

## Employability / Work skills and Careers OVERVIEW

2021 – 2022

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7
<b>Autumn 1</b>	Introduction to Employability Inset 2 days		Types of Post School Options Assessment			Personal Development Data collection	
<b>Autumn 2</b>	CV's and application Letters Inset 1 days					Lifelong Learning	
<b>Spring 1</b>	Careers Booklet – Careers Advice – Visits				Reports	Job Preparation Tips Data Collection	
<b>Spring 2</b>	Personal Finances Inset 1 day Assessment					Wage slips and Deductions Data Collection	
<b>Summer 1</b>	Mock Job Interviews and Interview Preparation			Job applications			Assessment
<b>Summer 2</b>	Apprenticeships Part 1 Inset 1 day Assessment			Apprenticeships Part 2			

<b>KEY</b>	Topic	Staff Training	Teacher	Data	School Reports	Examinations
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