

# Career Activity Stretch & Challenge PLAN 2020 /21

Week 1	Week 2	Week 3
<p><b>Introduction</b></p> <p>Career planning is the continuous process of thinking about your interests, values, skills and preferences, exploring the life, work and learning options available to you and ensuring that your work fits with your personal circumstances.</p> <p>In order to really succeed, you need to take charge of your career, and to take ownership for shaping it and ensure that it is moving in the direction you want it to go.</p> <ul style="list-style-type: none"><li>Get to know your college Careers Service and resources and links available on Moodle.</li></ul> <p><b>Activity 1:</b> visit the Moodle page.</p> <ul style="list-style-type: none"><li><b>Register with START.</b></li></ul> <p>Access Moodle via chrome Create an account.</p> <p><b>Activity 2:</b> Complete your profile on START and familiarise yourself with the website.</p> <p><b>Activity 3:</b> <b>Explore Careers linked to your subject</b></p> <p><b>Activity:</b> Visit the careers page on Moodle, go to the careers information and select Job Explorer Database JED.</p>	<p><b>What could your future hold?</b></p> <p>The Spartan Test is a visual quiz that helps you start the exciting research process of deciding on your future career options. It is a quick image based quiz designed to get you thinking about your future and suggest careers you may be interested in. Use your results to create your own career cloud.</p> <p><b>Activity:</b> Watch the youtube video about the test:</p> <p><a href="https://www.youtube.com/watch?v=KHFdJPZVZ2o">https://www.youtube.com/watch?v=KHFdJPZVZ2o</a></p> <p><b>What do I need to do?</b></p> <p>Register as a new user. <a href="http://sacu-student.com/?page_id=2760">http://sacu-student.com/?page_id=2760</a> (students)</p> <ol style="list-style-type: none"><li>1.</li><li>2. You'll be sent a confirmation email, click the link and sign in.</li><li>3. Click 'Start New Test' to begin.</li><li>4. Answer all the questions choosing the picture which is most relevant to you.</li><li>5. Once completed you'll be asked to update your details to gain access to the 'Research Zone', this is where you'll see the results of your test.</li><li>6. Compare your results for the different subjects, careers and apprenticeships and see whether they</li></ol>	<p><b>What do employers look for?</b></p> <p>You've got the qualifications and the motivation... What else do you need to persuade an employer to give you a job?</p> <p>What links the work of a doctor, hairdresser, software developer and plumber? Not a lot, you may think at first. But they all need to be able to communicate effectively, work well with other people, stay organised and manage their time efficiently! This 'section' looks at the work skills you are likely to need, whatever job you want to do. These skills are sometimes known as 'transferable skills' as they can be applied in many different settings.</p> <p><b>Activity 1: Watch the video</b></p> <ul style="list-style-type: none"><li>What are employability skills? <a href="https://www.youtube.com/watch?v=G_kzfED_Odo8">https://www.youtube.com/watch?v=G_kzfED_Odo8</a></li></ul> <p><b>Activity 2: Handout:</b> What do employers look for? Complete the word search puzzle</p> <ul style="list-style-type: none"><li>What skills do you have, and which skills do you want to develop?</li></ul> <p><b>Target:</b> Interview an employer; ask them what they look for in a good employee.</p>

