

The Polygon School 2024 - 2025

Work Skills: LONG TERM OVERVIEW

	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Year 10	Goals and Aspirations Destinations College vs Apprenticeships NEET's Careers Advice and Guidance	CV Writing Post 16 destination applications Careers Advice and Guidance	Forming Relationships and Understanding Others Positive and Negative Qualities Communication Skills Careers Advice and Guidance	Learning to be financially capable Budget Planning Expenditure Utility Bills Council Tax Tax and NI Debt and Debt management Careers Advice and Guidance	Interview Skills Preparing for an Interview Personal Presentaion Appropriate Vocabulary Interview Skills session Preparing Q&A's Careers Advice and Guidance	Assessing Myself for Work Workplace success and how it is measured Work Experience placements Careers Advice and Guidance
Year 11	Developing Life Aspirations Appropriate and Innappropriate reactions Positive and Negative Emotions Employment, Education and Training Options Careers Advice and Guidance	CV Writing Post 16 destiination applications Careers Advice and Guidance Careers Advice and Guidance	Making Informed Career Choices Career planning and research Careers Action plan and Next Steps Lifelong learning Careers Advice and Guidance	Applying For Jobs and Courses Application forms Prepare for an Interview Shortlisting and Job application criteria Careers Advice and Guidance	Interview Skills Preparing for an Interview Personal Presentaion Appropriate Vocabulary Interview Skills session Preparing Q&A's Careers Advice and Guidance	Work Experience applications and Interviews Work Experience Placements Careers Advice and Guidance

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# YEAR 10 — MEDIUM-TERM OVERVIEW

Half term / Key question:	Topic	Pupil Outcomes	Resources	Cross Curricular Links
<b>Autumn 1</b>	Goals and Aspirations Destinations College vs Apprenticeships NEET's Careers Advice and Guidance	<ul style="list-style-type: none"> <li>I can identify the positives and negatives of attending college.</li> <li>I can identify the postivies and negatives of apprenticeships/work.</li> <li>I can describe what an apprenticeship is.</li> <li>I know what the term 'NEET' means.</li> <li>I understand my options for when I leave school.</li> <li>I have met with the careers advisor.</li> <li>I have explored my Post 16 options.</li> </ul>	<a href="https://www.youtube.com/watch?v=JNy-XytidOU">https://www.youtube.com/watch?v=JNy-XytidOU</a>	Citizenship – Careers Guidance – Year 7 – Careers, KS4 Careers and Next Steps Citizenship – KS4 – Careers Goals Art – KS4 – Careers in Art
<b>Autumn 2</b>	CV Writing Post 16 destination applications Careers Advice and Guidance	<ul style="list-style-type: none"> <li>I understand what a CV is and why it is used</li> <li>I can identify my strengths and weaknesses</li> <li>I can identify my skills and qualities</li> <li>I understand how a CV is structured</li> <li>I have written my personal profile in line with my qualities</li> <li>I have created my CV with all of the relevant details</li> <li>I can access and update Global Bridge</li> </ul>	<a href="https://www.twinkl.co.uk/resource/writing-a-personal-statement-a-student-guide-resource-pack-t-p-1052">https://www.twinkl.co.uk/resource/writing-a-personal-statement-a-student-guide-resource-pack-t-p-1052</a> <a href="https://www.twinkl.co.uk/resource/goals-and-aspirations-lks2-my-cv-activity-sheet-t-lf-2549887">https://www.twinkl.co.uk/resource/goals-and-aspirations-lks2-my-cv-activity-sheet-t-lf-2549887</a> Good and Bad CV example sheets <a href="https://www.twinkl.co.uk/resource/how-to-write-a-cv-t-p-1309">https://www.twinkl.co.uk/resource/how-to-write-a-cv-t-p-1309</a> <a href="https://www.myglobalbridge.com/">https://www.myglobalbridge.com/</a>	English KS4 – Letter writing Formal SEAL KS3 – Skills and Qualities Citizenship KS4 – Summer Term Strengths and Weakness and Job Identification ICT – Year 8 – Formatting in Word

