

1) Self-development through careers and work-related education

| |  | Date |  | Date |  | Date |  | Date |
|-------------------------------|--|------|---|------|--|------|--|------|
| Self-awareness | Describe what I am like, what I am good at and what I enjoy doing | | Describe myself, my strengths and preferences | | Recognise how I am changing, what I have to offer and what's important to me | | Assess how I am changing and be able to match my skills, interests and values to requirements and opportunities in learning and work | |
| Self-determination | Talk positively about what I would like to do | | Make a plan and explain what I am doing to make progress, raise my achievement and improve my wellbeing | | Take responsibility for my own progress, achievements and wellbeing | | Evaluate my progress towards my goals | |
| Self-improvement as a learner | Identify what I like about learning from careers and work-related activities and experiences | | Explain what I have learned from career and work-related learning activities and experiences | | Review and reflect upon how I have benefited as a learner from career and work-related learning activities and experiences | | Be proactive in taking part in career and work-related learning activities and assessing the benefits to me as a learner | |

2) Finding out about careers and the world of work

| |  | Date |  | Date |  | Date |  | Date |
|--|---|------|--|------|--|------|---|------|
| Exploring careers and career development | Explain that people have different careers | | Describe how different people's careers have developed | | Explain key ideas about career and career development | | Explain why career pathways are varied and what factors might make a person change careers | |
| Investigating work and working life | Explain that people feel differently about the kinds of work they do | | Identify different kinds of work and why people's satisfaction with their working lives varies | | Explain how the workplace is changing and how this impacts on people's satisfaction with their working lives | | Recognise the personal, social and economic value of different kinds of work | |
| Understanding business and industry | Describe a local business, how it is run and the products and/or services it provides | | Describe the organisation and structure of different types of businesses | | Explain different types of businesses, how they operate and how they measure success | | Explain how what businesses do, the way they operate and the way they measure success is changing | |
| Investigating jobs and labour market information (LMI) | Describe the main types of employment in my area | | Be aware of what job and labour market information (LMI) is and what it can do for me | | Find relevant job and labour market information (LMI) and know how to use it in my career planning | | Draw conclusions from researching and evaluating relevant job and labour market information (LMI) to support my future plans | |
| Valuing equality, diversity and inclusion | Explain my rights to opportunities in learning and work | | Explain that I have the same rights to opportunities in learning and work as other people | | Identify how to stand up to stereotyping and discrimination that is damaging to me and those around me | | Recognise and challenge stereotyping, discrimination and other barriers to equality, diversity and inclusion; and know your rights and responsibilities in relation to these issues | |
| Learning about safe working practices and environments | Explain how to keep myself safe when I am working | | Explain what the law does to protect child workers from being exploited | | Describe the laws relating to young people's permitted hours and types of employment | | Can explain how to minimise health and safety risks to myself and those around me in a variety of work environments | |

3) Developing skills for career management and employability

| |  | Date |  | Date |  | Date |  | Date |
|---|---|------|--|------|--|------|--|------|
| Making the most of careers information, advice and guidance (IAG) | Explain where to find the help and resources that are I can use to help me | | Explain how to make good use of the help available to me | | Identify and use my personal network of support including how to access the impartial careers information, advice and guidance that I need | | Build and make the most of my personal network of support including making effective use of impartial careers information, advice and guidance | |
| Preparing for employability | Identify key qualities and skills that employers are looking for | | Recognise the qualities and skills needed for employability and provide evidence for those I have demonstrated both in and out of school | | Show that I have learned and developed qualities and skills to improve my employability | | Explain what I am doing to improve my employability and to meet the expectations of employers and co-workers | |
| Showing initiative and enterprise | Show that I can be enterprising | | Recognise when I am using the qualities and skills I need to be enterprising | | Be enterprising in the way I learn and carry out work and plan my career | | Develop and apply enterprising qualities and skills in my approach to learning, work and career planning | |
| Developing personal financial capability | Make sensible decisions about saving, spending and giving | | Manage a personal budget and contribute to household and school budgets | | Manage my own money and understand personal financial documents | | Show personal financial capability to improve the decisions I make that affect my everyday living, further study, training and work | |
| Identifying choices and opportunities | Make good use of information about secondary school options | | Understand all the choices and opportunities open to you when you reach a decision point | | Research my education, training, apprenticeship, employment and volunteering options including information about the best progression pathways through to specific goals | | Research and evaluate progression pathways for higher and further education, training, apprenticeship, employment and volunteering options that are open to me | |
| Planning and deciding | Make important plans and decisions carefully | | Negotiate and make plans to help me get the qualifications, skills and experience I need | | Make important plans and decisions carefully: how to solve problems and deal appropriately with influences on me | | Make career enhancing plans and decisions | |
| Handling applications and selection | Make a good impression when I apply to do things | | Prepare and present myself well when going through a selection process | | Know techniques to use to improve my chances of being chosen in an application | | Prepare for, perform well and learn from my participation in selection processes | |
| Managing changes and transitions | Handle transitions that are challenging | | Be positive, flexible and well-prepared at transition points in my life | | Review and reflect on changes to help me improve my preparation for future moves in education, training and employment | | Develop and use the strategies I will need to cope with the challenge of managing my career transitions | |