

This academic year plan highlights all the key topics and learning methods that will be covered, all the way from year 7 to year 13.

Year 7

Key:

BeReady Key Stage Lesson Packs

BeReady Online Resources (modules)

Extra Activities

Yearly careers plan	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
(KS3 Wider PSHE Term Topics)	Health & wellbeing	Living in the wider world	Relationships	Health & wellbeing	Relationships	Living in the wider world
Gatsby Benchmark: 2,3,4,5	Transition to secondary school	Enterprise skills & learning about careers and the world of work	Diversity, prejudice and social media Managing relationships	Wellbeing within the workplace and organisation	Skills reflection	Identifying choices and opportunities & making ethical financial decisions
Taught in Class	KS3 Wellbeing lesson pack on Friendship (1 hour).	KS3 Employability module, lesson pack on communication (1 hour).	KS3 lesson pack, discussion on personal branding (1 hour).	KS3 PowerPoint on Importance of friendship (15 minutes).	Reflect on all the skills covered in the year so far and create a presentation on the skills needed for their dream job. The students will explain the benefits of skills development.	Looking at the apprenticeship's feeds on the BeReady site and comparing salaries for different job roles, and realistic savings.
	Discussion on dealing with stress micro-course .	Subject teacher labour market information on careerometer.		Poster on draw your dream job, with additional brainstorming of points on how to take care of their own wellbeing (30 minutes).	LMI Apprenticeships research	Plan out occupation paths, plan A, B and C. Write down skills needed for every occupation, personally best fit and salary and ways to save money. E.g budgeting.
	Relook at the year 6 transition videos and build discussion activities (1 hour).	Brainstorm on plans for the future. Use Careers plan one page downloadable.		Discussion and development of friendship in the workplace and its relation to wellbeing.	Careerometer (online BeReady school site)	
					Start a scrap book, to store all careers research throughout KS3 and 4.	
Allocated Learning Online	Dealing with stress micro course (30 minutes).		Online micro-course on networking (30 minutes).		Online micro-course on Presentation skills (30 minutes).	
Further Reading	Friendships	Communication	Personal branding	Promotion of wellbeing	Labour market information.	Budgeting techniques.
	Resilience	Developing on friendship	Networking	How to tackle stress	Building ideas for scrapbook theme.	Occupation and personality.
	Types of stress	Networking.	Current skills and future occupation.	How to handle stress		Skills needed for occupations.
		Spotlight employer engagement		Understanding others		

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(KS3 Wider PSHE Term Topics)	Health & wellbeing	Living in the wider world	Relationships	Health & wellbeing	Relationships	Living in the wider world
Gatsby Benchmark: 2,3,4,5	Confidence and health	Raising careers aspirations	Online safety and digital literacy	Mental health and body image	Networking and communication importance	Understanding business and industry
Taught in Class	KS3 lesson pack, confidence (1 hour).	KS3 Job hunting tutor time PowerPoint (1 hour).	KS3 Personal branding lesson pack (1 hour).	KS3 Resilience lesson pack (1 hour).	KS3 Business Etiquette lesson pack (1 hour).	KS3 Job Hunting lesson pack (1 hour).
	Recap on (online) micro module, dealing with stress (20 minutes).	KS3 One page downloadable - career plan (30 minutes).	Self Reflection activity on the skills the students already possess and how to improve on the skills to build on relationships.	KS3 One page downloadable – About myself reflection (30 minutes).	Discussion on networking online and offline.	KS3 Leadership Tutor time PowerPoint (30 minutes).
		Introducing leadership in different roles.	Discussion on positive relationship development at work.	Reflection on safe networking and personal branding.	Best practise of networking and reflecting on personal branding social media platforms.	LMI search & employer engagement
		Labour market research (vision board).				Budgeting look at how much it could cost for the life of work.
Allocated Learning Online			Online micro module on negotiation (30 minutes).		Online employability module on foundation of communication (1 hour).	
Further Reading	Confidence	Job Hunting	Negotiation	Resilience	Business Etiquette	Job Hunting
	Communication	Leadership	Personal branding	Self-reflection	Communication	Leadership
			Self awareness	Personal branding	Networking	Budgeting
			Self determination		Social media	Employer Engagement

