

Personal Record

Employability Skills

and

Pathway Planner



St Robert of Newminster Catholic School
and Sixth Form College

Student Name _____

KS2 School _____

KS3/4 School _____

Year 7	<input type="checkbox"/>	<input type="text"/>
Year 8	<input type="checkbox"/>	<input type="text"/>
Year 9	<input type="checkbox"/>	<input type="text"/>
Year 10	<input type="checkbox"/>	<input type="text"/>
Year 11	<input type="checkbox"/>	<input type="text"/>
Year 12	<input type="checkbox"/>	<input type="text"/>
Year 13	<input type="checkbox"/>	<input type="text"/>
Year 14	<input type="checkbox"/>	<input type="text"/>

Your Life

Your Future

Year 11

Research and Analytical Skills

• Local Market Information

Before you confirm your future career choices, you must consider the opportunities available to you in the immediate area. During this module, you will look at the **Local Market** and investigate the sectors where employment opportunities are available. You will use this information to consider where there are skills shortages.

Using the website www.labourmarketnortheast.co.uk
Complete the table below

Research Area	Sunderland	Gateshead	Durham
What is the percentage of employment in the area (Part time and full time)			
What is the percentage of people who work in O-Q Public Sectors..... Is employment in this area rising or falling?			
What percentage of people in this area work within banking / Finance?			
What is the percentage drop in the Manufacturing industry from 2004 - 2015/6			
What industry appears to be expanding the most?			
What sector appears to be decreasing the most?			
How many vacancies were advertised for Engineering?			
What was the top skill required to fulfill vacancies in each area?			
Which employer advertised for the most vacancies across each region?			

Write a paragraph explaining your findings of the current employment opportunities and shortages across the area.



• CV Writing

Use the spaces below to plan your CV or Personal Statement

Personal Skills

Use this space to reflect on your life and achievements so far.

What is your favourite subject and why?

What do you enjoy doing most outside of school?

What are your best qualities and skills? Give examples

Are you a member of any clubs, societies or establishment? How often do you attend?

Have you represented the school during any event or sport?

Have you worked alone or with others to raise money for charity? Give Examples.

Have you completed any unpaid voluntary work? Give Examples.

Have you completed any Work Placements? Outline where, when - main duties.

What achievement in your life are you most proud of? Explain why.

Describe yourself in 20 words.....

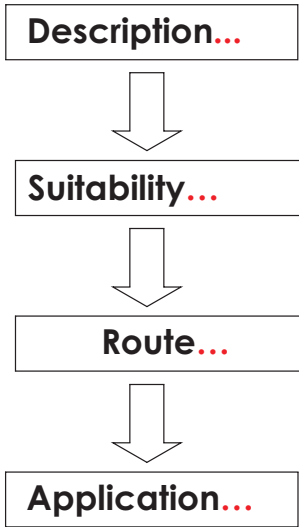
Include any other information about yourself here!

Your Life

Your Future



Planning my Future Career



What is the job all about?



Will I suit the job? Will the job suit me?



What qualifications and experience will I need?



How do I apply for the job?

When you choose your future career, it is important that you consider all aspects of the pathway you hope to follow?

Make a list of the main questions you would ask a future employer at interview?

Question 1

Question 2

Question 3

Question 4

Watch the videos showing the two job roles, record the job titles and qualifications for each.

Lindsay Cooke

Role / Job Title

Qualification

David Griffiths

Role / Job Title

Qualification



Task Four...

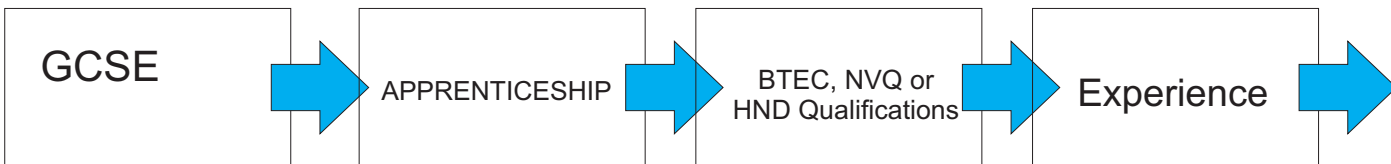
Personal Skills

SUCCESS VISION EMPLOYER ENGAGEMENT ASPIRATIONS SKILLS EXPERIENCE DETERMINATION INDEPENDENT LEARNER

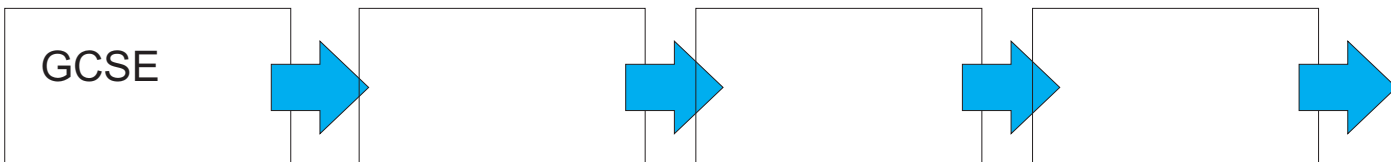
What is the Qualification Route for the following Jobs?

