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| **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.To have knowledge of how to set informal and formal targets in the workplaceTo identify the best places to look for suitable job opportunities, using job-searching resources and knowing what support is available.To understand why punctuality, reliability and the need for preparation are important in the workplace.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..To develop an understanding of the term ‘independence’. To identify why things can change at work, the different types of change and coping mechanisms.  | Unit 1 – Understanding MindsetUnit 6 – Setting yourself TargetsUnit 30 – Job and Training Search SkillsUnit 7 – Managing your timeUnit 20 – Understanding personal financeUnit 12 – Introduction to independenceUnit 15 – Coping with Change | To discuss career interests with a professional independent advisor in line with LMI and create a career action planTo encourage parental / guardian support with exploring opportunities and making career decisions.To gain information and knowledge of local and national; further education, higher education and employer opportunities.To have knowledge around a variety of career paths and understanding of routes to meet goals including Apprenticeships and T Levels.To engage directly with employers offering apprenticeship opportunities. | 1:1 Career Guidance SessionParent information sessionLSEC Course offer inc T-LevelsAsk ApprenticeshipsConstruction Site VisitSalon InternationalBexley Apprenticeship Event | To be aware of and relate to previous student experiences and successes following education at Horizons.To gain knowledge of apprenticeships, requirements and where to seek opportunities | Alumni “My Story”Ask Apprenticeship Assembly | 2, 3, 4, 5, 7 & 8 |
| **Spring Term** *NAW* *10th -16th Feb 2025**NCW**3rd - 8th March 2025* | To introduce using telephone systems in the workplace. To understand the preparation needed for job interviews and being interviewed. | Unit 27 – Using the telephoneUnit 32 – Interview Skills | To have an insight on what local provisions offer and the entry requirements including Apprenticeships and T-Levels.Linking Science, Technology, Engineering and Maths to careers and challenging stereotypes. To gain an insight into a real- life working environment in line with career interests.To identify interview techniques and how to implement them. | Further & Higher education visits / open days. External STEM demonstration activityWork place visits / work shadowingMock Interviews | To understand the link between curriculum subjects and careers (challenging stereotypes)Linking Science, Technology, Engineering and Maths to careers and challenging stereotypes. To identify interview techniques and how to implement them. | Points of contact with external providers linked to subjects / topics i.e Open Doors construction visits and salon international event.External STEM demonstration activityMock Interviews | 2,3,4,5,6 & 7 |
| **Summer Term**  | To gain the information required to create a CV / creating a CV. | Unit 33 Writing a CV | To be informed of what an employer expects to see on a CVTo improve confidence around transitioning to new provision. | CV WorkshopCollege transition tours / taster days.EXAMS | To identify strengths, weaknesses, opportunities and threats. Explore career interests.To gain information and knowledge of local and national; further education, higher education and employer opportunities.To gain first-hand experience in a workplace environment | 1:1 SWOT Analysis / External Personal strengths workshop.SEND Careers FairWork Experience / Insight days  | 3,5,6 & 8 |