



Undershaw Education Trust

Curriculum Overview
Academic Year 23 - 24
Post 16
BTEC Work Skills



Our post 16 programme BTEC work-skills emphasises the development of personal and work-ready skills that are required for future engagement in education and the workplace.

Through our post 16 curriculum, Students will understand the importance of planning, career progression and transition. Students will work as a member of their Team, develop communication and problem-solving skills, developing both independent and Leadership Skills to support their learning & skill set.

Students are exposed to a variety of roles and opportunities through a dynamic timetable of work skills focused sessions, career planning and immersive work experience placements.

Through the work-place exposure and careful study of personal skills and attributes, students can see their progression and development through the work-ready capability collaborative assessments, setting targets for their personal future development.

Working closely with job and transition coaches, our post 16 learners are ready to progress to further study at FE college, apprenticeships, or employment upon completion of the BTEC work skills course.

For further information about the employability and life-skills curriculum, please contact Leilah.

Autumn Term 1

UNIT 7 - Planning for career entry & progression

Aiming High - Introduction to the Unit assignment materials given to explore & develop assignment brief.

A.P1 -Your Career Your Choice Students will Identify jobs of interest. Taking part in discussions, problem solving, documentation, & exploration of work placements to research job roles. Including entry requirements, skills, knowledge required, experience & formal qualifications.

A.P2 The Power of Career progression

Students will compare & contrast entry requirements of different careers.

Students will research the progression routes of the chosen jobs of interest.

B.P3 Your Career Your Personal Development Plan.

Introduction to the unit.

Learners review their own skill set, highlighting current skills, knowledge, experience, qualifications.

Students will choose one of the career paths investigated, identify their 'next steps' to match job 'skill set' & identify actions – short, medium, long term goals. SMART Targets. Identifying their Skill sets – Communication Skills, Speaking & Listening, leadership & Teamwork....

Unit 16 – Planning for and Learning from Work Experience.

Introduction to the Unit assignment materials given to explore & develop assignment brief.

A.P1 Plan & prepare for your work experience.

Students will plan & fully prepare for their work experience placement & decide what steps are required to undertake this role?

Learners will, plan actions, identify personal aims, steps of getting started, logistics – travel timings. Identify skill sets required, e.g. Communication skills, team work...

Prepare for work placement & assess own skills.

Undertake – National Careers Service Health Check.

A.P2 Planning & preparing for YOUR work experience placement – YOUR ACTIONS.

Students will document actions on communicating with the placement, questions asked, roles available.

What roles would suit the student.

Logistical elements – what does this mean?

Why is planning important?

Career Paths - Students will create a personal development plan linking to the work placement job & skill set required.

Learner Assesses both own skill sets & skills required to develop their chosen role & career within their work placement.

Autumn Term 2

UNIT 7 - Planning for career entry & progression

A.P1 -Your Career Your Choice Students will Identify jobs of interest. Taking part in both discussions, documentation & exploration of work placements to research job roles. Including entry requirements, skills, knowledge required, experience & formal qualifications.

A.P2 The Power of Career progression

Students will compare & contrast entry requirements of different careers.

Students will research the progression routes of the chosen jobs of interest.

B.P3 Your Career Your Personal Development Plan.

Learners review their own skill set, highlighting current skills, knowledge, experience, qualifications.

Students will choose one of the career paths investigated, identify their 'next steps' to match job 'skill set' & identify actions – short, medium, long term goals. SMART Targets to support their Aiming High Skill Set.

Unit 16 – Planning for and Learning from Work Experience.

A.P1 Plan & prepare for your work experience.

Students will plan & fully prepare for their work experience placement; problem solve & decide what steps are required to undertake this role?

Learners will, plan actions, identify personal aims, steps of getting started, logistics – travel timings. Identify skill sets required, e.g. communication skills, team work...

Prepare for work placement & assess own skills.

Undertake – National Careers Service Health Check.

A.P2 Planning & preparing for YOUR work experience placement – YOUR ACTIONS.

Aiming High - Review & Reflect - Students will Continue to document actions on communicating with their placement, questions asked, roles available.

What roles have suited the student & why?

Logistical elements – what does this mean? Ongoing assessment.

Why is planning important?

A.P3 Evaluate own participation in YOUR work experience placement.

