



Progression of Skills, Understanding and Knowledge in Careers

Careers	Year 9		Year 10		Year 11
	Phase 6	Phase 7	Phase 8	Phase 9	Phase 10
Vocational (in school)	Carry out assigned school jobs such as; work in tuck shop, deliver/ pick up equipment, do clerical tasks in main office, sell lunch tickets, work at desk in library	Have at least one school /community based work experience I. e: Prepare mailings in an office, bag groceries at a supermarket, stamp forms at city hall/price records at music store	Have at least on community based work experience I. e: Enter data into a computer at insurance company, stock shelves in a store, prepare food in a restaurant, sterilise equipment in a hospital, wash cars at a public police/ fire station, work as an assistant in a nursery	Carry out assigned school jobs such as; work in tuck shop, prepare passes, work as teachers assistant, work in athletic department (equipment manager) Have at least on community based work experience I. e: Enter data into a computer at insurance company, stock shelves in a store, prepare food in a restaurant, sterilise equipment in a hospital, wash cars at a public police/ fire station, work as an assistant in a nursery	
Vocational (in local neighbourhood)	Fundraising in neighbourhood for school activities Have a paper round Shovel or rake for neighbours	Mow lawns Care for neighbours pets during holidays Babysit for a younger brother or sister, or a cousin.	Fundraising in neighbourhood for school activities Do simple house maintenance (painting) in school flat	Distribute campaign leaflets	Fundraising: school community group, club Do simple house maintenance (painting)
Vocational (in wider community)			Babysit for a friends	Work as a playground leader, volunteer at hospital, church or library. I can offer services, such as car cleaning, or mowing the lawn	Work at: summer school, supermarket, restaurant, petrol station





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World of Work	<p>I can identify different jobs</p> <p>I can identify different types of work</p> <p>I can identify different job sectors</p> <p>I can show an understanding of what volunteering is.</p> <p>I can understand what work experience is</p> <p>I can discuss places where I might find work</p>	<p>I can identify different jobs in the community</p> <p>I can attempt online work experiences</p> <p>I can identify skills required in interviews</p> <p>I know what skills I can develop if volunteering.</p> <p>I can understand what work experience is and what I might like to try</p> <p>I can understand what an application form is used for</p> <p>I can use the internet to search for vacancies</p>	<p>I can use new skills gained for a mock interview with a familiar person</p> <p>I can explain how I can look for local jobs</p> <p>I can understand where to find volunteering experiences</p> <p>I can understand what a disability is</p> <p>I can understand that I need interviews for work experience</p> <p>I can use new skills gained for a mock interview with a non familiar person</p> <p>I can use the internet to search for jobs in my local area</p> <p>I can write an email or letter asking to be considered for work experience or voluntary positions</p> <p>I can show an understanding of disability and employment laws</p> <p>I can understand that some disabilities require workplace adjustments</p> <p>I can take part in a mock interview</p> <p>I can show an understanding of what a C.V is used for</p>	<p>I can use new skills gained for a mock interview with a non familiar person</p> <p>I can use the internet to search for jobs in my local area</p> <p>I can write an email or letter asking to be considered for work experience or voluntary positions</p> <p>I can show an understanding of disability and employment laws</p> <p>I can understand that some disabilities require workplace adjustments</p> <p>I can understand what adjustments can be made for me in an interview</p> <p>I can take part in a mock interview</p> <p>I can show an understanding of what a C.V is used for</p> <p>I can fill in an application form</p>	<p>I can use new skills gained for an interview for college or a job</p> <p>I can use the internet to apply for jobs in my local area.</p> <p>I can write an email or letter asking to be considered for a job role and send these to prospective placements</p> <p>I can show an awareness of disability and employment laws and know how they affect me</p> <p>I can take part in a real interview for college or work</p> <p>I can complete an application form and send it to prospective work placements/vacancies</p> <p>I can complete a CV and send it to prospective work placements/vacancies</p> <p>I can participate in work experience</p> <p>I can voice to a member of staff or prospective interviewer what adjustments I might need in an interview.</p>





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Careers	Year 9		Year 10		Year 11	
	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	
Post 16 Directions						
Finances						

