	<p>CV Workshop</p> <p>College transition tours / taster days.</p> <p>EXAMS</p>	<p>To identify strengths, weaknesses, opportunities and threats. Explore career interests.</p> <p>To gain first-hand experience in a workplace environment</p>	<p>1:1 SWOT Analysis / External Personal strengths workshop.</p> <p>Work Experience / Insight days</p>	<p>3,5,6 & 8</p>