<b>Spring 1</b>	Forming Relationships and Understanding Others Positive and Negative Qualities Communication Skills Careers Advice and Guidance	<ul style="list-style-type: none"> <li>• I can speak respectfully and listen to others opinions</li> <li>• I can identify positive language choices in the workplace</li> <li>• I can identify positive and negative qualities in myself</li> <li>• I can demonstrate good communication skills</li> <li>• I know what to do when I have a negative working relationship at work</li> <li>• I know the procedures when I experience conflict in the workplace</li> </ul>	<a href="https://www.twinkl.co.uk/resource/my-circle-of-control-poster-t-s-2548890">https://www.twinkl.co.uk/resource/my-circle-of-control-poster-t-s-2548890</a>	SEAL KS3 – Positive and Negative Emotions and Responses Citizenship – Careers Guidance
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<b>Spring 2</b>	<p>Learning to be financially capable</p> <p>Budget Planning</p> <p>Expenditure</p> <p>Utility Bills</p> <p>Council Tax</p> <p>Tax and NI</p> <p>Debt and Debt management</p> <p>Careers Advice and Guidance</p>	<ul style="list-style-type: none"> <li>• I can identify what tax and National Insurance are and what they are used for</li> <li>• I understand how my salary will be paid and the deductions</li> <li>• I understand which utility bills I will need to pay and why</li> <li>• I know why I will pay council tax and what the money is used for</li> <li>• I understand the difference between rent and a mortgage</li> <li>• I can identify what a mortgage is</li> <li>• I understand the dangers of debt</li> <li>• I can identify ways of debt management</li> </ul>	<p><a href="https://content.twinkl.co.uk/resource/87/b0/t2-m-4874-working-with-budgets-differentiated-activity-sheets-ver_2.pdf?_token=&amp;exp=1646236665~acl=%2Fresource%2F87%2Fb0%2Ft2-m-4874-working-with-budgets-differentiated-activity-sheets-ver_2.pdf%2A~hmac=13d9f99e6ed91d3f21c9dbbdab4900e66582006a43c80206c483dbef223e7490">https://content.twinkl.co.uk/resource/87/b0/t2-m-4874-working-with-budgets-differentiated-activity-sheets-ver_2.pdf?_token=&amp;exp=1646236665~acl=%2Fresource%2F87%2Fb0%2Ft2-m-4874-working-with-budgets-differentiated-activity-sheets-ver_2.pdf%2A~hmac=13d9f99e6ed91d3f21c9dbbdab4900e66582006a43c80206c483dbef223e7490</a></p> <p><a href="https://www.twinkl.co.uk/resource/t4-m-186-interest-tax-and-mortgages-activity-sheets">https://www.twinkl.co.uk/resource/t4-m-186-interest-tax-and-mortgages-activity-sheets</a></p> <p><a href="https://www.twinkl.co.uk/resource/t2-m-254329-bank-statement-activity-sheet">https://www.twinkl.co.uk/resource/t2-m-254329-bank-statement-activity-sheet</a></p> <p><a href="#">My Money Matters: p82 Payslips</a></p> <p><a href="#">My Money Matters: p84 Tax and NI</a></p> <p><a href="#">My Money Matters: p90 Pensions</a></p> <p><a href="#">My Money Matters: p40 Budgeting</a></p>	<p>Maths – Decimals and Percentages Spring 1</p> <p>Maths – KS4 – Understanding Money data</p> <p>Citizenship – Year 9 – Debt management and gambling</p>

