Careers Curriculum

Personal Action Planning

Learning Outcomes	Assessment Criteria
1. Be able to recognise own strengths, weaknesses and areas for improvement	1.1 Classify own performance across skills and/ or qualities into strengths and weaknesses
	1.2 Review the classification with a peer or adult and record any agreed amendments
	1.3 Prioritise two areas for improvement from the amended classification
2. Be able to identify personal targets for improvement	2.1 Identify two targets from the priorities which will help to improve own performance
3. Be able to carry out action planning and review	3.1 Produce an action plan for both targets including information on a) Action required b) Review date
	3.2 Review the action plan after deadline dates
	3.3 State briefly why this process was useful

Making Informed Career Choices

Learning Outcomes	Assessment Criteria
1. Be able to identify and use sources to assist in career planning	1.1 Identify three sources of career information or advice
	1.2 Use the sources to identify three appropriate careers
2. Be able to research basic career requirements	2.1 Report on basic requirements of two of the selected careers using the headings of qualifications, training, skills and experience
3. Be able to produce a basic careers action plan	3.1 Produce a basic personal careers action plan for the selected career which includes a) Targets b) Action points c) Review dates
4. Be able to recognise the opportunities that exist for lifelong learning	4.1 Identify three opportunities for lifelong learning

Applying for Jobs & Courses

Learning Outcomes	Assessment Criteria
1. Know how to apply in writing for a job or course	1.1 Complete a basic job or course application form.
	1.2 Produce a basic letter of application for a given job or course.
	1.3 Produce a CV.
2. Know how to prepare for and take part in an interview.	2.1 Prepare answers to two given questions which might be asked in an interview for a given job or course.
	2.2 Identify two examples of good practice and two of bad practice when attending an interview and give a reason for each.
	2.3 Answer appropriately and ask relevant questions in a real or simulated interview.
3. Know the type of material that can be used to support an application for a job or course.	3.1 Select three pieces of relevant information that can be used to support an application for a given job or course and communicate why each is relevant.

Learners will be given the support with post 16 applications and transition.