<p><b>look at :</b></p> <ul style="list-style-type: none"> <li>• Job groups</li> <li>• Identify the job groups your subject could be linked to.</li> <li>• Explore the range of jobs</li> </ul>	<p>match with what you expected.</p> <p><b>Target:</b>            Create your own career cloud. (description)            Save it. Print it.            Discuss your results and make a career cloud display with your group.</p>	
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<b>Week 4</b>	<b>Week 5</b>	<b>Week 6</b>
<p><b><u>Volunteering</u></b></p> <p>If you want to spend time doing activities that benefit others or the environment, there are all sorts of opportunities. Millions of us volunteer to do some kind of organised activity each year – anything from a few hours of fundraising, to spending several months assisting the homeless at an inner-city hostel.</p> <p><b><u>Activity:</u></b> Watch the video Sandwell voluntary sector council (9mins)  <a href="https://www.youtube.com/watch?v=adgTRvUJ_XI">https://www.youtube.com/watch?v=adgTRvUJ_XI</a></p> <p><b><u>Target</u></b>  Go to the Careers page on Moodle;  visit <a href="http://www.do-it.org">www.do-it.org</a>  Explore voluntary work opportunities that appeal to you.  Sign up for voluntary work (optional)</p> <p><b><u>Handout:</u></b> Skills you can develop by volunteering</p>	<p><b><u>Apprenticeships</u></b></p> <p>Most young people who choose to learn in the workplace are employed and take government-backed Apprenticeships. The Government is actively trying to increase the number of Apprenticeship places available and in England there is a target for three million Apprenticeship starts by 2020.</p> <p><b><u>Activity:</u></b> Watch the video on Apprentice TV (4 minutes)</p> <p><a href="http://tv.careersbox.co.uk/films/nas-apprenticeships/?sector=38">http://tv.careersbox.co.uk/films/nas-apprenticeships/?sector=38</a></p> <p><b><u>Activity:</u></b> Test your knowledge of apprenticeships with this short quiz.  <a href="https://quiz.tryinteract.com/#/apprenticeships/1">https://quiz.tryinteract.com/#/apprenticeships/1</a></p> <p><b><u>Target:</u></b>  look at live vacancies and register for apprenticeships (optional)  <a href="http://www.gov.uk/apprenticeships">www.gov.uk/apprenticeships</a></p>	<p><b><u>Your personal profile</u></b></p> <p>Nearly everyone nowadays has some sort of online presence. If you have not already done so, it is worth searching your name online and seeing what it throws up.....</p> <p><b><u>Activity:</u></b>  Watch the video: Do's and Don'ts of Social media  <a href="https://www.youtube.com/watch?v=lWcQax3knAE">https://www.youtube.com/watch?v=lWcQax3knAE</a></p> <ul style="list-style-type: none"> <li>• How to use Social media to your advantage</li> </ul> <p><b><u>Handouts:</u></b>  What's your online profile like?  How to use social media to your advantage</p> <p><b><u>Target:</u></b>  Tidy up your online profile and develop your personal brand.  Don't forget that it's not just about the image you present to employers on your application form and/ or CV or at interview, keep an eye on your online image too!</p>

<b>Week 7</b>	<b>Week 8</b>	<b>Week 9</b>
<p><b><u>Entrepreneurship.</u></b></p> <p><b><u>Working for yourself</u></b></p> <p>In recent years there's been an increase in the number of people working for themselves. In fact, over 4.6 million people now work on a self-employed basis in the UK - that's around one in seven workers. There are numerous reasons for the increase in numbers. For example, many people found it hard to find paid employment during the economic downturn and many employers have outsourced work in order to keep their fixed costs down.</p> <p><b>Handout:</b> <a href="#">Would you like to be your own boss?</a></p> <p><b>Activity:</b> Consider the challenges Luke and Lucie faced when setting up their own business.</p> <ol style="list-style-type: none"> <li>1. Read the story of Luke Liddiard <a href="https://www.young-enterprise.org.uk/the-young-entrepreneur-who-made-it-off-the-streets-and-into-the-boardroom">https://www.young-enterprise.org.uk/the-young-entrepreneur-who-made-it-off-the-streets-and-into-the-boardroom</a></li> <li>2. Watch the video about Lucie Campbell: <a href="https://www.princes-trust.org.uk/help-for-young-people/support-starting-business?gclid=CM2KycOo3dACFcqT7QodmvkBSw">https://www.princes-trust.org.uk/help-for-young-people/support-starting-business?gclid=CM2KycOo3dACFcqT7QodmvkBSw</a></li> <li>3. Visit <a href="https://www.princes-trust.org.uk/help-for-young-people/support-starting-business">https://www.princes-trust.org.uk/help-for-young-people/support-starting-business</a> Explore the 4 stages of the Enterprise Programme. What is the 'Will it work' grant?</li> </ol>	<p><b><u>LMI .... What jobs are out there?</u></b></p> <p><i>The recent recession had a huge impact on the economy and on employment in most sectors. However, the situation has been improving, and now over 31 million people in the UK are in work. Around 1.7 million (about 5.1% of the adult working population) are out of work; this is the lowest level for several years, and the number of unemployed is predicted to continue to drop. However, the unemployed rate for 16-to 24-year-olds is around 13.6%. Although this figure is lower than in recent years, it's still difficult for many young people to find work, so anything they can do to make themselves employable will help; there's advice on this later in this leaflet. ( eclips 2016)</i></p> <p><b>Activity 1:</b> Tutor led group quiz: Labour market information for the West Midlands. <b>Powerpoint</b> with 10 questions and answers. Score your answers. Go to the Moodle Careers page. Follow the link for Labour Market Trends and use the Careerometer to compare up to 4 jobs, exploring future income and trends up to the year 2022.</p> <p><b>Activity 2: Handout:</b> Quiz –Are you ready to get that job?  <b>Target:</b> Explore job vacancies <b>Useful Job Sites</b> <a href="http://www.direct.gov.uk/jobsearch">www.direct.gov.uk/jobsearch</a></p>	<p><b><u>Understanding job adverts.</u></b></p> <p><i>Job adverts are designed to tell you what different skills and personal qualities are needed for the roles they are advertising.</i></p> <p><i>Sometimes, they are obvious, sometimes they require a bit of digging or are implied by the employer's choice of words. By identifying these things you can tailor your application for the role and make sure you are showing a prospective employer that you match up to what they are looking for.</i></p> <p><b>Activity 1:</b> Create an account with Barclays Lifeskills <a href="https://www.barclayslifeskills.com">https://www.barclayslifeskills.com</a></p> <p><b>Activity 2:</b> Log in to your Barclays Lifeskills account. From the top menu choose 'I want' and from the drop down menu choose 'help applying for jobs'</p> <p>Complete the 'Job quiz' exercise</p> <p><b>Activity 3:</b>Check out this list of <u>common job ad jargon</u></p> <p><b>Target:</b> Explore the range of resources</p>

