Medium Term Planning Sheet: Secondary

Class: V3 Teacher: Sarah Griffey



Subject	PSHCE	KS4 Learning opportunity Work & Career L7, Employment Rights	A Responsibilities L13, 14, 15 L16, 17, 18, 19, 20,21 Int Week Int Week Int Week	Term: 2
	m, educatio	careers, jobs, future, training, CV, on, qualifications, money, income,	Alternative Learning Environments/ Resources: Colleges/ post 16 alternative placements Careers enterprise company HSBC finance activities	
			HSBC Illiance activities	
Pupil	Year group	Pupil Asset Stage at start of term (Term 6 data 2021)	Pupil Asset Stage end of year target	
LB	11	4DEV+		
SC	11	4DEV		
KH	11	2DEV		
LK	10	4DEV+		
RK	10	2EMB+		
TO	10	3DEV		
MR	11	4BEG+		
AS	10	2DEV		
BW	11	4BEG+		

Prior Learning: Careers education, vocational options.

Future Learning: See pupil asset targets Careers Education & Work Experience, Enterprise/ Economic Education

Careers Education		LB	SC	KH	LK	RK	TO	MR	AS	BW
Level 1	Can begin to identify areas for personal development									
Level 2	Describe how having a job will allow them to achieve certain goals in their life									
Level 3	Identify the different contributions that people make in their community									
Level 4	Recognise possible transition pathways that interest them									
Level 5	Give reasons for why it is a shared responsibility to contribute to their community									
Level 6	Prepare key personal information and skills needed									
Level 7	To produce a C.V. containing relevant information									
Level 8	To understand good interview techniques									
Level 9	To apply learned interview skills under interview conditions									
Level 10	To be able to search and know how to apply for various jobs in the community (application forms)									
Level 11	To be emotionally and practically prepared for the next phase of transition and future life									
Work Experience, Enterprise										
and Economic Education										
Level 1	To participate in a Mini Enterprise event using basic money handling skills									
	Describe how money is obtained									
Level 2	Describe what influences our choices for spending and saving money									
	Describe what money does for us and why we need it									
Level 3	To undertake work experience in a familiar or supporting setting									
	Describe the different uses we have for money									
Level 4	To undertake work experience within a community setting									
	Describe different kinds of money (coins/paper) and different ways for paying for things									
Level 5	Take on independent tasks within the work experience programme									
	Describe where money can be stored to keep it safe									
Level 6	To take a role in an Enterprise event and understanding the purpose of budgeting									
	Explain why we should be wary of claims made in advertisement									
Level 7	Explain how the right qualifications can provide opportunities to do more fulfilling and/ or better paid jobs									
	Describe and give example of enterprise in school									
Level 8	Give examples of people who are famous entrepreneurs									
	Talk about why the government takes a certain amount of money from what we earn									
Level 9	Explain how being enterprising involves making personal choices about money/ making things to sell									
	and negotiating a fair price									
	Describe different ways of keeping track of money									
Level 10	Describe or demonstrate different ways to develop enterprise skills and attributes by taking on an									
	enterprise activity									<u> </u>
	Explain how being enterprising may mean taking a risk and how good research can minimise this									$oldsymbol{ol}}}}}}}}}}}}}}}}}$
Level 11	To create a simple business plan covering expenditure and income									
	To identify ways of improving a business venture and analyses profits									

Money Handling						
Level 1	Estimates roughly what different amounts of money might buy					
Level 2	Knows equivalent value of coins and notes					
Level 3	Presents amount of money reasonably appropriate to cost of item					
Level 4	Uses both coins and notes to give an exact sum of money					
Level 5	Gives change in a transaction					
Level 6	Responsible use of money - no difficulty in coping with everyday money matters giving correct amount and monitoring change					
Budgeting						
Level 1	Understands the concept of saving					
Level 2	Has weekly pocket money to spend as they please but is responsible for small essentials					
Level 3	Able to use bank card to purchase items with support, including withdrawing money from a cash machine					
Level 4	Able to use bank card to purchase items without support					
Level 5	Plans spending over a given period of time e.g. ability to plan and manage over a whole month					
Level 6	Has control over own money and is able to budget for personal items e.g. clothing					
Level 7	Has control over own money and is able to budget for household items e.g. shopping, bedding					
Level 8	Is in charge of all financial aspects of all living essential (household bills)					

Unit Expectations:

All: to take part in mock interviews and gain an understanding of the interview process.

Some: to have a complete CV for progress files.

A Few: to have a detailed understanding of employment rights and responsibilities

Links with other subjects: Vocational options/ English

Pupil Asset Milestones to be achieved:
See future learning colour coded grid – to be monitored every session.

WK	Content (Implementation) Activities	Learning Objectives (Impact)	Evaluation/EBI
1 01/09/2021	UNIT 8 AQA 1.1 Complete a basic job application form.	Complete job application Work and career L7. about the labour market, local, national and international employment opportunities L8. about employment sectors and types, and changing patterns of employment L9. to research, secure and take full advantage of any opportunities for work experience that are available L10. to develop their career identity, including values in relation to work, and how to maximise their chances when applying for education or employment opportunities L11. the benefits and challenges of cultivating career opportunities online	

		L12. strategies to manage	
2 06/09/2021	UNIT 8 AQA 1.2 Produce a basic letter of application for a given job or course.	Draft letter of application	
3 13/09/2021	UNIT 8 AQA 1.3 Produce a CV (or update and print)	Complete letter of application	
4 20/09/2021	UNIT 8 AQA 2.1 Prepare answers to two given questions which might be asked in an interview for a given job or course.	Mock interviews	
5 27/09/2021	UNIT 8 AQA 2.2 Identify two examples of good practice and two of bad practice when attending an interview and give a reason for each.	Mock interviews	
6 04/10/2021	Employment rights and responsibilities Law Health & safety GDPR Legal rights	Employment rights and responsibilities L13. the skills and attributes to manage rights and responsibilities at work including health and safety procedures L14. about confidentiality in the workplace, when it should be kept and when it might need to be broken L15. about the unacceptability and illegality of discrimination and harassment in the workplace, and how to challenge it	
7 11/10/2021	Financial choices	Financial choices L16. how to effectively budget, including the benefits of saving L17. how to effectively make financial decisions, including recognising the opportunities and challenges involved in taking financial risks L18. to recognise and manage the range of influences on their financial decisions L19. to access appropriate support for financial decision-making and for concerns relating to money, gambling, and consumer rights L20. the skills to challenge or seek support for financial exploitation in different contexts including online L21. to evaluate the financial advantages, disadvantages and risks of	

		different models of contractual terms, including self-employment full-time, part-time and zero-hours contracts	
8 18/10/2021	Financial choices	Financial choices L16. how to effectively budget, including the benefits of saving L17. how to effectively make financial decisions, including recognising the opportunities and challenges involved in taking financial risks L18. to recognise and manage the range of influences on their financial decisions L19. to access appropriate support for financial decision-making and for concerns relating to money, gambling, and consumer rights L20. the skills to challenge or seek support for financial exploitation in different contexts including online L21. to evaluate the financial advantages, disadvantages and risks of different models of contractual terms, including self-employment full-time, part-time and zero-hours contracts	