



Year 7 Careers Bulletin



Y7 CAREERS TIMELINE

Y7 EXAMS – W/C 19TH MARCH 2018



Y8 CAREERS CURRICULUM 2019



Y9 OPTIONS EVENING 2020



Y10 COLLEGE OPEN EVENINGS – JUNE/JULY 2021



Y11 COLLEGE APPLICATIONS FOR POST 16 COURSES
2022

Find out about Apprenticeships!

The opportunity to get on the job training and earn qualifications – up to degree level whilst getting paid!



www.apprenticeshipguide.co.uk

www.ucas.com/apprenticeships-in-england



www.findapprenticeship.service.gov.uk/apprenticeshipsearch



Job Sectors to Explore

- Accounting, Banking & Finance
- Creative Arts & Design
- Education
- Energy & Utilities
- Engineering & Manufacturing
- Environment & Agriculture
- Healthcare
- Hospitality & Events Management
- Information Technology
- Law
- Leisure & Tourism
- Public Services
- Marketing, Advertising & PR
- Media & Internet
- Property & Construction
- Retail & Sales
- Science & Pharmaceuticals
- Social Care

Skills I need for the Workplace - Which do I have?

- Adventurous:** I take risks.
- Ambitious:** I am driven to succeed.
- Approachable:** I work well with others.
- Articulate:** I can express myself well in front of groups.
- Autonomous:** I use initiative.
- Creative:** I think 'outside the box'.
- Determined:** I am self-motivated.
- Diligent:** I always work my hardest.
- Energetic:** I am positive & driven.
- Enthusiastic:** I put my all into every project.
- Flexible:** I am able to adapt my priorities.
- Focused:** I am goal-oriented.
- Friendly:** I am easy to work with.
- Honest:** I value integrity.
- Independent:** I can work by myself.
- Intuitive:** I can sense when there is a problem.
- Meticulous:** I pay attention to the small details.
- Open-minded:** I take constructive criticism well.
- Organised:** I am a meticulous planner.
- Persuasive:** I can convince others to see my viewpoint.
- Punctual:** I am on time
- Relaxed:** I do not get stressed easily.
- Resourceful:** I can improvise and use alternative ideas.
- Responsible:** I make wise decisions.
- Talkative:** I am comfortable initiating a dialogue.

Independent Careers Education, Information Advice & Guidance

Explore the Careers information in the Lower Library

FIND OUT ABOUT CAREER PATHWAYS



<https://nationalcareersservice.direct.gov.uk/>

- CVs
- Skills for the Workplace
- Course searches
- Job profiles
- Qualifications needed



Are you developing your Communication Skills for the Workplace?

1. Listening

- Being a good listener is one of the best ways to be a good communicator.
- Through active listening, try to understand what the other person is trying to say
- Respond appropriately.

2. Non-verbal Communication

- Be careful with body language, eye contact, hand gestures
- Be relaxed and friendly so you appear approachable.
- Encourage others to speak openly with you.

3. Clarity

- Don't talk too much or too little. Say what you want clearly and directly.

4. Friendliness

- Use a friendly, polite tone, a personal question, or simply a smile
- Encourage others to have open and honest communication with you.

5. Confidence

- Be confident in your interactions with others but be careful not to sound arrogant or aggressive.

6. Empathy

- Even when you disagree it is important for you to understand and respect others' point of view.

7. Open-Mindedness

- Have a flexible, open mind. Be open to listening to and understanding the other person's point of view
- Don't just focus simply getting your own message across.

8. Respect

- Use a person's name, make eye contact, listen actively listening
- Make the person feel appreciated

9. Feedback

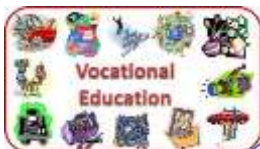
- Giving feedback involves giving praise as well.
- Similarly, you should be able to accept, and even encourage, feedback from others.
- Listen to the feedback you are given, ask questions and make efforts to implement the feedback.

10. Picking the Right Means of Communication

- Some serious conversations are almost always best done in person.
- Never write anything in an email that you would not be able to say directly to a person.
- Think about the person with whom you wish to speak.



Can you give examples of when you have used these communication skills?



Year 7 Careers Curriculum – I will be able to.....

- Determine personal qualities & strengths
- Identify achievements, personal development goals & aspirations [Self-Awareness & Decision making]
- Identify key aspects of leadership skills & good communication skills
- Explain how these are relevant to different types of job families [Employability Skills]