			<a href="https://ybsmoneyminds.co.uk/?utm_source=recruitment_smc&amp;utm_medium=email&amp;utm_campaign=January_23_Asst_heads&amp;utm_content=Money_Minds">https://ybsmoneyminds.co.uk/?utm_source=recruitment_smc&amp;utm_medium=email&amp;utm_campaign=January_23_Asst_heads&amp;utm_content=Money_Minds</a>	
<b>Summer 1</b>	Interview Skills Preparing for an Interview Personal Presentaion Appropriate Vocabulary Interview Skills session Preparing Q&A's Careers Advice and Guidance	<ul style="list-style-type: none"> <li>• I can identify appropriate personal presentation within an interview situation</li> <li>• I can identify appropriate body language to use in an interview situation</li> <li>• I can use appropriate vocabulary to answer interview questions</li> <li>• I can ask relevant questions in an interview</li> <li>• I can participate in a mock interview process</li> <li>• I understand the feedback I received from the interview process</li> </ul>	<a href="https://www.twinkl.co.uk/resource/t3-dd-67-first-impressions-count-discuss-lesson-pack">https://www.twinkl.co.uk/resource/t3-dd-67-first-impressions-count-discuss-lesson-pack</a> <a href="https://content.twinkl.co.uk/resource/b2/07/cfe2-p-80-job-interview-activity-sheet_ver_3.pdf?token=exp=1651070395~acl=%2Fresource%2Fb2%2F07%2Fcf2-p-80-job-interview-activity-sheet_ver_3.pdf%2A~hmac=620ac55a994c7e1999fe366c4bf41361b6cda41ac7b69fc33ac324ac1a813d89">https://content.twinkl.co.uk/resource/b2/07/cfe2-p-80-job-interview-activity-sheet_ver_3.pdf?token=exp=1651070395~acl=%2Fresource%2Fb2%2F07%2Fcf2-p-80-job-interview-activity-sheet_ver_3.pdf%2A~hmac=620ac55a994c7e1999fe366c4bf41361b6cda41ac7b69fc33ac324ac1a813d89</a> <a href="https://ybsmoneyminds.co.uk/im-a-teacher">https://ybsmoneyminds.co.uk/im-a-teacher</a> <a href="https://www.indeed.com/career-advice/interviewing/how-to-dress-for-a-job-interview">https://www.indeed.com/career-advice/interviewing/how-to-dress-for-a-job-interview</a>	English – Year 9 – Functional Skills Personal Presentation SEAL – Year 9 – Friendship Skills English – Year 10 – Application forms And letters



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<b>Summer 2</b>	Assessing Myself for Work Workplace success and how it is measured Work Experience placements Careers Advice and Guidance	<ul style="list-style-type: none"> <li>• I can identify my own strengths and weaknesses in relation to the world of work</li> <li>• I understand progression routes through chosen career paths</li> <li>• I can identify which career pathway I would like to explore</li> <li>• I can identify the progression routes within this career</li> <li>• I have participated in a work experience interview</li> <li>• I have participated in a work experience placement</li> </ul>	<a href="https://ybsmoneyminds.co.uk/im-a-teacher">https://ybsmoneyminds.co.uk/im-a-teacher</a>	PSHE – Year 10 - Aspirations and Goal Setting Citizenship – Year 9 – Strengths and weaknesses



# YEAR 11 MEDIUM-TERM OVERVIEW

Half term / Key question:	Topic	Pupil Outcomes	Resources	Cross Curricular Links
Autumn 1	Developing Life Aspirations Appropriate and Innapropriate reactions Positive and Negative Emotions Employment, Education and Training Options Careers Advice and Guidance	<ul style="list-style-type: none"> <li>• I can identify the positives and negatives of attending college.</li> <li>• I can identify the postivies and negatives of apprenticeships/work.</li> <li>• I can describe what an apprenticeship is.</li> <li>• I know what the term 'NEET' means.</li> <li>• I understand my options for when I leave school.</li> <li>• I have met with the careers advisor.</li> <li>• I have explored my Post 16 options.</li> </ul>		Citizenship – Careers Guidance – Year 7 – Careers, KS4 Careers and Next Steps SEAL – Year 7 - Emotions
Autumn 2	CV Writing Post 16 destiination applications Careers Advice and Guidance Careers Advice and Guidance	<ul style="list-style-type: none"> <li>• I understand what a CV is and why it is used</li> <li>• I can identify my strengths and weaknesses</li> <li>• I can identify my skills and qualities</li> <li>• I understand how a CV is structured</li> </ul>		SEAL – Year 7 – Strengths And weaknesses English – Year 10 – Applications and formal letters ICT – Year 8 – Formatting in Word

