

## Friars Academy KS4 CEIAG Programme of Study

Area of learning	Framework outcome	Gatsby Benchmarks	KS4 CEIAG Learning Outcomes
Developing yourself through careers, employability and enterprise education	1	1	Reflect on personal skills and qualities when writing personal statement. List own personal skills and achievements that will help in getting a job or training opportunity. Identify aspirations for the future.
	2	1 2 3	Identify pathway to achieving your desired outcomes, college or work or both. List achievements. Attend reviews and guidance sessions. Select work experience and understand the opportunity. Identify what makes you feel good, how to relax and manage your well-being.
	3	1 3 6 7	Use work experience to influence future planning. Attend Academy Choices Event. Attend School Links programme. Visit local colleges. Engage with employer activities. Evaluate Enterprise and work activities.
Learning about careers and the world of work	4	1 2	List own personal skills and achievements that will help in getting a job or training opportunity. Evaluate your employability skills. Be able to identify a job or training opportunity Be able to apply for a job, training placement or course Attend interviews - record event. Identify the information an employer may make available regarding employment and working practice.
	5	1 2 5 6	Know about different types of work/employment/self-employment/seasonal/being a parent/unemployment/voluntary work/zero-hour contracts.
	6	1 2 5 6	Understand different occupational areas. Gain knowledge of different job roles in different occupational areas. Compare and contrast roles in different businesses. Meet with employers. Visit businesses. Understand the value of working for some types of employers, knowledge, discounts, shares and goodwill.

	7	1 2 4 5 6	<p>Be able to identify a job or training opportunity.</p> <p>Look at labour market information on where your interested job vacancies may be and what the possibility is of working locally.</p> <p>Understand labour market information.</p> <p>Identify the following markets - local employers, National companies and employers, European and global companies.</p> <p>Name an employment opportunity in the local area.</p>
	8	1 3	<p>Recognise instances of stereotypical, discrimination, and other barriers to equality, diversity and inclusion.</p> <p>Understand the meaning of equal opportunities in the workplace.</p> <p>Gain knowledge of Equal opportunity legislation.</p> <p>Identify groups of people protected under equal opportunities legislation.</p> <p>Identify equal opportunities in own environment and workplace.</p> <p>Identify the positive ways that the workplace can recognise and support equality and diversity.</p>
	9	1 2 5 6	<p>Know about Health and Safety procedures</p> <p>Be able to observe safe working practices</p> <p>What to wear for work</p> <p>PPE</p> <p>Be able to identify safety signs.</p>
Developing your career management and employability skills	10	1 2 3 8	<p>Attend Reviews and guidance sessions.</p> <p>Use JED, National Careers Website.</p> <p>Talk to employers, college staff, Prospects, Careers Leader.</p> <p>Seek part time work.</p> <p>Identify which attributes can be used to support progression to further opportunities.</p> <p>Build a portfolio of personal/educational information.</p> <p>Give examples of how a portfolio can be used for personal and/or educational and/or career development</p>
	11	1 2 4 5 6	<p>Taking part in Enterprise activities.</p> <p>Attend School link courses</p> <p>Work experience.</p> <p>Identifying responsibilities in the Academy.</p> <p>Taking part in leader activities.</p> <p>Identifying outside Academy activities.</p> <p>List own personal skills and achievements that will help in getting a job or training opportunity.</p> <p>Update Individual Learning Pathway</p>

12	1 2 3 5 6 7	<p>Take part in The Academy's Enterprise Projects.</p> <p>Demonstrate enterprise, creativity and initiative when developing ideas and following them through.</p> <p>Review skills and application, add to portfolio work.</p> <p>Consider jobs for the future.</p>
13	1 6 7	<p>Identify terms used in banking.</p> <p>Identify some financial words.</p> <p>Identify sensible approaches to making spending decisions.</p> <p>Understanding Payslips.</p> <p>Your money and your life, understanding financial implications.</p> <p>Using the bank through Enterprise.</p> <p>Dealing with financial Dilemmas</p>
14	1 3 7 8	<p>Use JED, National Careers Website and company websites.</p> <p>Take part in Enterprise and work experience.</p> <p>Meet Apprenticeship and Traineeship promotors.</p> <p>Attend careers events, taster days and opportunities.</p>
15	1 2 8	<p>Attend review, guidance sessions.</p> <p>Careers planning.</p> <p>Using family and friends for some support and decision making</p> <p>Plan a pathway to include possible change.</p>
16	1 3 4	<p>Have some understanding of policies and procedures which recognise and protect the relationship between the employee and employer.</p> <p>Know your rights and responsibilities in a selection process and strategies to use to improve your chances of success.</p> <p>Have some awareness of questions that cannot be asked.</p> <p>Prepare for an interview.</p> <p>List what needs to be considered in preparation for the interview.</p> <p>Give examples of positive and negative interview techniques.</p>
17	1 5 6 8	<p>Produce and update CV, Personal statement, progress file.</p> <p>Take part in transition taster days.</p> <p>Visit post 16 providers for future consideration.</p> <p>Practise presentational skills.</p>