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Gatsby Benchmark: 2,3,4,5,6	Assertiveness and lifestyle	Identifying skills strengths and setting goals as part of the GCSE options process	Relationships building in the workplace	Managing your own resilience	How to help others	Exploring careers and career development and routes
Taught in Class	KS4 A guide to assertiveness tutor time PowerPoint (30 minutes).	KS4 Future goals and aspirations, wellbeing lesson pack (1 hour).	Discussion, how communication is helpful in building relationships.	KS4 Stress/resilience and exam stress well being lesson pack (1 hour).	Discussion on how to understand others, and how to help others.	KS4 One page downloadable, on careers plan. Amend plan A, B and C for future career.
	KS4 Aspirations, wellbeing lesson pack (1 hour).	KS4 One page downloadable (career plan).	Branding online and networking. How to build positive relationships for the future.	Discussion of resilience in the workplace and also resilience in everyday life	Looking at how leaders help others. Look at famous leaders, what makes them good Wleaders. What skills do they have to make them good leaders?	Exploring careers around the area, UK and abroad.
	Healthy lifestyle- brainstorm on what that would consist of. Discuss about how to reach this goal.	Have Spotlight employer in to speak about types of skills they look for and subjects.		Project on how to create a positive lifestyle and overcome problem, with problem solving skills.	Role Play- Advise giving	Careerometer, apprenticeship job feed and prospects (online BeReady site).
		LMI, research on jobs for the future, and what subjects are needed for them.				Begin a simple template of a CV.
Allocated Learning Online			Online employability module on foundations of communication (1 hour).		Online employability module on foundations of leadership (1 hour).	Online Presentation Skills micro module (30 minutes).
Further Reading	Healthy lifestyle	Recap on skills and occupations.	Communication	Mental health awareness	Positive actions	CV Techniques
	Setting every day, weekly, yearly goals	Setting goals	Building relationships	Resilience in the workplace	Communication Skills	Types of careers and personality
	Aspirations		Online and offline networking	Resilience in everyday life	Actions to take in certain circumstances	Next steps towards the career
		Individual strengths	Personal branding		Listening skills	

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Gatsby Benchmark: 2,3,4,5,7	Transition to KS4 and developing study habits	Investigating work and working life	Furthering business etiquette in the workplace	Managing Resilience in the workplace and how to help others	How to manage others	Planning and deciding
Taught in Class	KS4 Assertiveness lesson pack (1 hour).	Independent LMI research – Vision board for plan A, B and C.	KS4 Business Etiquette, tutor time PowerPoint (30 minutes).	KS4 Resilience lesson pack (1 hour).	KS4 Leadership lesson pack (1 hour).	KS4 Job Hunt and CV writing, tutor time PowerPoint (30 minutes).
	KS4 Confidence, tutor time PowerPoint (30 minutes).	Discuss how creativity links to different occupations and its impact on the working life and problem-solving skills.	Spotlight employer introduction/visits	KS4 Exam stress, well being lesson pack (1 hour).	Reflect on their own leadership traits.	KS4 Confidence lesson pack (1 hour).
	Reflection activity on the individual's own confidence. What are they most confident in? Least confident? How to develop confidence.	Discussion on introduction to budgeting.	Independent LMI research – Vision board for plan A, B and C.	Reflect on coping mechanisms by using the developing resilience tutor time resource and one page downloadable.	Role play-Assign a leader to a group and create scenarios to look at working as a team and as a leader.	LMI research, create a professional folder, to store all CV, potential ideas for future. Something that develops from the scrap book.
	How to use your planner effectively? Discuss how to build positive study habits.	Discussion on how creativity and innovation will help in the working life.				Revisit the template of a CV from year 9 using and make amendments.
Allocated Learning Online	Online employability module on Guide to Assertiveness (1 hour).	Online micro-course on Creativity and innovation (30 minutes).		Online employability module on foundations of Resilience (1 hour).	Online employability module on foundations of leadership (1 hour).	
Further Reading	Confidence	Effective vision boards	Behaviour	Confidence	Leadership	Job hunting
	Resilience	Working life	Networking	Tackling stress	Working as a team	LMI
	Assertiveness	Creativity in jobs	Current skills and future occupation.	Planning ahead	Managing people skills	Skills needed for occupations
	Study Habits		Professionalism and respect	Resilience		Confidence

