

Don Valley Academy Careers Scheme of Work

Every young person needs high-quality career information, advice and guidance to make informed decisions about their future. At Don Valley Academy we are committed to raising the aspirations of all our students through the provision of a varied and high-quality careers programme, supporting them in making and managing choices and transitions that affect their futures, as well as preparing them for the world of work.

Each year group from Year 7 to 10 will take part in 3 careers Step Up Days. The lesson and activities for these themes can be found below. Students also have access to careers education in EPC lessons and during tutor time.

Year	Theme	When	Learning Outcomes	New CDI Careers Framework	Gatsby Benchmark
7	All about me	First EPC Lesson Step Up Day 1	Students will be able to identify their personal and social skills. Students will understand how these link to their career dreams and aspirations. Students will understand the employability skills employers are looking for	Grow throughout Life	4. Linking Curriculum Learning To Careers
	START	Step Up Day 1	To become aware of using the START PROFILE and be able to navigate through the programme	Grow throughout Life	4. Linking Curriculum Learning To Careers
	Transition points in your life	Step Up Day 1	Describe how people's feelings change during stages of transition. Describe your feelings during times you have experienced transitions. Identify ways of coping with transition points and how you would apply them to future times of change in your life	Manage career	4. Linking Curriculum Learning To Careers
	Stereotypes in the Workplace	Step Up Day 1	To understand how stereotyping might affect your career choices. To identify ways people can experience stereotyping in the workplace	Grow throughout Life	4. Linking Curriculum Learning To Careers
	Careers and your future	Step Up Day 1	To understand the meaning of the word career. To be aware of how careers education can help you plan for the future. Recognise the limitations of making career choices based on 'dream' ideas. To be aware of what considerations are involved in making realistic choices	See the big picture	4. Linking Curriculum Learning To Careers
	HEPP - Benefits of higher education	Step Up Day 2	Understand what university/higher education is and the different reasons why people choose to go.	Create opportunities	6. Encounters with Further Education and Higher Education Providers
	BAE Systems STEM Roadshow. With RAF and the Royal Navy	Step Up Day 2	To change the perception of STEM subjects and encourage students to take up STEM.	Explore possibilities	5. Encounters with Employers and Employees
	Careers Roadmap	Step Up Day 2	To identify a wide range of jobs and where to find them. To be able to explore LMI and use that information to identify the top employers in Doncaster.	Explore possibilities	2. Labour Market Information
	Job or Career	Step Up Day 2	To be able to describe the difference between a job and a career. To explain the features of a career and students identify what they would look for in a career and how this might change over time.	Manage career	4. Linking Curriculum Learning To Careers
	Finding careers information	Step Up Day 2	To know where to look for careers information. To be able to select suitable sources of careers information that are fit for purpose	Grow throughout Life	4. Linking Curriculum Learning To Careers
	Enterprise Activity (Full Day)	Step Up Day 3	To work effectively as part of a team and come up with solutions to a problem. Students deliver an effective presentation to their peers.	Create opportunities	4. Linking Curriculum Learning To Careers

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8	Career Stereotypes	Step Up Day 1	To understand the meaning of the terms equality, diversity and stereotyping To be aware of my attitudes and how they impact on others. To explore the inequalities that exist that impact the workplace	Grow throughout Life	4. Linking Curriculum Learning To Careers
	Career Interests & Jobs	Step Up Day 1	To help me think carefully about potential careers and focus on my interests and preferences To be aware that understanding myself and my interests will help shape my choices about KS4 Options and future career ideas	Manage career	4. Linking Curriculum Learning To Careers
	Decision Making & You	Step Up Day 1	What is needed for effective decision making? Understand a decision-making model Recognise who can help you with information and advice	Create opportunities	4. Linking Curriculum Learning To Careers
	HEPP - Benefits of higher education	Step Up Day 1	Understand the key differences between school and university/higher education (including that unlike school, university is not free)	Create opportunities	6. Encounters with Further Education and Higher Education Providers
	Exploring Careers	Step Up Day 1	To identify the 10 main UK Job sectors To explore a wide variety of jobs To evaluate the different qualifications, starting salaries and duties of a wide range of jobs	Grow throughout Life	4. Linking Curriculum Learning To Careers
	BAE Systems STEM Roadshow. With RAF and the Royal Navy	Step Up Day 2	To change the perception of STEM subjects and encourage students to take up STEM.	Explore possibilities	5. Encounters with Employers and Employees
	Skills & Qualities	Step Up Day 2	To help me know myself better To explore the employability qualities and transferable skills employers look for from school leavers To understand that awareness of my personal qualities and skills will shape my choices and help me make decisions about KS4 Options	Grow throughout Life	4. Linking Curriculum Learning To Careers
	Labour Market Information	Step Up Day 2	To be aware of what labour market information (LMI) is and how it can be useful to you To be able to start using LMI to get a realistic picture of the labour market which I will use to help me make decisions about future careers	Explore possibilities	2. Labour Market Information
	Fake News	Step Up Day 2	To be able to identify accurate sources of careers information relevant to field of interests. Know where to go to for careers information.	Explore possibilities	4. Linking Curriculum Learning To Careers
	Money; Need V Want	Step Up Day 2	To understand the importance of work. To be able to understand the difference between a want and a need and how this is impacted by the income we receive. To be able to plan a budget that balances income and spending.	See the big picture	4. Linking Curriculum Learning To Careers
Enterprise Activity (Full Day Activity)	Step Up Day 3	To work effectively as part of a team and come up with solutions to a problem. Students deliver an effective presentation to their peers.	Create opportunities	4. Linking Curriculum Learning To Careers	

