

Work together; Succeed together.



# Student Career Passport

St Mary's Catholic College



Year 10

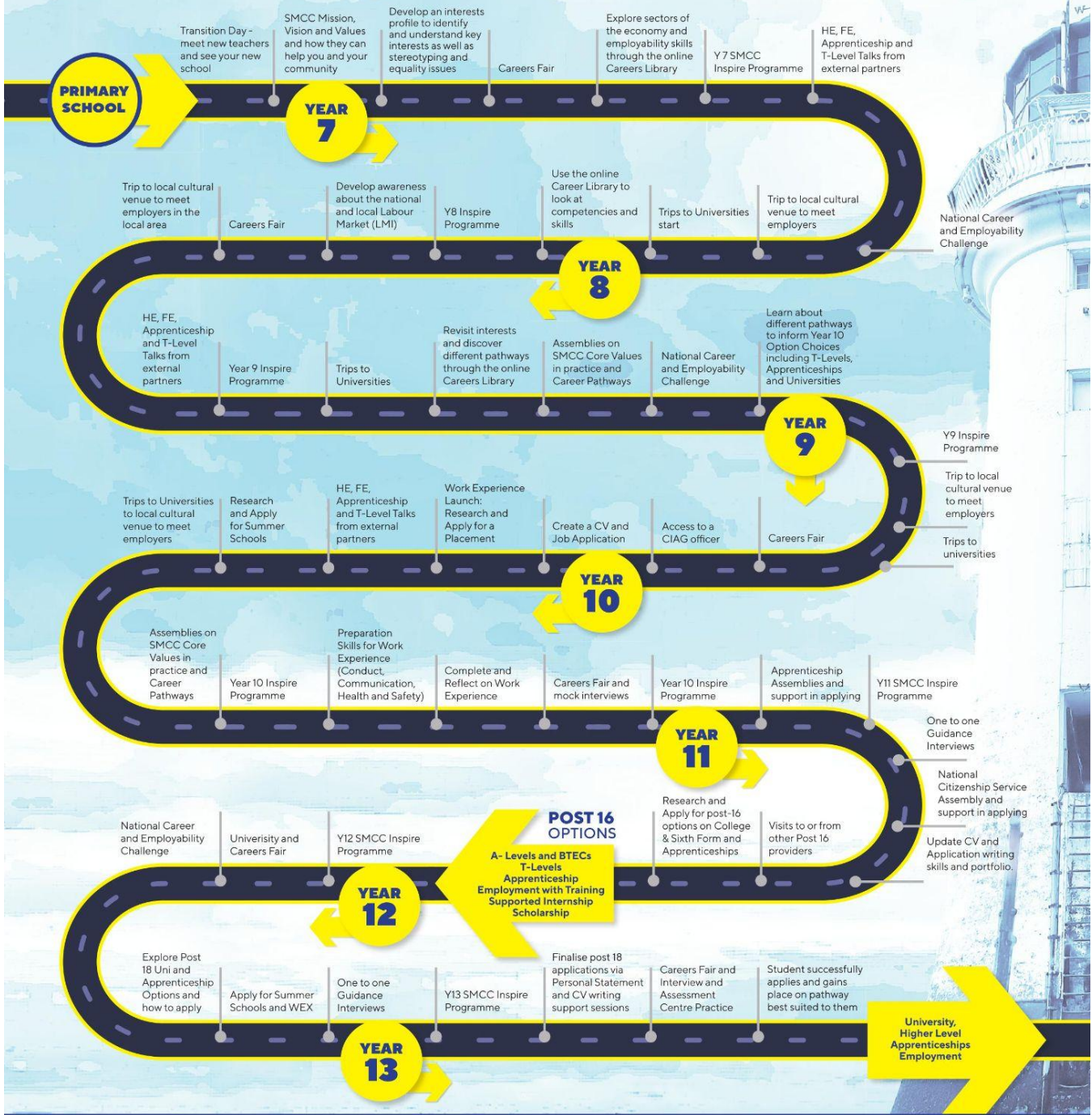
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# St Mary's Catholic College