All routes start with GCSE's.

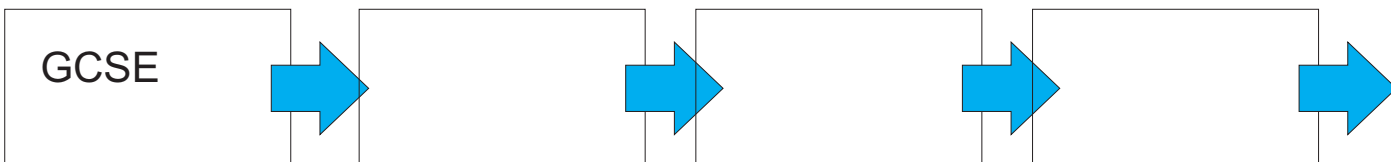
Plumber (Example)



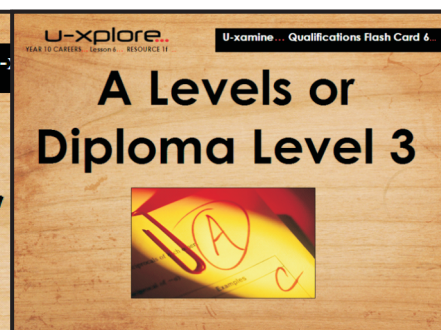
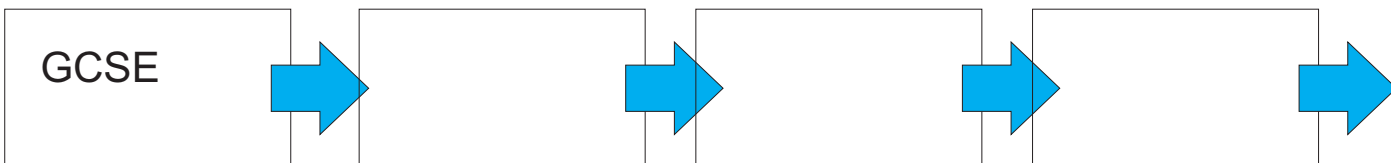
Costume Designer



Electrician



Holiday Rep



Your Life

Your Future

Student Name

St Robert of Newminster Catholic School
and Sixth Form College



Year 9



Reflection

• My Personal Profile

Complete the chart below showing your expected personal profile at the age of 21/22.

Qualifications	Favourite Subjects
Top 5 Personal Skills	Job Needs and Desires

Using U-Explore : Carry out some research to find your perfect job that meets your profile.

My PERFECT job would be:

u-xplore...		Applicant A...	
	Qualifications...	Favourite Subjects...	
	GCSEs A Levels University Degree	English I.T	
	Top 5 Personal Skills?	Job Needs and Desires...	
	Good concentration Confident working with hands Good communication skills Excellent team worker Highly organised	Office Leading a Team Technical Salary of £10,000	
Name...			
Age...			

Your Life










Your Future

• The Law

Read through the information provided below then write ten questions to test your friends.







Equality Act 2010

It is against the law to discriminate against anyone because of:

-  age
-  being or becoming a transsexual person
-  being married or in a civil partnership
-  being pregnant or on maternity leave
-  disability
-  race including colour, nationality, ethnic or national origin
-  religion, belief or lack of religion/belief
-  sex
-  sexual orientation

These are called 'protected characteristics'.

You're protected from discrimination:

-  at work
-  in education
-  as a consumer
-  when using public services
-  when buying or renting property
-  as a member or guest of a private club or association

You're legally protected from discrimination by the Equality Act 2010.

Disability

Where someone meets the definition of a disabled person in the Equality Act 2010 (the Act) employers are required to make reasonable adjustments to any elements of the job which place a disabled person at a substantial disadvantage compared to non-disabled people.

Definition of disability under the Act

The general definition of disability for the purposes of the Act is a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities. The Act defines long-term in this context as having lasted, or being likely to last for at least 12 months or the rest of the person's life.

What adjustments might an employer have to make?