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Gatsby Benchmark: 2,3,4,5	Learning and revision skills to maximise potential (promoting self-esteem and stress copying)	Preparing for employability	Furthering business etiquette in the workplace	Responsibilities and choices	Maintaining strong networks	Handling applications and interviews
Taught in Class	KS4 Resilience lesson pack (1 hour).	KS4 Job hunting and CV writing tutor time PowerPoint (30 minutes).	KS4 Personal branding tutor time PowerPoint (30 minutes).	Develop on the presentation of aspirations for student futures.	KS4 One page downloadable on communication (30 minutes).	CV edit, and cover letter
	KS4 Assertiveness tutor time PowerPoint (30 minutes).	KS4 communication tutor time PowerPoint (30 minutes).	Spotlight Employer visit for talk on business etiquette and CV outline.	LMI feeds and apprenticeships to format a plan to save money and choices in route to work.	Revisit social media networking (personal branding) and reflect on ones skills.	Recap plans, A, B and C.
	Reflect on skills so far and jobs students would be good at.	Discussion on presentatation skills and CV building class.	Reflection on Business Etiquette tutor time PowerPoint, and lesson pack covered in KS3.			Present to a member of staff (using the skills learnt so far and what skills needed in the industry the student would like to go into).
		LMI (preparation for college application or research on other pathways).				Mock interviews with careers or Spotlight employers.
Allocated Learning Online	Online employability module on foundations of communications (1 hour).	Revisiting online micro-course on presentation skills (10 minutes).		Online employability module on foundations of resilience (1 hour).	Online employability module on personal branding (1 hour).	Online employability module on applying for jobs and apprenticeships (1 hour).
Further Reading	Resilience	Communication	Professional Image	Explore choices/paths	LMI	Budgeting techniques.
	Revision Skills	Job Junting and LMI	Networking	World of work and responsibilities	Start to create a professional folder, combining both scrapbook , employer experience and project work.	Application process
	Organising & planning	CV Building	Current skills and future occupation.	Recap on stress handling		Interview skills - FAQ's
	Self-esteem and stress copying			Understanding others		Presentation skills

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Gatsby Benchmark: 2,3,4,5	Know how to develop and use strategies which will help you to deal with the challenges of managing your career transitions	Showing initiative and enterprise	Furthering business etiquette in the workplace	To draw conclusions from researching and evaluating relevant labour market information (LMI) to support your future plans	Proactive networking	Planning and deciding
Taught in Class	KS5 Employability module on developing resilience lesson pack (1 hour).	KS5 Employability module, lesson pack on developing leadership (1 hour).	KS5 lesson pack, Business Etiquette (1 hour).	KS5 lesson pack, applying for jobs (1 hour).	KS5 lesson pack, foundation of confidence (1 hour).	KS5 University vs apprenticeship, one page downloadable (30 minutes).
	KS5 Transferable skills, one page downloadable (30 minutes).	KS5 Employability module, lesson pack on foundations of leadership (1 hour).	KS5 Common Job interview questions , one page downloadable (30 minutes).	KS5 Careers plan, one page downloadable (30 minutes).	KS5 Tutor time PowerPoint on business etiquette (30 minutes).	KS5 lesson pack, assessment centres (1 hour).
	Reflection on copying strategies from transition to the working world.	KS5 Tutor time powerPoint on a guide to assertiveness (30 minutes).	KS5 Lesson pack on interviews (1 hour).	Discussion and development of career plans so far and reflection of skills gained.	KS5 Mock interviews, using the role play scenarios, one page download (30 minutes).	Discussion on how to build resilience in the workplace and on career enhancing
		Starting the job hunt module reflection.	Spotlight Employer - CV advise		Careers and guidance in communication, language, and branding from a Spotlight Employer.	
Allocated Learning Online	Online employability module on developing resilience (1 hour).		Online employability module on interviews and assessments (1 hour).	Online employability module on settling into university life (1 hour).	Recap on online micro-course on Presentation skills (30 minutes).	Online employability module on applying for jobs and apprenticeships (1 hour).
Further Reading	Dealing with challenges	Communication	Interviews	Applying for jobs	Labour market information.	Recap on budgeting techniques.
	Resilience	Creativity and innovation	Cover letter	Organisation	Business Etiquette	Occupation and personality.
	Types of stress	Networking	Advise from employers	Interview manner	Interview questions and behaviour	Skills needed for occupations.
		Initiative		Career goals		

