

+

Year	HT1	HT2	HT3	HT4	HT5	Summer 2
Blue	Developing Skills and Aspirations <ol style="list-style-type: none"> 1) Employability skills 2) 3.1 – Create and edit details in a contact list 3.2 Compose and reply to online communications comprising text and other digital content to individual and multiple recipient 3) Enterprise skills 4) 3.3 Initiate and participate in a video call 5) Challenging stereotypes 6) Raising career aspirations by looking at a broad range of careers 7) Consolidation, catch up and stretch 	Developing Skills and Aspirations <ol style="list-style-type: none"> 1) 3.4 Know what is meant by a digital footprint 2) Linking values with career choices 3) Self awareness and Setting goals 4) 4.1 Complete and submit an online form (including personal details) and comply with data validation 5) 4.2 – Comply with verification checks to complete an online transaction 6) Linking academic progress with career aspirations 7) Consolidation, catch up and stretch 	Financial Decision Making <ol style="list-style-type: none"> 1) 5.1 – Understand the need to stay safe and respect others when using the internet and communicating online 2) Saving, borrowing, budgeting 3) Prevent and manage debt 4) 5.2 – Know simple methods to protect personal information and privacy online 5) Credit rating 6) Consolidation, catch up and stretch 	Financial Decision Making <ol style="list-style-type: none"> 1) 5.3 – Set up and use security features (including authentication methods) to access devices and online services 2) Gambling and gambler’s fallacy. 3) 5.4 – Understand the benefits of using security software to protect against online risks 4) Impact of targeted advertising on spending habits 5) Gambling Case Studies 6) Consolidation, catch up and stretch 	Employment Rights and responsibilities <ol style="list-style-type: none"> 1) 2.1 – Use a suitable application to enter, edit and format text 2) Rights and responsibilities 3) 2.2 – Use a suitable application to enter, edit and format graphics 4) Health and safety 5) 2.3 – Combine different types of information for a given purpose 6) Contract of employment 7) Consolidation, catch up and stretch 	Employment Rights and responsibilities <ol style="list-style-type: none"> 1) 1.4 – Navigate online content to locate required information 2) Young peoples rights at work 3) Minimum wage and fair wage 4) DFS Consolidation, catch up and stretch 5) Law and legislation – overview of Employment Act 2002 6) ASDAN Consolidation, catch up and stretch
Green	Developing Skills and Aspirations <ol style="list-style-type: none"> 1 Employability skills 2 Enterprise skills 3 Team working skills 4 Digital Skills 	Financial Decision Making <ol style="list-style-type: none"> 1 Saving, borrowing, budgeting 2 Prevent and manage debt 3 Credit rating 4 Gambling and gambler’s fallacy 	Digital Citizenship <ol style="list-style-type: none"> 1) 1.7 – Use files and folders to organise and retrieve information 	Digital Citizenship <ol style="list-style-type: none"> 1) 1.9 – Apply a solution to a simple technical problem 	Employment Rights and responsibility <ol style="list-style-type: none"> 1) 2.3 – Combine different types 	Employment Rights and responsibility <ol style="list-style-type: none"> 1) DFS Consolidation,

	<p>5 Skills in a broad range of careers 6 Equality of opportunities 7 Consolidation, catch up and stretch</p> <p>DFS Integrated 1 Using devices and handling information</p>	<p>5 Impact of targeted advertising on spending habits 6 Consolidation, catch up and stretch DFS Integrated 2 Creating and editing</p>	<p>2) Grooming – Sexual exploitation, CEOP 3) Grooming - Financial exploitation 4) 1.8 – Know when there is a problem with a device or software and know the difference between system errors and user error 5) Extremism and radicalisation 6) Consolidation, catch up and stretch</p>	<p>2) Biased or misleading info online 3) Fake news 4) 2.1 – Use a suitable application to enter, edit and format text 5) 2.2 – Use a suitable application to enter, edit and format graphics 6) Filters, selfies and snapchat dysmorphia 7) 6 Consolidation, catch up and stretch</p>	<p>of information for a given purpose 2) Discrimination, bullying & harassment in the workplace 3) Protected characteristics 4) 2.4 – Capture digital media and view in a suitable Application 5) Maternity and paternity rights 6) Consolidation, catch up and stretch</p>	<p>catch up and stretch 2) Law and legislation - Equality Act 2010 3) Trade unions 4) DFS Consolidation, catch up and stretch – review the year 5) History of employment rights 6) Consolidation, catch up and stretch</p>
Y10	<p>M1 Careers ASDAN Self Development</p> <p>A2 Personal strengths and areas for development A4 What makes a good or bad employer A6 Skills and qualities for specific careers A7 Dealing with situations A9 Personal action plan Catch up, consolidation & Stretch</p> <p>DFS integrated</p>	<p>Career Management</p> <p>A1 Curriculum Vitae A2 Application forms A3 Application Letters A5 Mock interviews A6 Wage slips Catch up, consolidation & stretch</p> <p>DFS integrated</p>	<p>M9 PSHE ASDAN - Finances</p> <p>1) 1.7 – Know and be able to appropriately use terminology (including bytes, kilobytes, megabytes, gigabytes, terabytes) describing data storage requirements 2) Taxes</p>	<p>M9 PSHE ASDAN - Finances</p> <p>1) 2.1 Use suitable applications for a range of purposes and audiences 2) Managing debt 3) 2.2 – Use appropriate layout conventions for information and audiences 2.3 - Edit an image using an appropriate tool</p>	<p>M2 Careers ASDAN Career Exploration</p> <p>1) 2.5 – Process numeric data by values in a column 2.6 Format numeric data 2) Explore local options for apprenticeship & traineeships 3) Further education &</p>	<p>M2 Careers ASDAN Career Exploration</p> <p>1) 3.1 – Use email for a range of contexts and Audiences 2) Equal opportunities 3) 3.2 - Use online messages for a range of contents and audience 4) Visit college / college visit us</p>