		<ul style="list-style-type: none"> <li>• I have written my personal profile in line with my qualities</li> <li>• I have created my CV with all of the relevant details</li> </ul>		
<b>Spring 1</b>	<p>Making Informed Career Choices</p> <p>Career planning and research</p> <p>Careers Action plan and Next Steps</p> <p>Lifelong learning</p> <p>Careers Advice and Guidance</p>	<ul style="list-style-type: none"> <li>• I have spoken to a Careers Advisor about my Post 16 options</li> <li>• I have identified a pathways for myself after school</li> <li>• I have applied for a Post 16 provision</li> <li>• I can identify the career pathways and training I require</li> <li>• I understand what the term “lifelong learning” means</li> <li>• I can identify what opportunities for progression there is within my chosen career</li> </ul>		<p>PSHE – Year 10 – Target Setting</p> <p>Citizenship Year 11 – Careers Planning sessions</p>

<b>Spring 2</b>	<p>Applying For Jobs and Courses</p> <p>Application forms</p> <p>Prepare for an Interview</p> <p>Shortlisting and Job application criteria</p> <p>Careers Advice and Guidance</p>	<ul style="list-style-type: none"> <li>• I understand the process involved in applying for a job</li> <li>• I understand the process involved in applying for a course in Post 16</li> <li>• I have applied for a college or Post 16 destination course</li> <li>• I can fill out an application form and understand the format required</li> <li>• I understand how job applications are considered and shortlisted</li> <li>• I understand the term “shortlisting” in relation to job applications</li> <li>• I understand to identify the key features an employer is looking for from a job description</li> </ul>	<p><a href="https://ybsmoneyminds.co.uk/im-a-teacher">https://ybsmoneyminds.co.uk/im-a-teacher</a></p>	<p>English – Year 10 – Formal letter writing</p> <p>SEAL – Year 9 – Personal Presentation</p> <p>PSHE – KS3 – Health and Personal Hygiene</p> <p>ICT – Year 8 – Formatting in Word</p>

<b>Summer 1</b>	Interview Skills Preparing for an Interview Personal Presentaion Appropriate Vocabulary Interview Skills session Preparing Q&A's Careers Advice and Guidance	<ul style="list-style-type: none"> <li>• I understand how to prepare for an interview either for Post 16 or in the workplace</li> <li>• I can identify the correct sequence of events in an interview</li> <li>• I can participate in a “practice” interview and respond appropriately to questions</li> <li>• I can identify questions to ask in an interview</li> <li>• I understand the importance of body language and personal presentaion</li> </ul>	<a href="https://ybsmoneymi.nds.co.uk/im-a-teacher">https://ybsmoneymi.nds.co.uk/im-a-teacher</a>	SEAL – Year 9 –  Friendship Skills  Citizenship – KS3 –  British Values
<b>Summer 2</b>	Work Experience applications and Interviews Work Experience Placements Careers Advice and Guidance	<ul style="list-style-type: none"> <li>• I can identify three sectors that I am interested in in relation to work experience</li> <li>• I have met with the Careers Advisor to speak about my area of interest in relation to careers and work experience</li> <li>• I have attended a work experience interview</li> <li>• I have responded appropriately to interview questions</li> <li>• I have attended a work experience placement</li> <li>• I can identify the key responsibilities involved in my work experience placement</li> </ul>	<a href="https://ybsmoneymi.nds.co.uk/im-a-teacher">https://ybsmoneymi.nds.co.uk/im-a-teacher</a>	PSHE – Being a good Citizen –  Beitish Values  Citizenship –  Careers Advice –  Year 10