

KS4 Preparation for Working Life – Curriculum Overview



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Greywood
Multi-Schools Trust



QUEENSCROFT
CELEBRATING INDIVIDUAL SUCCESS

KS4	Term	Year 10	Year 11
Units (covered from Entry 1-3)	Autumn 1 and 2	Applying for Work and Learning Opportunities <ul style="list-style-type: none"> Communicating ways of applying for a job Communicating basic information for completing application courses for part time work or college courses Interview techniques Dressing appropriately for work or interview 	Personal Action Planning <ul style="list-style-type: none"> Careers planning Personal improvement planning Career ambitions Target setting
	Spring 1	Rights and Responsibilities <ul style="list-style-type: none"> Health and safety requirements in the world of work Protective clothing Risk assessment Responsibilities of employees and employers 	Personal Finance for Work <ul style="list-style-type: none"> Methods of being paid Understanding payslips Understanding pensions
	Spring 2	Investigating Work, Learning and Training Opportunities <ul style="list-style-type: none"> Identifying different categories of work Skills required for different jobs Local and regional jobs Training opportunities after P16 	Researching an Individual Work Place or Business <ul style="list-style-type: none"> Identifying work related learning placements Differences between a service and a product Full and part time work Understand what human resources is
	Summer 1 and 2	Learning From Work <ul style="list-style-type: none"> Understanding the importance of punctuality Formal v's informal work attire Health and safety in the workplace Completing a period of in-house work experience 	Introduction to Enterprise <ul style="list-style-type: none"> What is enterprise? Planning for an enterprise project. Evaluating and reviewing the project.

These units have been designed to help learners with progression to further study and prepare them for employment. UAS is shown to motivate, encourage, engage, support and raise self-esteem and can reward achievement which might otherwise go unrecognised, eg small steps or non-mainstream subjects. Each unit in this programme can be taught at Entry 1, 2 or 3 depending on the level of the student. This allows the programme to be progressive and challenging for every student.