

## Work-related learning in KS4 mapped to Plan-it

Elements of provision for all students	Through using Plan-it students can:
1. Recognise, develop and apply their skills for enterprise and employability.	<ul style="list-style-type: none"> <li>• Understand the difference between skills and qualities</li> <li>• Find out their best skills and qualities groups;</li> <li>• Build up a 'bank' of examples of skills and qualities;</li> <li>• Receive information on how good examples of skills and qualities can be used in learning and future work;</li> <li>• Through the Action Plan – use information from their skills and qualities 'banks' to help set targets for skills that need to be improved;</li> <li>• Through the CV builder use the examples of skills and qualities in their 'banks' to help them complete a CV;</li> </ul>
2. Use their experience of the world of work, including work experience and part-time jobs, to extend their understanding of work.	<ul style="list-style-type: none"> <li>• In the Y10 version of Plan-it, assess their skills and qualities for work experience and focus the action plan targets for Work Skills on planning an effective work experience placement;</li> </ul>
3. Learn about the way business enterprises operate, working roles and conditions, and rights and responsibilities in the work place.	<ul style="list-style-type: none"> <li>• Through the Plan-it careers library find out about job roles and rights and responsibilities in different working situations;</li> </ul>
4. Develop awareness of the extent and diversity of local and national employment opportunities.	
5. Relate own abilities, attributes and achievements to career intentions and make informed choices based on an understanding of the alternatives.	<ul style="list-style-type: none"> <li>• Use the Skills and Qualities banks - for skills, qualities and ambitions - to search for appropriate careers in the careers library;</li> <li>• Access a careers library that provides impartial information about the full range of career options;</li> <li>• Extract information about chosen careers to enable informed choices to be made at key stages (Options at 14 and 16, etc)</li> </ul>
6. Undertake tasks and activities in a work context.	
7. Learn from contact with personnel from different employment sectors.	<ul style="list-style-type: none"> <li>• Through the careers library find information on a range of careers and employment sectors;</li> </ul>
8. Have experience (direct or indirect) of working practices and environments.	<ul style="list-style-type: none"> <li>• Through the careers library find information of different working practices.</li> </ul>
9. Engage with ideas, challenges and applications from the business world.	