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9	Qualifications Explained	Step Up Day 1	To understand the value and advantages of gaining qualifications To be aware of the learning and progression pathways available	Explore possibilities	7. Encounters with Further and Higher Education
	Hepp - Benefits of Higher Education	Step Up Day 1	Understand that there are academic, social, financial and career benefits of going to higher education.	See the big picture	7. Encounters with Further and Higher Education
	Understanding the work place	Step Up Day 1	To understand what is meant by work To be aware of why people work To be able to explain what workplace values are and which are most important to you	See the big picture	4. Linking Curriculum Learning To Careers
	Why should somebody employ me?	Step Up Day 1	To explore qualities you need in order to get a job. Be able to sell yourself to make you employable	Grow throughout Life	4. Linking Curriculum Learning To Careers
	Employment Rights	Step Up Day 1	To identify a variety of employment rights and responsibilities in the UK To understand different issues related to employee rights To explore the gender pay gap in society	Manage career	4. Linking Curriculum Learning To Careers
	Choosing a career	Step Up Day 2	Be able to discuss and offer opinion on the importance of influencing factors when choosing a sustainable career. To be able to understand the influencing factors when choosing a career	Manage career	4. Linking Curriculum Learning To Careers
	Skills Audit	Step Up Day 2	To be able to identify employability skills and students explore transferable skills and they skills they need to develop.	Grow throughout Life	4. Linking Curriculum Learning To Careers
	Jobs and Occupations	Step Up Day 2	To recognise the difference in terminology between jobs and occupations To understand the three different industries in the UK and how they link to different occupations To understand the importance of transferable skills	See the big picture	4. Linking Curriculum Learning To Careers
	Talent foundry Session - The Big Idea	Step Up Day 2	To develop their knowledge of social issues in their community and the way that technology can be used for the greater good.	Create opportunities	5. Encounters with Employers and Employees
	Careers of the future (Hepp)	Step Up Day 2	Describe how the world of work is changing – how this impacts on job satisfaction, what are the growth sectors and emerging careers	See the big picture	7. Encounters with Further and Higher Education
	Explore qualification options	Year 9 Options Day	To be aware of a range of options available at KS4. To be able to explore and know where to research the best progression pathway. To start to decide what post 14 route you might like to take.	Explore possibilities	4. Linking Curriculum Learning To Careers
	Money Personalities	Step Up Day 3	To understand what the common features of a payslip are To be able to work out using calculations Gross Pay and Net Pay on a payslip	Manage career	4. Linking Curriculum Learning To Careers
	Career Pioneer	Step Up Day 3	To explore awareness of own skills and strengths and career personality.	Manage career	4. Linking Curriculum Learning To Careers
	Equality & stereotypes in the workplace	Step Up Day 3	To understand the meaning of the terms equality, diversity and stereotyping To be aware of my attitudes and how they impact on others To explore the inequalities that exist that impact the workplace	See the big picture	4. Linking Curriculum Learning To Careers
	Apprenticeships	Step Up Day 3	To understand the different apprenticeships available and the different pathways	Explore possibilities	4. Linking Curriculum Learning To Careers
	Enterprise Activity (MyPath)	Step Up Day 3	Students will gain knowledge of what entrepreneurs are and the skills which are required to support this role.	Create opportunities	4. Linking Curriculum Learning To Careers
	Finance	EPC Lessons	Students will know the different types of bank accounts they can open and the positive and negatives of each	Grow throughout Life	4. Linking Curriculum Learning To Careers
	Savings	EPC Lessons	Students will understand the value of savings and how this can aid them in their future.	Grow throughout Life	4. Linking Curriculum Learning To Careers
	Preparing for a job interview	EPC Lessons	Students will gain the skills and knowledge of what is needed for an interview. Students will also have the opportunity to have a 'mock' interview.	Explore possibilities	4. Linking Curriculum Learning To Careers
Careers	EPC Lessons	Students will have lessons around future aspirations and how to meet these. Students will also look at a variety of common careers and what is needed for these job roles and how this links with their own pathways.	Manage career	4. Linking Curriculum Learning To Careers	

