**Careers - Recovery Curriculum**

**The skills listed in this table will support your development and awareness of yourself which is important in considering your year 9 choices, post 16 and post 18 transitions. Please click onto the link for Skills Builder in your year group and work through the relevant sections in the programme**. If you feel you would benefit from other areas listed, please investigate them and carry out tasks

Additionally, you will find information from Career Pilot linked to your year group targets for Careers

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| **Year group** | **Activity** | **Why?** |
| **Year 7**  Last year at Primary school you may have missed opportunities to network with Employers. Communication skills are a vital tool in this area and these activites will support your development through your time at Sidmouth College in Careers and Curriculum areas. | [Listening – Skills Builder](https://launchpad.skillsbuilder.org/course/listening-sb/)  [Speaking – Skills Builder](https://launchpad.skillsbuilder.org/course/speaking-sb/)  [Careerpilot : Get information : Other support : Y 7: Start here](https://www.careerpilot.org.uk/information/help-and-support/start-here-by-year-group/y-7-start-here) | This skill is all about being able to effectively receive information, whether it comes from customers, colleagues or stakeholders.  Initially, the skill steps concentrate on being able to listen effectively to others, including remembering short instructions, understanding why others are communicating and recording important information.  It then focuses on how you demonstrate that you are listening effectively, thinking about body language, open questioning and summarising and rephrasing.  This skill is all about how to communicate effectively with others, being mindful of whether you are talking to customers, colleagues or other stakeholders and in different settings.  Initially, this skill focuses on being able to speak clearly – first with well known individuals and small groups and then with those who are not known.  The next stage is about being an effective speaker by making points logically, by thinking about what listeners already know and using appropriate language, tone and gesture.  These activities will get your careers research started. Find out about your personality and what jobs would suit you and look at some jobs in more detail |
| **Year 8**  Last year you missed an Enterprise activity to support communication and problem solving, these activity will support that development. | [Problem Solving – Skills Builder](https://launchpad.skillsbuilder.org/course/problem-solving-sb/)  [Careerpilot : Get information : Other support : Y8: Start here](https://www.careerpilot.org.uk/information/help-and-support/start-here-by-year-group/y8-start-here) | This skill focuses on how to solve problems, recognising that while part of Problem Solving is technical know-how and experience, there are also transferable tools that you can develop and use.  The first steps focus on being able to follow instructions to complete tasks, seeking help and extra information if needed. The next stage focuses on being able to explore problems by creating and assessing different potential solutions. This includes more complex problems, without a simple technical solution.  Doing these activities will help you find out about your skills and start looking at jobs that might suit you. You will also see what jobs and courses subjects will lead to. |
| **Year 9**  Last year you missed an employer interaction to learn about skills used in employment. Creativity has been found to be valuable not just in artistic and design jobs but in all areas of work. These activities will support your understanding of what creativity is and support GCSE choices | [Creativity – Skills Builder](https://launchpad.skillsbuilder.org/course/creativity-sb/)  [Careerpilot : Get information : GCSEs : Choosing your GCSEs](https://www.careerpilot.org.uk/information/gcses) | Creativity is the complement to Problem Solving, and is about generating innovations or ideas which can then be honed through the problem-solving process.  The first few steps focus on your confidence in imagining different situations and sharing your ideas.  The focus is then on generating ideas – using a clear brief, making improvements to something that already exists and combining concepts.  To support GCSE choices |
| **Year 10**  Last year you missed key areas due to the pandemic. It is important we all find ways to stay positive and these activities will support you with this which will support you when considering work experience this year and the challenges you may face. | [Staying Positive – Skills Builder](https://launchpad.skillsbuilder.org/course/staying-positive-sb/)  [Careerpilot : Get information : Finding a job/experience : Finding a job in a coronavirus crisis](https://www.careerpilot.org.uk/information/a-job-or-career) | This skill is all about being equipped to manage your emotions effectively and being able to remain motivated, and ultimately to motivate others, even when facing setbacks.  The early steps focus on identifying emotions – particularly feeling positive or negative. Building off that is the ability to keep trying and then staying calm, thinking about what went wrong, and trying to cheer up and encourage others.  Work experience research |
| **Year 11**  Last year most of you missed Work experience. This would have supported your organisational skills and helped you to think about new challenges. These activities will support that and help you think about post 16 opportunities if you haven’t already. | [Aiming High – Skills Builder](https://launchpad.skillsbuilder.org/course/aiming-high-sb/)  [Careerpilot : Get information : A Levels : Why choose A Levels, what's involved?](https://www.careerpilot.org.uk/information/a-levels)  [Careerpilot : Get information : Apprenticeships : What is an Apprenticeship, how much will you earn?](https://www.careerpilot.org.uk/information/apprenticeships)  [Careerpilot : Get information : Further education at 16+ : What is Further Education (FE)?](https://www.careerpilot.org.uk/information/further-education-at-16) | This skill is about being able to plan effectively – both to achieve organisational goals, and also to set your own personal development targets. Initially, this is about knowing when something is too difficult, and having a sense of what doing well looks like for you.  The focus is then about working with care and attention, taking pride in success and having a positive approach to new challenges. Building on this, it is about how you set goals for yourself, informed by an understanding of what is needed, and then be able to order and prioritise tasks, secure resources and involve others effectively.      A Levels research  Apprenticeship research  What is further education |
| Year 12  Last year you were able to have a range of opportunities but missed out on key areas where you would have been able to develop Leadership skills. This will support you in considering the skills of leadership and searching for Work experience in a pandemic. | [Leadership – Skills Builder](https://launchpad.skillsbuilder.org/course/leadership-sb/)  [Careerpilot : Get information : Finding a job/experience : Finding a job in a coronavirus crisis](https://www.careerpilot.org.uk/information/a-job-or-career) | This skill is relevant not only if you are in a position of management with formal power, but also for when you are working with peers in teams.  At the earliest stages, the focus is on basic empathy – understanding your own feelings, being able to share them, and recognising the feelings of others. The focus is on managing – dividing up tasks, managing time and sharing resources, managing group discussions and dealing with disagreements.  Beyond that, the focus is on building your awareness of your own strengths and weaknesses, and those of your teams. This allows you to allocate tasks effectively. You would then build techniques to mentor, coach and motivate others. At the highest steps, you would be able to reflect on your own leadership style and understand its effect on others.  Work Experience research |
| Year 13  Last year you missed work experience. Team work is a vital skill you would have learnt through this process and is vital to future success. These activities will help you to think about Teamwork and support you in considering your next steps post sixth form. | [Teamwork – Skills Builder](https://launchpad.skillsbuilder.org/course/teamwork-sb/)  [Careerpilot : Get information : Higher education at 18+ : What is Higher Education & what are the benefits?](https://www.careerpilot.org.uk/information/higher-education-at-18)  [Careerpilot : Get information : Apprenticeships : What is an Apprenticeship, how much will you earn?](https://www.careerpilot.org.uk/information/apprenticeships) | This skill applies to working within both formal and informal teams, and also with customers, clients or other stakeholders.  Initially, this is about fulfilling expectations around being positive, behaving appropriately, being timely and reliable and taking responsibility. This extends to understanding and respecting diversity of others’ cultures, beliefs and backgrounds.  The next steps focus on making a contribution to a team through group decision making, recognising the value of others’ ideas and encouraging others to contribute too.  Post 18 information and research  Apprenticeship information |