

CAREERS SPECIAL

a comprehensive careers programme for students in years 9, 10, and 11

HIGHFLYERS

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About this resource

Careers Special has been designed specifically for pupils with moderate learning difficulties in Years 9, 10 and 11. With over 70 lesson plans and supporting worksheets, it can be used as a fully structured careers education programme with enough material for a lesson a week over three years. Alternatively, it can be dipped into and used to enrich an existing programme. All the materials have been produced with the aim of making tasks simple, varied and interesting. Some of the exercises are original and some are 'old favourites' which have evolved from sources which are now lost in the mists of time. All of the exercises have been chosen for their appropriateness to the aims of the programme, and the abilities of the pupils.










The Education Act 1997 stated that from September 1998, all publicly funded schools are required to provide a 'programme of careers education and guidance for pupils in years 9, 10 and 11.' Careers Special addresses the three broad aims of careers education and guidance as outlined in Careers Education and Guidance in England: A National Framework 11 - 19 (DfES 2003)
















Each aim is developed across the three years. Each year covers all three aims. To help you and identify which aim is being covered at any point in the programme, each lesson plan is clearly labelled with the appropriate heading from the grid below, which provides an overview of all the themes. The lesson plans are also cross referenced with the learning outcomes in the new National Framework and also key skills.

If you are new to careers work you need to understand the underlying principles of careers education, so that you can assess your students' needs and develop your programme appropriately. Reading the new National Framework document in full would be a good place to start. Ask your Connexions Adviser for a copy or contact DfES Publications, PO Box 5050, Sherwood Park, Annesley, Nottingham NG15 0DJ. Tel: 0845 60 222 60: Email: dfes@prolog.uk.com. Quote reference DfES/0163/2003

<i>National Framework for CEG main aims</i>	Y9	Y10	Y11	
<i>Self development: understand themselves and the influences on them</i>	<i>Discovering me</i>	<i>How others see me</i>	<i>Presenting me</i>	Term 1
<i>Careers exploration: investigate opportunities in learning and work</i>	<i>Looking at careers in general</i>	<i>Taking a closer look at careers</i>	<i>Looking at careers in detail</i>	Term 2
<i>Careers management: make and adjust plans to manage change and transition</i>	<i>Making decisions and coping with change</i>	<i>Learning how to plan ahead</i>	<i>Ready to go</i>	Term 3

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These lessons require preparation well in advance so please read them carefully and make the necessary arrangements. See also the Notes on this term at the start of each term's lesson plans.

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User's guide to the layout

Aim

This states the purpose of the exercise.

Method

Contains step by step instructions to take you through the lesson.

Where there are supporting materials it is a good idea to look at these alongside the instructions.

In nearly all cases instructions can be given orally, instead of relying on reading fluency. This is the case even where it is not stated in the lesson plan.

Time:

This is a suggestion only, for the minimum amount of time needed to run the lesson. Many of the lessons can be extended ~ you need to look at them and decide for yourself how much time to allocate.

Materials

This lists the worksheets and other materials you need and where they can be found in the pack.

Some worksheets can be completed jointly, in a small group by the better writers or, for the whole class's consensus opinions, by the teacher if this is more appropriate.

Some of the lesson plans require the use of a set of occupational photographs. You could use packs such as the ColorLibrary ColorCards, Photofit, Focus on Work, When I grow up, a selection from the BP Enterprising People pack, On the Spot job cards, the school's own collection or a mixture.

This shows the theme being covered and the focus within that theme - see page 3 for an overview and explanation

Learning Outcomes

This shows what pupils should know, understand or be able to do as a result of the exercise. These outcomes are taken from Careers Education and Guidance in England: A National Framework 11 - 19

Key skills links

This identifies which key skills can be developed through the exercise.

Preparation for next week

This area reminds you of what you need to get ready for next week. However, some lessons require preparation well in advance (see the Contents Page and the Notes on this term at the start of each term's lesson plans) so you need to read these beforehand.

