

### Year 12 and 13 Smart Start programme

Grow throughout life	Explore possibilities	Manage career	Create opportunities	Balance life and work	See the big picture
Grow throughout life by learning and reflecting on yourself, your background and your strengths	Explore the full range of possibilities open to you and learn about recruitment processes and the culture of different workplaces.	Manage your career actively, make the most of opportunities and learn from set backs	Create opportunities by being pro- active and building positive relationships with others	Balance your life as a worker and/or entrepreneur with your wellbeing other interests and your involvement with your family and community	See the big by paying attending to how the economy, politics and society connect with your own life and career
					

WC	Learning outcomes	Benchmarks	I can do statements
Week 1 & 2 14 <sup>th</sup> Sept & 21 <sup>st</sup> Sept	Managing transitions from KS4 to KS5	Grow throughout life 1,3,7	Complete a personal skills audit and review using one of the online tools e.g. career pilot, springpod
Week 3/4/5 28 <sup>th</sup> Sept- 12 <sup>th</sup> October	Team & group work	Grow throughout life 1,3, 7	Take part in a group activity and complete a questionnaire to assess my contribution to the work of the group and what I would do differently or better next time
Week 6 & 7 2 <sup>nd</sup> Nov & 9 <sup>th</sup> November	Reflection & discussion	Manage careers 1, 3, 5, 6	Reflect and discuss on the different processes I have experienced in order to manage my own career development e.g. using my traits – interest, abilities and values to fit or match particular jobs or through social learning, family/environment/events/learning experiences
Week 8 16 <sup>th</sup> November	Review and reflect work placements	manage career 1, 3, 6	Review and reflect what I have learned about the discipline and responsibilities of work and the skills gained from participating in work experience and/or voluntary work
Week 9 16 <sup>th</sup> Nov	Evaluation	manage career 1, 3, 5, 6	Evaluate my contributions to the work of a team
Week 10 23 <sup>rd</sup> Nov	Review action plan	manage career 1, 8	Review and reflect on my past and current goals/ targets learning from the outcomes and complete my plans for the next 3 weeks, 3 months, 2 years using my career action plan
Week 11/12 30 <sup>th</sup> Nov	Volunteering	create opportunities 1, 4, 5, 7	Develop my enterprise and employability skills through volunteering and recording when and how I use them
Week 13 4 <sup>th</sup> Jan 2022	Health and safety	balance life and work 1,3,5	Investigate a range of health and safety issues such as working at height, use of VDU, lone working, working time
Week 14 11 <sup>th</sup> Jan	Action planning	balance life and work 1,2	Understand the start-up costs involved for me in working for myself e.g. equipment/ resources/ tax and other contributions and the implications of borrowing or taking out loans
Week 15 18 <sup>th</sup> Jan	Equality, diversity and inclusion	balance life and work 1, 3	Reflect critically on the ethical, legal and business case for equality, diversity and inclusion in the workplace and the implications for my behaviour and others
week 16 25 <sup>th</sup> Jan	Mental health and well being	see the big picture 1, 2	Analyse stories in the news about the factors that affect the mental health of workers
week 17 1 <sup>st</sup> Feb	National Apprenticeship week 2022	balance life and work 1, 5, 7 Explore possibilities 1,5, 6	Reflect on attending a careers fairs to research the implications of choosing one pathway over another  Tailor an application to specific roles/courses  Perform well when taking part in an online interview and learn from the experience

Week 18 & 19 8 <sup>th</sup> Feb/28 <sup>th</sup> Feb	Working life	manage my career 1, 8	Discuss with your tutor/ mentor/adviser what I need to do and plan for in taking control of my own career over the next 4-5 years
Week 20 1 <sup>st</sup> March	National Careers Week 2022	grow 1  Explore possibilities 1, 4,5,7	Keep and maintain my career action plan highlighting experiences and achievements, reflecting on what I have learned  Access HE/ Careers/ Skills Fairs to gather further information about the different pathways available and am able to draw conclusions about the personal benefits and discuss this in a careers interview
Week 21 14 <sup>th</sup> March	Why health and safety?	balance life and work 1, 4	Carry out a risk assessment and consider the health and safety requirements of an indoor space at school e.g. laboratory, dining hall, D&T room
Week 22 21 <sup>st</sup> March	Why health and safety?	manage career 1, 4, 6	Apply this information to ensuring I am following health and safety guidelines whilst on a work experience placement and record these in my work experience diary
Week 23 5 <sup>h</sup> April	Discuss and reflect	manage career 1, 8	Discuss how to handle the consequences of my decision-making with peers and my tutor
Week 24 26 <sup>th</sup> April	Preparing for employment	grow 1, 5	List the main sections/ headings on a CV and the 'do's' and 'don'ts' on how to complete them following an employer-led workshop
Week 25/26 10 <sup>th</sup> & 17 <sup>th</sup> May	Communication	manage career 1, 4	Practise using three main styles of communication and conflict resolution (i.e. being passive, assertive or aggressive) by taking part in role plays
Week 27/28 7 <sup>th</sup> -/14 <sup>th</sup> June  Week 29 & 30 21 <sup>st</sup> June - 5 <sup>th</sup> July	Financial capability	balance life and work 1,2  Explore possibilities 1, 2, 5	Understand the start-up costs involved for me in working for myself e.g. equipment/ resources/ tax and other contributions and the implications of borrowing or taking out loans  Investigate how self-employed people use different strategies to market themselves safely online using network tools such as LinkedIn, Twitter and Facebook establishing what works well and why
Week 31 12 <sup>th</sup> July	Stereotyping and discrimination	grow 1, 3	Discuss the role of employers in 'making reasonable adjustments to their workplaces to overcome barriers experienced by disabled people' under the Equality Act 2010
Week 32 July 18 <sup>th</sup> – 24 <sup>th</sup>	Action planning review and plans moving forward	grow 1, 5,8	Evidence how I apply and develop key employability skills through work-related activities  Access face-to-face and online help and can explain what I would do to prepare for and follow up a careers interview