The Act does not list the sorts of adjustments that you might have to make, but examples might be:

- providing recruitment literature in large print;
- providing in interview situations extra equipment at reasonable cost, removing movable barriers like furniture, or holding the interview in a different, wheelchair accessible room;
- allowing a guide or hearing dog into the workplace;
- purchasing specialist equipment, such as an ergonomic chair;
- discounting disability-related sickness leave for the purposes of absence management;
- providing additional supervisory guidance / support;
- including a disabled parking space in the car park;
- allowing different start and end times to the working day.



Equality, Diversity and Inclusion

• The Law

Write down ten questions about the Equality Act 2010/Disability and then ask a friend or peer to fill in your quiz.

Equality Act

1) _____

Answer: _____

2) _____

Answer: _____

3) _____

Answer: _____

4) _____

Answer: _____

5) _____

Answer: _____

5

Disability

1) _____

Answer: _____

2) _____

Answer: _____

3) _____

Answer: _____

4) _____

Answer: _____

5) _____

Answer: _____

5

End of Term Review

• Introduction

Now as you approach the end of your formal education at St Robert's, it is important to reflect on your progress so far this academic year and start to think about your options for next year. Will you decide to continue your education or seek employment through an apprenticeship or traineeship? Remember if you want to improve, it is important to be honest to yourself and accurately complete all sections below.

• Your Progress

	Excellent	Poor
How confident are you that you will obtain the grades you need to meet your aspirations?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
How confident are you that you have developed the skills needed to progress to the next stage of your career pathway?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
How confident are you that you are making the correct decision regarding your future?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
How confident are you that you know exactly what you need to do to succeed?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Reflecting (thinking) about your answers to the questions above, set yourself a single target that you think you could do to improve your progress during the coming term.		

To improve I

• Your Skills / Independence and Organisation

	Excellent	Poor
How good are you at managing your own money?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
How good are you at making your own decisions?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
How good are you at 'Finding out for yourself'?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
How organised are you?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
How good are you at meeting deadlines?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
How good are you at arriving on time?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Reflecting (thinking) about your answers to the questions above, set yourself a single target that you think you could do to improve your skills during the coming term.		

Skills for Life

To improve I

• Your Aspirations / Choices

	Excellent	Poor
Would you like to apply for an apprenticeship?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Would you like to apply for a traineeship?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Would you like to continue your studies at this school?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Would you like to attend another college?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Would you like to attend an external training provider?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Would you like to seek employment?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Next year I hope/plan to

Your Life

Your Future

Independence

End of Term Review

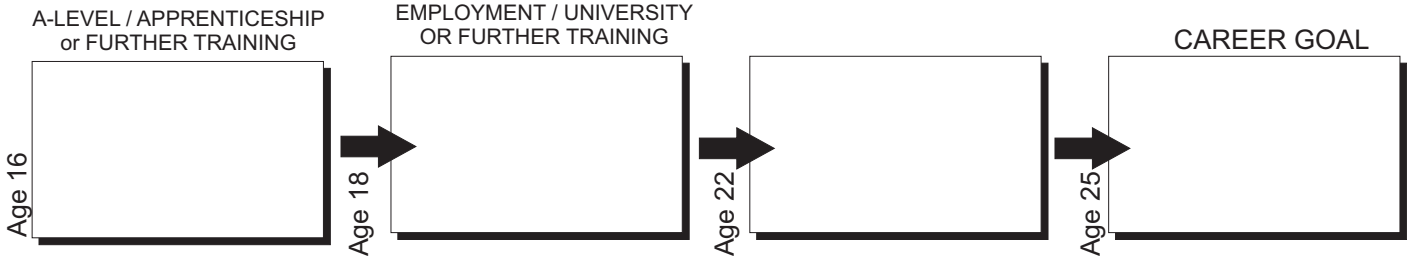
• Local Market Information

In the spaces below explain what employment opportunities you think are available in the local area

Local employment opportunities are:

Job/Employment	Sector	Company	Interests you?	
Maintenance Technician	Engineering	Nissan / Komatsu	YES ()	No ()
			YES ()	No ()
			YES ()	No ()
			YES ()	No ()
			YES ()	No ()
			YES ()	No ()
			YES ()	No ()
			YES ()	No ()
			YES ()	No ()

• Personal Pathway Plan



• Career Choice

At this early stage of your education, show in the space below was area of employment you might want to follow in the future. (Use the list below to help)

My sector(s) I am considering a career within is:

My current career choice(s) is:

_____ because _____

• Grades / Qualifications

To move onto my chosen career pathway next year I MUST get the following grades

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Required Grades

To ensure I obtain the required grades I MUST:

The two things I am most proud about are:

Your Life

Your Future

