

Year 10 - Statement of Entitlement

In year 10 pupils have to make some important decisions about the subjects they will study at Key Stage 4. Pupils are given a folder to keep all their notes and literature together and will continue to use this folder throughout Years 11 - 14 to ensure continuity in the decision making process.

During Year 10 pupils will have the opportunity to

- increase their personal awareness of careers possibilities within particular fields
- recognise and develop their personal qualities, skills, interests, aptitudes and achievements
- increase levels of occupational knowledge
- gain skills in accessing and utilising careers information
- meet the Careers Officer and learn about her role and the services she offers
- investigate the knowledge and skills which people need at work
- understand their own strengths and weaknesses
- develop a personal career plan based on self-knowledge and opportunity awareness
- carry out a careers investigation

By the end of Year 10 pupils should be able to

- describe their personal skills, qualities, aptitudes and interests
- be committed to treating other people fairly and with respect
- describe the main job families and have a broad understanding to the skills needed for work
- understand labour market trends now and in the future and how it affects peoples' lifestyles
- identify, organise and utilise a range of careers information to help with decision-making
- be aware of opportunities and choices at KS4
- describe the entry requirements for opportunities that interest them
- identify career goals
- match personal preferences to opportunities
- be aware of the need for flexibility and adaptability in careers aspirations and career development

- be aware of the need for self-reliance in career planning and decision making
- make decisions about learning and work
- reflect on transitions you have made and will make, e.g. primary school → secondary school → university/work

KS4 - Statement of Entitlement

Pupils have to make important decisions about their future at the end of KS4. The school and the Careers Service work with pupils in making their plans and helping them to carry them through. The Careers Department works with pupils to develop and build on personal skills and experiences so that they can manage their career plan effectively and prepare for the challenges and opportunities that lie ahead.

During KS4 pupils should have the opportunity to

- consider the relationship between educational attainment and career progress/earning potential
- participate in small group discussion or an individual interview with the Careers Officer
- prepare for and undergo a mock interview
- use the internet to search for Careers website
- to attend a range of talks from providers of training courses and further education
- receive an A level subject choice booklet describing the content and assessment methods of each subject offered at AS and A2
- attend the Open Day of the Limavady Campus of the North West Regional College
- learn how to construct a curriculum vitae and write a letter of application
- identify some of the employability skills that can be developed through activities inside and outside school
- identify local employment opportunities and learn about changing employment trends in the NI economy
- undertake one week's work experience

By the end of Year 12 pupils will know

- about post-16 careers routes
- know about the main opportunities in education, training and employment which are of interest to them
- know how to access careers information on the internet and from other sources
- be able to make carefully considered career decisions through a personal career plan
- know how to prepare for, and take part in, a careers interview