Career Paths - Students will continue to create a personal development plan linking to the work placement job & skill set required. Learner Assesses both own skill sets & skills required to develop their chosen role & career within their work placement.

Spring Term 1

UNIT 7 - Planning for career entry & progression

A.P1 -Your Career Your Choice - Students will reflect on Identified jobs of interest. Taking part in both discussions, documentation & exploration of work placements to research job roles. Including entry requirements, skills, knowledge required, experience & formal qualifications. Why is assessment & reflection important within your career pathway?

A.P2 The Power of Career progression

Students will continue to compare & contrast entry requirements of different careers.

Students will develop problem solving skills, research the progression routes of the chosen jobs of interest, adding additional information & career subject knowledge depth.

B.P3 Your Career Your Personal Development Plan.

Learners will continue to review & reflect their own skill set, highlighting current skills, knowledge, experience, qualifications

Students will continue to develop additional information for the chosen career path investigated, identify their 'next steps' to match job 'skill set' & identify actions – short, medium, long term goals. SMART Targets – Reflect on Personal Development plan so far & Aiming High Skills.

Unit 16 – Planning for and Learning from Work Experience.

A.P1 Plan & prepare for your work experience.

Students reflect planning undertaken for work placement. Ongoing assessment of steps required to undertake this role & skill set development within the chosen role.

Learners will continue to plan actions, identify personal aims, steps of getting started, logistics – travel timings. Identify skill sets required, e.g. communication skills, team work

Ongoing assessment & reflection practice.

Completion – National Careers Service Health Check.

A.P2 Planning & preparing for YOUR work experience placement – YOUR ACTIONS.

Students will continue to assess documentation of actions on communicating with the placement, questions asked, roles available.

What roles would suit the student.
Logistical elements – what does this mean?
Why is planning important & ongoing assessment?

A.P3 Evaluate own participation in YOUR work experience placement.
Spring Term 2

Career Paths - Students will continue to develop their personal development plan linking to the work placement job & skill set required. Learner continue to assess both own skill sets & skills required to develop their chosen role & career within their work placement. Students will use both Reflection & Skill Builder Skill Set.

UNIT 7 - Planning for career entry & progression

Completion of Unit

A.P1 -Your Career Your Choice Students have Identified jobs of interest. Taking part in both discussions, documentation & exploration of work placements to research job roles. Including entry requirements, skills, knowledge required, experience & formal qualifications.

A.P2 The Power of Career progression

Students have compared entry requirements of different careers researched progression routes of the chosen jobs of interest

B.P3 Your Career Your Personal Development Plan.

Students have reviewed & assessed own skill set, highlighting current skills, knowledge, experience, qualifications.

Choosing one of the career paths investigated, to identify their 'next steps' to match job 'skill set' & actions – short, medium, long term goals. SMART Targets

Unit 16 – Planning for and Learning from Work Experience.

A.P1 Plan & prepare for your work experience.

Students implementing planned work experience placement & steps are required to undertake this role.

Learners will review planned actions, personal aims, steps of , logistics – progression, timings. Identify skill sets etc.

A.P2 Planning & preparing for YOUR work experience placement – YOUR ACTIONS.

Students will review documented actions on how they communicated with the placement, questions asked, planning, roles available, & undertaken.

A.P3 Evaluate own participation in YOUR work experience placement.

Career Paths – Students complete personal development plan linking to the work placement job & skill set required.

Learner Assesses both own skill sets & skills required to develop their chosen role & career within their work placement.

Summer Term 1 and 2

Unit 16 – Planning for and Learning from Work Experience.

Course work completion – Development of Aiming high & Leadership Skills

A.P1 Plan & prepare for your work experience.

Completion of implementing planned work experience placement & steps required to undertake the role.

Completion of planned actions, personal aims, steps of , logistics – progression, timings. Identify skill sets etc.

A.P2 Planning & preparing for YOUR work experience placement – YOUR ACTIONS.

Students will review documented actions on how they communicated with the placement, questions asked, planning, roles available, & undertaken.

A.P3 Evaluate own participation in YOUR work experience placement.

Completion of Unit

Career Paths – Completion of personal development plan linking to the work placement job & skill set required.

Learner Assesses both own skill sets & skills required to develop their chosen role & career within their work placement

Final Reflection and Review

of both units & 'Next Steps'

Students reflect & review Units undertaken, transition & next steps.

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