

## Talking Jobs lesson plans and activities mapped to the ACEG Framework Elements of career and work-related learning

### Self-development through careers and work-related education

Elements of learning	KS3	KS4	P16
Self-awareness	describe yourself, your strengths and preferences <b>A3, A6, LP2, BA1, BA4, BA5</b>	recognise how you are changing, what you have to offer and what's important to you <b>A3, A5, A6, LP2, BA1, BA4, BA5</b>	assess how you are changing and be able to match your skills, interests and values to requirements and opportunities in learning and work <b>A3, A6, LP2, BA1, BA4, BA5</b>
Self-determination	tell your own story about what you are doing to make progress, raise your achievement and improve your wellbeing <b>A5, BA1</b>	be positive about your own story and the responsibility you are taking for your own progress, achievements and wellbeing <b>A5, BA1</b>	create positive accounts of your own story emphasising the responsibility you are taking for managing your own progress, achievement and wellbeing <b>A5, BA1</b>
Self-improvement as a learner *	explain how you have benefited as a learner from career and work-related learning activities and experiences	review and reflect upon how you have benefited as a learner from career and work-related learning activities and experiences	be proactive in taking part in career and work-related learning activities and assessing the benefits to you as a learner

**\* NB: if Talking Jobs is introduced effectively with students and they understand what it is for, and how they can use it for a variety of purposes in careers and work-related learning, then the learning outcomes for 'Self-improvement as a learner' should always be achieved.**

### Finding out about careers and the world of work

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Exploring careers and career development	describe different ways of looking at people's careers and how they develop <b>A, A1, A2, A8, LP9, LP6, LP5, BA2, BA3</b>	explain key ideas about career and career development <b>A8, LP6, LP5, BA2, BA3</b>	explain the impact of changing career processes and structures on people's experience and management of their own career development <b>A, A1, A8, LP9, LP6, LP5, BA2, BA3</b>
Investigating work and working life	identify different kinds of work and why people's satisfaction with their working lives varies <b>A, A1, A2, A5, LP6, LP8, LP5, BA3, BA7</b>	explain how work is changing and how this impacts on people's satisfaction with their working lives <b>A, A1, A2, A5, LP6, LP8, LP5, BA3, BA7</b>	recognise the personal, social and economic value of different kinds of work and be critically aware of key debates about the future of work <b>A, A1, A2, A5, LP6, LP8, LP5, BA3, BA7</b>
Understanding business and industry	describe the organisation and structure of different types of businesses	explain different types of businesses, how they operate and how they measure success	explain how what businesses do, the way they operate and the way they measure success is changing
Investigating job and labour market information (LMI)	be aware of what job and labour market information (LMI) is and what it can do for you <b>LP3, LP4</b>	find relevant job and labour market information (LMI) and know how to use it in your career planning <b>LP3, LP4</b>	draw conclusions from researching and evaluating relevant job and labour market information (LMI) to support your future plans <b>LP3, LP4</b>
Valuing equality, diversity and inclusion	identify how to stand up to stereotyping and discrimination that is damaging to you and those around you <b>A2, A8, LP1, LP6, BA6</b>	recognise and challenge stereotyping, discrimination and other barriers to equality, diversity and inclusion; and know your rights and responsibilities in relation to these issues <b>A2, A8, LP1, LP6, BA6</b>	reflect critically on the ethical, legal and business case for equality, diversity and inclusion in the workplace and the implications for your behaviour and others <b>A2, A8, LP1, LP6, BA6</b>
Learning about safe working practices and environments	be aware of the laws and by-laws relating to young people's permitted hours and types of employment; and know how to minimise health and safety risks to you and those around you	be aware of your responsibilities and rights as a student, trainee or employee for following safe working practices	recognise different levels of risk and understand your responsibilities and rights as a student, trainee or employee for observing safe working practices

### Developing skills for career management and employability

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Making the most of careers information, advice and guidance (IAG)	identify and make the most of your personal network of support including how to access the impartial careers information, advice and guidance that you need <b>A4, LP1</b>	build and make the most of your personal network of support including making effective use of impartial careers information, advice and guidance <b>A4, LP1</b>	develop and make the most of your personal network of support and show that you are a proactive and discerning user of impartial careers information, advice and guidance <b>A4, LP1</b>
Preparing for employability	recognise the qualities and skills needed for employability and provide evidence for those you have demonstrated both in and out of school <b>A2, A8, LP1, LP6, BA6</b>	show that you have acquired and developed qualities and skills to improve your employability <b>A2, A8, LP1, LP6, BA6</b>	explain what you are doing to improve your employability and to meet the expectations of employers and co-workers <b>A2, A8, LP1, LP6, BA6</b>
Showing initiative and enterprise	recognise when you are using the qualities and skills you need to be enterprising <b>A3, A6</b>	show that you can be enterprising in the way you learn, carry out work and plan your career <b>A3, A6</b>	develop and apply enterprising qualities and skills in your approach to learning, work and career planning <b>A3, A6</b>
Developing personal financial capability	show that you can manage a personal budget and contribute to household and school budgets	show that you can manage your own money, understand personal financial documents and know how to access financial support for further study and training	develop your personal financial capability to improve the decisions you make that affect your everyday living, further study, training and work
Identifying choices and opportunities	look systematically at the choices and opportunities open to you when you reach a decision point <b>LP9</b>	research your education, training, apprenticeship, employment and volunteering options including information about the best progression pathways through to specific goals <b>LP9</b>	research and evaluate progression pathways and return on investment for the higher and further education, training, apprenticeship, employment and volunteering options that are open to you <b>LP9</b>
Planning and deciding	know how to negotiate and make plans and decisions carefully to help you get the qualifications, skills and experience you need	know how to make important plans and decisions carefully including how to solve problems and deal appropriately with influences on you	know how to make career enhancing plans and decisions
Handling applications and selection	know how to prepare and present yourself well when going through a selection process <b>LP7</b>	know your rights and responsibilities in a selection process and the strategies to use to improve your chances of being chosen <b>LP7</b>	know how to prepare for, perform well and learn from your participation in selection processes <b>LP7</b>
Managing changes and transitions	show that you can be positive, flexible and well-prepared at transition points in your life	review and reflect on previous transitions to help you improve your preparation for future moves in education, training and employment	know how to develop and use the strategies you will need to cope with the challenge of managing your career transitions