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10	Which way, Options at 16	Step Up Day 1	To describe the different options available and plan a career pathway to getting the correct qualifications. To understand the different options available post 16 and qualifications needed for entry.	Manage career	7. Encounters with Further and Higher Education
	Importance of saving money	Step Up Day 1	To define a variety of banking and financial key terms To understand the importance of saving money and the different methods of storing it To be able to identify the difference between essential and non- essential expenditure	Balance life and work	4. Linking Curriculum Learning To Careers
	Money & Me	Step Up Day 1	To be able to explain why we are taxed, the different kinds of pensions you can have in the future and the purpose of student loans.	Balance life and work	4. Linking Curriculum Learning To Careers
	Creating confidence & resilience HeppSY	Step Up Day 1	To understand why confidence and resilience are important	Grow throughout Life	7. Encounters with Further and Higher Education
	Personal Branding	Step Up Day 1	To understand what personal branding is To understand why and how to build a personal brand To understand my core key values that drive me and define me	Explore possibilities	4. Linking Curriculum Learning To Careers
	Making Decisions (HeppSY)	Step Up Day 2	To explain choices will you need to make in education & how might you be able to successfully make these.	Manage career	7. Encounters with Further and Higher Education
	DWP Skills Workshop	Step Up Day 2	To explore employability skills	Manage career	5. Encounters with Employers and Employees
	Making Applications	Step Up Day 2	To understand the application process To identify the skills needed for a successful application process To understand the different component parts of an application form	Explore possibilities	4. Linking Curriculum Learning To Careers
	CV Writing -C	Step Up Day 2	To understand the purpose of a CV To understand how to create a clear and concise CV	Explore possibilities	4. Linking Curriculum Learning To Careers
	Study Skills (Sheff Hallam)	Step Up Day 2	To explore different methods students can use to study	Grow throughout Life	7. Encounters with Further and Higher Education
	Interview Skills	Step Up Day 3	To understand how to prepare for an interview To understand the do's and don'ts during an interview To practice a mock interview	Explore possibilities	4. Linking Curriculum Learning To Careers
	Preparing for the future	Step Up Day 3	To define my own skills, qualities an interests To be able to make plans and decisions about post 16 education To evaluate what support I need and be able to set Targets and goals to achieve	Manage career	4. Linking Curriculum Learning To Careers
	Student Finance basics - HeppSY	Step Up Day 3	To explore the cost of university and to look and the benefits and drawbacks.	See the big picture	7. Encounters with Further and Higher Education
	Mock Interview	Step Up Day 3	To experience interview situations and improve interview techniques	Grow throughout Life	5. Encounters with Employers and Employees
	Discover your employability Skills (Army skills workshop & careers session)	Step Up Day 3	To help me know myself better. To explore the employability qualities and transferable skills employers look for from school leavers. To understand that awareness of my personal qualities and skills will shape my choices and help me make decisions about KS4. To identify a range of careers and pth ways in the army	Grow throughout Life	5. Encounters with Employers and Employees
	Prejudice & Discrimination	EPC Lessons	Students are to know what prejudice and discrimination are and understand why these actions happen. Students will also explore protected characteristics and the law on this.	Grow throughout Life	4. Linking Curriculum Learning To Careers
Equality Act	EPC Lessons	Students will know what the Equality Act is and how protected characteristics link to this.	Grow throughout Life	4. Linking Curriculum Learning To Careers	

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11	Action Planning (HeppSY)	Assembly with HeppSY & EPC lesson	To define my own skills, qualities and interests To be able to make plans and decisions about post 16 education To evaluate what support I need and be able to set Targets and goals to achieve	Manage career	7. Encounters with Further and Higher Education
	Understanding the range of student experiences in HE (HeppSY)	Assembly with HeppSY & EPC lesson	Students can explore the range of experiences on offer within HE	Manage career	7. Encounters with Further and Higher Education
	Payslips	EPC Lessons	Students will be able to define key terms used in payslips and explain their meaning Students should be able to calculate total pay from gross pay and explain key terms	Manage career	4. Linking Curriculum Learning To Careers
	Budgeting	EPC Lessons	Students will have an understanding of the cost of things in modern life and how this aligns with common job roles and affordability. Students will have opportunities to explore budgeting under different job roles.	Manage career	4. Linking Curriculum Learning To Careers
	Student Finance	EPC Lessons	Students will know what student finance is for, including the loan and grant elements. Students will have an understanding of how to apply for this.	Manage career	4. Linking Curriculum Learning To Careers
	Access a range of post 16 providers	Assemblies/career cafes	Students will gain an understanding of the range of options and requirements for these options. Access to impartial advice and guidance.	Explore possibilities	7. Encounters with Further and Higher Education

Additional activities will take place during the year as needs arise. This includes:

- Tutorials in form time
- Aspirations Events
- Assemblies with post 16 providers
- Assemblies/tutorials with representatives from approved training providers
- Assemblies/tutorials with representatives from approved technical qualification providers
- Assemblies with employers
- Alumni Events