



PSHE
Year 11
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.

Reminders	
February	<ul style="list-style-type: none"> Find out if there is a training or an Apprenticeship fair in your area Attend interviews offered for college/6th form places (Task N). If you do not hear anything - contact them Apply for jobs with training/Apprenticeships (Task K). Keep copies of application forms <p>HALF TERM</p>
March	<ul style="list-style-type: none"> Attend interviews offered for college/6th form places (Task N). If you do not hear anything - contact them <p>EASTER</p>
April	<ul style="list-style-type: none"> Are you sorted for after you are 16? If not see your careers adviser Apply for jobs with training/Apprenticeships (Task K). Keep copies of application forms
May	<ul style="list-style-type: none"> Exams <p>HALF TERM</p>
June	<ul style="list-style-type: none"> Exams
July	END OF SCHOOL YEAR
August	<ul style="list-style-type: none"> Check job vacancy opportunities Late applications to colleges/training (Task K) Exam results

Reminders	
September	<ul style="list-style-type: none"> How far have you got in making decisions? (Task B) Find out about your options after 16 If you are thinking of college/6th form - look at their prospectuses Check entry requirements for courses that interest you For some colleges you will need to apply this month - for example some specialist colleges
October	<ul style="list-style-type: none"> Apply to colleges/6th form (Task K). Keep copies of application forms Attend open days Start to find out about training opportunities <p>HALF TERM</p>
November	<ul style="list-style-type: none"> Apply to colleges/6th form (Task K). Keep copies of application forms Attend open days Start to find out about employers and job opportunities
December	<ul style="list-style-type: none"> Your school may have mock exams - talk to your teachers about your expected grades Some colleges/6th forms have closing dates for certain courses, make sure you know the deadlines Prepare your CV and write a covering letter if you want to apply for a job with training (Tasks K-L) <p>CHRISTMAS HOLIDAYS</p>
January	<ul style="list-style-type: none"> Where have you got to so far? (Task O) Your school may have mock exams - talk to your teachers about your expected grades Apply to 6th form/college (Task K) Prepare for interviews - remember, this is a chance for you to ask questions as well as answer them (Task N) Attend interviews offered for college/6th form places (Task N). If you do not hear anything - contact them

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