



PSHE
Year 10
Autumn 1: **Careers**

Key vocabulary:

Curriculum Vitae (CV) – Detailed document about your history of achievements

Covering letter – A letter sent with a CV to an employer more of an idea about who you are

Apprenticeship – Learning on a job with some wage.

These are some characteristics that employers often look for.

Smart appearance

Good exam results

Vocational qualifications

Reliability and honesty

Someone who plays sport

Punctuality

Basic number and literacy skills

Someone who lives locally

Enthusiasm

Willingness to learn

Someone who works well with others

Work experience related to the job

1. In the next decade, the number of jobs will rise.
True: False:
2. In the future, everyone will work for massive, international corporations and organisations, with headquarters in other parts of the world than the UK.
True: False:
3. In the future, your job may be taken over by a robot.
True: False:
4. The number of people employed in health and social care will continue to rise.
True: False:
5. It will be more difficult for people without skills and qualifications to get jobs in the future.
True: False:
6. Self-employment (being your own boss) will be a good option for the future.
True: False:
7. In the future, we'll all be able to work part-time.
True: False:
8. The gender pay gap between men and women continues to grow and men will always have high wages than women.
True: False:

- 1. This is probably true – it is estimated that there will be a few million more jobs available over the next ten years if the economy continues to grow at the same pace.
- 2. False, most people in the UK in private sector employment work in small and medium sized businesses with less than 250 employees (estimated at 60% of all private sector employment in the UK, and that number seems to be growing). Over 99% of businesses employ between 0-249 people. Large businesses account for about 0.1% of businesses and 40% of employment in the private sector.
- 3. Partly true, the jobs of more than 10 million UK workers are at high risk of being replaced by robots within 15 years as the automation of routine tasks gather pace. As machines do take over the boring, repetitive tasks, the human workforce may be able to do more rewarding and creative work, removing the monotony from their day jobs.
- 4. True – the UK has an aging population as people live longer, sometimes with long-term health conditions that will continue to need support from a growing army of carers.
- 5. True. As more technology is employed to do basic, routine jobs and tasks, there will be a need for more highly skilled workers to design, manage, service and operate the machines. Also, the pace of change in technology means that those workers will need to continually update their own skills and qualifications.
- 6. Partly true – levels of self-employment in the UK are increasing and this trend is likely to continue. The latest estimates show that over 15% of the UK labour force is now self-employed (2017). Many of these workers have irregular hours, fluctuating incomes and may work on a project-by-project basis.
- 7. False – at least as far as trends in recent years seem to indicate. The number of part-time workers has remained the same for some time. People working full-time average just over 37 hours per week, while those working part-time average just over 16 hours per week. Some people work part time in a main job and take on other hours in another occupation.
- 8. False. The gender pay gap has decreased (slowly) over the past 20 years and continues to fall. All large organisations must report on how much they pay their male and female workers. Women continue to be under represented at the highest levels of companies (where wages are highest), and often work in part-time jobs (where wages are lowest).

CV

- Personal details – name, address, phone number, email address.
- Name of school and what qualifications you are studying.
- Any experience of work you have had, e.g. a newspaper round, regular babysitting.
- Any other achievements, e.g. member of a team, certificates or awards in the last 2-3 years.
- The name of someone who can write a reference for you (usually your head teacher).

Covering letter

- Explain that you are writing to apply for a (1 week, 2 week) work experience placement.
- Give the dates you will be available.
- Say why you are interested in working in that organisation.
- Finish by saying you are grateful for any help they can give you.

Generally you will be 16 (or just over) when compulsory schooling finishes. Although you don't have to stay in school, the vast majority of young people in the UK carry on in education or training until they are at least 18 years old (in England, this is compulsory). So what will be your options?

Option	Option
Apply to a further education college	Apply to the Sixth Form of your current school
Apply for an Apprenticeship or a job with training.	Apply to the Sixth Form in another school
Do some volunteering	Apply to the Sixth Form College



Qualification level	Achievement level	Examples of some qualifications at this level
Entry Level 1	Building a basic level of knowledge, understanding and skills	Entry level awards, certificates and diplomas at Levels 1, 2 & 3 National 1, 2 & 3 Skills for life / Essential skills Functional skills (English, maths, ICT)
Entry Level 2		
Entry Level 3		
Level 1	Basic knowledge, understanding and skills and the ability to apply learning to everyday situations	GCSE grades 3-1 (England) GCSE grades D-G (Northern Ireland and Wales) National 4 (Scotland) Functional skills level 1 Vocational qualifications at Level 1 Skills for Life / Essential skills Functional skills (English, maths, ICT)
Level 2	Building knowledge / skills in subject areas and their application. Important level for employers and further education applications	GCSE grades 9 - 4 (England) GCSE Grades A* - C (Northern Ireland and Wales) National 5 (Scotland) Functional skills level 2 Vocational qualifications at level 2 Apprenticeships at Level 2
Level 3	In-depth knowledge, understanding and skills and a higher level of application. Appropriate for entry into higher education, further training or skilled employment.	All GCE AS and A Levels Scottish Highers Vocational qualifications at level 3 International Baccalaureate Apprenticeships at Level 3
Levels 4-8	Specialist learning that involves a high level of knowledge in a specific occupational role or study	Certificates and Diplomas of Higher Education Bachelor's degrees Postgraduate qualifications Professional qualifications Foundation degrees Vocational qualifications at levels 4 and above Higher, Degree and Graduate Apprenticeships PhDs / Doctoral degrees