<p><u>Target:</u> Find out about help available for young entrepreneurs. Check out the Careers Moodle page and look at links for 'Self Employment'</p>	<p><a href="http://www.indeed.co.uk">www.indeed.co.uk</a> <a href="http://www.totaljobs.co.uk">www.totaljobs.co.uk</a> <a href="http://www.fish4.co.uk">www.fish4.co.uk</a> <a href="http://www.jobs.nhs.uk">www.jobs.nhs.uk</a> <a href="http://www.monster.co.uk">www.monster.co.uk</a> <a href="http://www.reed.co.uk">www.reed.co.uk</a> <a href="http://www.careerbuilder.co.uk">www.careerbuilder.co.uk</a> <a href="http://www.neuvoo.co.uk">www.neuvoo.co.uk</a> <a href="http://www.nationalcareersservice.direct.gov.uk">www.nationalcareersservice.direct.gov.uk</a></p>	<p>available through Barclays life skills.</p>
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Week 10- Term 3	Week 11	Week 12
<p><b><u>Curriculum Vitae</u></b></p> <p><i>When you apply for a job or training programme, you may need to send a CV (curriculum vitae). A CV is a way of presenting your qualifications, skills and experience in writing – concisely and clearly. There's no one correct way of writing a CV;</i></p> <p><b><u>Activity 1:</u></b> Watch the video – What not to put in a CV. <a href="http://in2wrk.com/using-words-cv">http://in2wrk.com/using-words-cv</a></p> <p><b><u>Activity 2: Against the clock (10 minutes)</u></b> Log in to your Barclays Lifeskills account: From the menu at the top choose 'I want' and from the dropdown menu choose 'Help applying for jobs' Choose the 'Play the boss' timed activity</p> <ol style="list-style-type: none"> <li>1. Play the boss and choose the CV's you think should be picked for the job.</li> <li>2. Give the correct CV's thumbs up and the CV's with mistakes a thumbs down.</li> <li>3. See how well you compared by comparing your choices to the boss.</li> </ol> <p><b><u>Target:</u></b> Create your own CV using the CV builder tool from the same Lifeskills page.</p>	<p><b><u>Interview Practice</u></b></p> <p><i>You may have been offered an interview for a place on a course, for an Apprenticeship programme or with an employer for a job. Whatever the situation, this section gives you some basic advice, to make sure that you make the most of yourself during your interview.</i></p> <p><i>Most people feel nervous before interviews. This is natural, but doing some preparation beforehand will help to increase your confidence. You will usually have at least a few days' notice, so make good use of that time. Don't forget that apart from the interviewer/s finding out about you, an interview is a great opportunity for you to find out more about a particular opportunity, and whether the organisation would suit you.</i></p> <p><b><u>Activity 1:</u></b> Select a job which interests you from the list of vacancies on the job sites you have researched.</p> <p><b><u>Activity 2:</u></b> Log in to your Barclays Lifeskills account. From the home page scroll down to the 'Virtual interview practice'</p> <p>With the job you chose in Activity 1, do the</p>	<p><b><u>Next steps.</u></b></p> <p><i>A career choice is a complex decision. Activities in the stretch and challenge programme and many career guidance packages can help you to gain considerable understanding of the world of work but the highly individualised nature of the choice means that group learning is not always enough. A one-to-one meeting is often needed to allow the individual to make sense of it all.</i> (World skills UK 2016)</p> <p><b><u>Target :</u></b> Know where to find impartial Careers IAG /specialist career advice and guidance services. Local and national. Create your own personal action plan.</p> <p>Explore: Job search websites from Week 8 <a href="http://www.ucas.com">www.ucas.com</a> <a href="http://www.gov.uk/apprenticeships">www.gov.uk/apprenticeships</a> <a href="http://www.notgointouni.com">www.notgointouni.com</a> College courses <a href="http://www.wolvcoll.ac.uk">www.wolvcoll.ac.uk</a> <a href="http://www.gov.uk/nationalcareersservice">www.gov.uk/nationalcareersservice</a></p>

	<p>virtual interview</p> <p>This will allow you to rehearse answers to common interview questions.</p> <p><b><u>Target:</u></b> Create your own list of interview preparation tips.</p>	
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