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Gatsby Benchmark: 2,3,4,5,6,7,8	Know how to prepare for, perform well and learn from participating in selection processes	Developing personal financial capability	Developing your employability qualities and skills to satisfy your own expectations and the future expectations of your employers and co-workers	Personal financial capability to make better decisions about everyday living, further study, training and work	Proactive networking	Managing Changes and transitions
Taught in Class	KS5 Wellbeing lesson pack on mental fitness (1 hour).	KS5 Tutor time PowerPoint on developing leadership (30 minutes).	KS5 Employability module Lesson pack on Foundation of communication (1 hour).	KS5 Employability module lesson pack on foundations of personal branding (1 hour).	KS5 Employability module lesson pack on starting the job hunt (1 hour).	KS5 Wellbeing tutor time PowerPoint, on Settling into university life (30 minutes).
	KS5 Tutor time PowerPoint on developing on resilience (30 minutes).	KS5 One page downloadable on dream job scenario (30 minutes).	KS5 Tutor time PowerPoint on applying for jobs (30 minutes).	Developing from starting the job hunt using the tutor time resources and one page downloadable to recap.	Spotlight employer engagement share good practise on networking.	KS5 Tutor time PowerPoint on Developing resilience (30 minutes).
	KS3 Employability module, lesson pack on a guide to assertiveness (1 hour).	Budgeting techniques, usage of software to help budget.	KS5 One page downloadable on elevator pitch (30 minutes).	Discussion on work and training	Reflection on social media networking.	Discussion on adapting and changes
	KS5 One page downloadable on interviews and assessments (30 minutes).	Develop on financial capability from the university module.	Expand on skills needed to apply for jobs. How you can stand out?		Careers and guidance in communication, language and branding.	Reflection on managing time and organisation.
Allocated Learning Online	Online wellbeing module on settling into university (1 hour).		Online employability module on developing your personal brand (1 hour).	Online employability module on starting the job hunt (1 hour).	Online employability module on developing communication (1 hour).	
Further Reading	Mental fitness	Communication	LMI	Promotion of wellbeing	LMI	Budgeting techniques.
	Assertiveness	Budgeting and savings	CV structure	Job hunting and CV building	Networking and social media	Managing organisation
	Interviews and assessments	Leadership & confidence	Spotlight Employer	Personal branding	Communication	Skills development
	Thinking about university			Unique skills		

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Overarching concepts developed through the Programme of Study

1. Identity (their personal qualities, attitudes, skills, attributes and achievements and what influences these; understanding and maintaining boundaries around their personal privacy, including online)
2. Relationships (including different types and in different settings, including online)
3. A healthy (including physically, emotionally and socially), balanced lifestyle (including within relationships, work-life, exercise and rest, spending and saving and lifestyle choices)
4. Risk (identification, assessment and how to manage risk, rather than simply the avoidance of risk for self and others) and safety (including behaviour and strategies to employ in different settings, including online in an increasingly connected world)
5. Diversity and equality (in all its forms, with due regard to the protected characteristics set out in the Equality Act 2010)
6. Rights (including the notion of universal human rights), responsibilities (including fairness and justice) and consent (in different contexts)
7. Change (as something to be managed) and resilience (the skills, strategies and 'inner resources' we can draw on when faced with challenging change or circumstance)
8. Power (how it is used and encountered in a variety of contexts including online; how it manifests through behaviours including bullying, persuasion, coercion and how it can be challenged or managed through negotiation and 'win-win' outcomes)
9. Career (including enterprise, employability and economic understanding)

Essential Skills and Attributes developed through the Programme of Study Personal effectiveness Interpersonal and social effectiveness

1. Self-improvement (including through constructive self-reflection, seeking and utilising constructive feedback and effective goal setting)
2. Identifying unhelpful 'thinking traps' (e.g. generalisation and stereotyping)
3. Resilience (including self-motivation, perseverance and adaptability)
4. Self-regulation (including promotion of a positive, growth mind-set and managing strong emotions and impulses)
5. Recognising and managing peer influence and the need for peer approval, including evaluating perceived social norms
6. Self-organisation (including time management)
7. Strategies for identifying and accessing appropriate help and support
8. Clarifying own values (including reflection on the origins of personal values and beliefs) and re-evaluating values and beliefs in the light of new learning, experiences and evidence
9. Recalling and applying knowledge creatively and in new situations
10. Developing and maintaining a healthy self-concept (including self-confidence, realistic self-image, self-worth, assertiveness, self-advocacy and self-respect)
11. Empathy and compassion (including impact on decision-making and behaviour)
12. Respect for others' right to their own beliefs, values and opinions
13. Discernment in evaluating the arguments and opinions of others (including challenging 'group think')
14. Skills for employability, including - · Active listening and communication (including assertiveness skills) · Team working · Negotiation (including flexibility, self-advocacy and compromise within an awareness of personal boundaries) · Leadership skills · Presentation skills
15. Enterprise skills and attributes (e.g. aspiration, creativity, goal setting, identifying opportunities, taking positive risks)
16. Recognising, evaluating and utilising strategies for managing influence
17. Valuing and respecting diversity
18. Using these skills and attributes to build and maintain healthy relationships of all kinds