			<ul style="list-style-type: none"> 3) 1.8 – Know and understand limitations on file sizes when using some online services, and the benefits of using file compression to make effective use of storage capacity and to reduce data transfer times 4) National Insurance 5) 1.9 – Use online resources to identify solutions to common technical problems and apply the solution 6) Pensions 7) Catch up, consolidation & stretch 	<ul style="list-style-type: none"> 4) 2.4 – Process numeric data using simple formulae using relative cell references 5) Renting and buying a home 6) Catch up, consolidation & stretch 	<p>Higher Education</p> <ul style="list-style-type: none"> 4) 2.7 – Chart a single series of numeric data using an appropriate type of chart and apply suitable titles and labels 5) Explore careers inspiration 6) Catch up, consolidation & stretch 	<ul style="list-style-type: none"> 5) 3.3 – Know what steps can be taken to limit a digital Footprint 6) Explore self employment 7) Catch up, consolidation & stretch
Y11	<p>M5 Personal Finance ASDAN From Local to Global</p> <p>Donating to charities Shares and stock exchange Not for profit organisations Foreign currency</p>	<p>Applying For Post-16</p> <p>1 Overview of Higher Education and how it differs from further education</p> <p>2 Curriculum Vitae planning and reviewing</p>	<p>M6 Careers ASDAN Preparing for the workplace</p> <ul style="list-style-type: none"> 1) 5.4 – Know how to avoid exposure to malware 2) Rules and expectations 3) Health and Safety 	<p>M6 Careers ASDAN Preparing for the workplace</p> <ul style="list-style-type: none"> 1) 2.5 – Process numeric data by values in a column 2.6 – Format numeric data 	<p>M5 Personal Finance ASDAN From Local to Global</p> <ul style="list-style-type: none"> 1) 1.1 Carry out searches on the internet 2) Not for profit organisation 	

Long Term Plan Futures 2023–2024 Green

Local use of public money A1, A2, A4, A5, A6, A7, DFS	3 Create CV using software 4 Create a personal statement using software 5 Understanding online application forms 6 Complete online applications 7 Consolidation, catch up and individualised tasks related to post 16 options DFS Integrated	4) 5.5 - Know of and know how to minimise the effects of health risks that may result from using devices and the internet 5) Time management 6) Catch up, consolidation & stretch	2) Traveling to and from work 3) Contracts of employment 4) 2.7 – Chart a single series of numeric data using an appropriate type of chart and apply suitable titles and labels 5) Law and legislation - Equality Act 2010 6) Trade unions 7) Catch up, consolidation & stretch	Donating to charities 3) Shares and stock exchange 4) 1.2 Take account of currency, reliability and copyright when selecting information from the internet 5) Foreign currency 6) Catch up, consolidation & stretch	
---	---	---	--	---	--

Half Termly Career Focus

	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Blue	Entrepreneur	Credit controller	Teacher	Mortgage advisor	Health and safety officer	Creditor Advisor
Green	IT Technician	Debt counsellor / money advisor	Victim Support worker	Social Media Specialist	Citizens Advice Advisor	Trade union representative
Y10	Human Resources	Job Centre Advisor	Civil Service – DWP	Estate agent	College lecturer	Equality and Diversity Lead
Y11	Foreign Exchange Cashier	Careers Advisor	Health & Safety officer	Transport Scheduler	Charity Accountant	