Y9 Term 1

Theme:

Discovering me

Term planner

Theme: *Discovering me*

Page	Lesson	Title	Linked worksheets	Page
14	1	<i>Careers in year 9</i>	<i>Careers File covers</i>	281
16	2	<i>About me</i>	<i>About me</i>	193
18	3	<i>Bobbing game</i> ⌚		
20	4	<i>Do like, don't like</i>	<i>Things I like and don't like I think</i>	194 195
22	5	<i>Can do, can't do</i> ⌚	<i>Can do, can't do</i>	196
24	6	<i>Open the box</i>	<i>Me and my box</i>	197
26	7	<i>Me and my box</i>		
28	8	<i>Review</i>	<i>Review</i>	198

⌚ *These lessons require preparation well in advance so please read them carefully and make the necessary arrangements.*

Notes on this term

This term addresses the National Framework for CEG aim of self development focusing, at this stage in the programme, on the pupils looking at themselves and assessing their own likes and dislikes and strengths and weaknesses. In other words, seeing what they can discover about themselves.

For Lesson 3 you might want to try and borrow a parachute!

For Lesson 6 you will need to prepare a box of personal effects. You might also want to check if the technology teacher in school can help pupils to make a box to put their items in. See the lesson plan for full details.

It is also a good idea to read ahead to next term and begin to make the arrangements for the Survey exercise to be carried out in lesson 5.

Careers in year 9

Aim

To introduce pupils to the Y9 careers programme and explore what is meant by 'careers'.

Time:

30 minutes

Materials

- Pre written chalkboard or flipchart (see Method).
- Optional: Some sort of folder (e.g. A4 ringbinders or manilla wallet) - one per pupil, to use as their Careers File.
- Copies of the Careers Files covers on page 281.

Method

1. Explain to the pupils that over the next three years they will be having careers lessons to help them try to sort out what will happen to them in the future. They will look at and think about (it may be useful to have these written up on the board or a flipchart):

- their interests and skills
- how to find out about jobs and courses
- how to make good decisions
- why people choose jobs
- planning the future
- going on work experience
- having an interview
- applying for jobs and college

2. Ask the pupils what they think the word 'career' means. Ask them what sort of things might happen to them in the future. Write their answers up on the board or a flipchart and talk about them. You may need to prompt their thinking by bringing out that a career is a path through life, it does not have to be confined to a job but can include training, college, periods of unemployment, getting married, voluntary work, work in the home, etc.

Explain that in Year 9 they will look at different aspects in each term.

Term 1 will be about 'Discovering me', finding out about their likes and dislikes, what they're good at, what sort of person they are - so all about me.

Term 2 will be about looking at jobs

Learning Outcomes

Career exploration

- recognise that work is more than paid employment and that there is considerable variation in the value individuals and society attach to different kinds of work

Key skills links

- Communication

Preparation for next week

Ask the pupils to bring a recent photograph of themselves to the next lesson. Ideally, they should arrange to get a passport size photograph done during the week that follows. Or you could take a photo of them now to be developed during the week.

They will also need to find out their postcode and telephone number.

You will need to produce copies of the About me worksheet on page 193.

- what makes jobs the same or different, what jobs are about generally.

Term 3 will be about looking at how they cope with change, how they make decisions about what to do when faced with a new or different situation.

Explain that they will do different activities in careers lessons, writing, drawing, answering questions, visiting places, interviewing people, filling in forms, doing surveys and in Year 11 going on work experience and having a careers interview.

Explain that the careers lessons will prepare them for the future by helping them to answer the questions like 'What do I want to do?', and 'What will my life be like?'. To remind them of what they have found out they will keep everything in their Career File, which they will be given out later in the lesson.

3. If there is time, ask them to talk about people they know and what they do. 'What is their career, what do they do with their life?' If they cannot think of anyone they know personally they could talk about characters in TV programmes (try to include some who do paid work and some who do not to reinforce the fact that careers are not just 'paid jobs'.)
4. Then give out the Careers Files and covers and get them to write their name on the cover provided. Agree where the Files will be kept.