## YEAR 7-13 CAREERS PATHWAY



WORK TOGETHER, SUCCEED TOGETHER

# Welcome to your St Mary's Career Passport



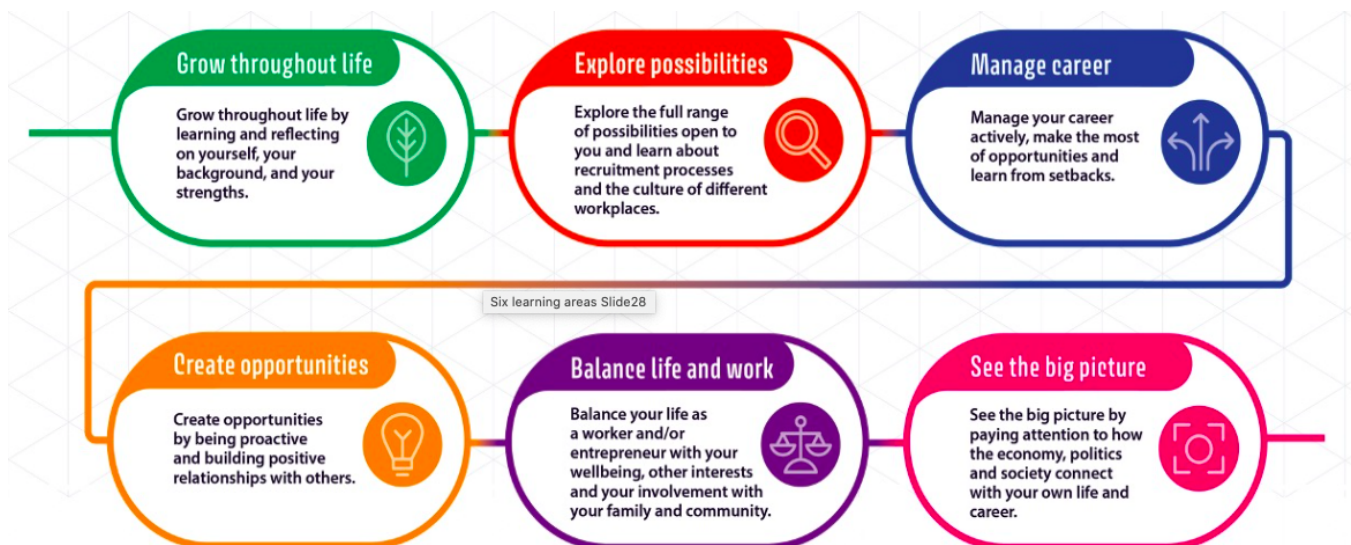
Your St Mary's Career Pathway is based on the Career Development Institute (CDI) and Gatsby Benchmarks. These are National Frameworks that schools use to make sure they are providing brilliant and effective careers education and guidance. We use them to ensure that we are giving you a flying start by helping you gain the knowledge and skills you need to begin navigating your way successfully through career choices and changes.

## CDI FRAMEWORK

The main purpose of the CDI's Career Development Framework is to clarify the skills, knowledge, and attitudes that individuals need to have a positive career. A 'positive career' will mean something different to everyone, but it will typically include being happy with the way you spend your time, being able to contribute to your community and being able to have a good standard of living.



The CDI's [Career Development Framework](#) describes the six career development skills that people need to have positive careers.





# THE GATSBY BENCHMARKS

The Gatsby Benchmarks are a framework of 8 guidelines that define the best careers provision in schools and colleges.



How the benchmarks are implemented at St Mary's is described below:

Benchmark	How you will see this at St Mary's
<p style="text-align: center;">1</p> <p style="text-align: center;">A STABLE CAREERS PROGRAMME</p>	<ul style="list-style-type: none"> <li>● The Careers strategy is the basis for the careers programme and is summarised on page 1 of this document.</li> <li>● We use an online portal called Unifrog as our one-stop-shop where you can easily explore your interests, then find and successfully apply for your next best step after school.</li> <li>● Our strategy is shared with parents, carers, governors and our careers advisors.</li> <li>● You will take part in events like assemblies and special lessons with people of the world of work, colleges and universities.</li> <li>● External opportunities will be sent out to you, parents, carers and teachers.</li> <li>● The Careers Programme will be evaluated every 3 Years considering feedback from Students, Teachers, Employers and Parents/Carers</li> <li>● The school has appointed a Career Leader who is a member of SLT and who has strategic responsibility for the school's Careers Programme (this is Mrs Parry).</li> </ul>
<p style="text-align: center;">2</p> <p style="text-align: center;">LEARNING FROM CAREER AND LABOUR MARKET INFORMATION</p>	<ul style="list-style-type: none"> <li>● You have access to Careers and Labour Market Information through the Careers Programme taught in Inspire Time, through this passport and via the school careers portal <a href="https://www.unifrog.org/">https://www.unifrog.org/</a></li> <li>● As well as parental logins to Unifrog, we provide parents and carers with at-least fortnightly updates on Labour Market Information as well as careers, FE/HE and Vocational events.</li> </ul>

# 3

ADDRESSING THE NEEDS  
OF EACH PUPIL

- We believe that you can achieve whatever you want to in life and we aim to give you knowledge and skills to work out what this is and how you can do this.
- We have links with local colleges and employers from a cross section of sectors and invite these partners into school to talk you and share their experiences.
- We help you challenge stereotypical thinking through assemblies and Inspire time and by ensuring there are no barriers to any opportunities offered.
- Your Unifrog account will help you curate your own personal record of careers and enterprise experiences that you are involved in and link to next steps for you to research.
- You will be supported and guided in making the right choice for you at each stage of your St Mary's journey e.g From Year 6 to 7, choosing Options in Year 9, your post 16 choices - whether that is with us or somewhere else and your post 18 choices.

# 4

LINKING CURRICULUM  
LEARNING TO CAREERS

- Learning about careers, enterprise and skills learning has been woven into the planning for your subject lessons, links to the real world, education pathways education and careers.
- You will see and hear this through classroom discussions, problem solving, learning about real people in different careers, realising the relevance of skills in the subject to future career paths, classroom displays, school trips and visits and assemblies.

# 5

ENCOUNTERS WITH  
EMPLOYERS AND  
EMPLOYEES

- You will be given opportunities in lessons, assemblies, Careers Day and Enterprise Day events and external visits and trips to meet with local employers and employees from different areas of industry and employment.
- Teachers will talk to you about their experience of work and university.
- You will complete Unifrog activities to support this learning and to learn about national and international employers and job markets.

# 6

EXPERIENCES OF  
WORKPLACES

- You will be supported in researching and securing work experience placements in Year 10 and, if you stay in the Sixth Form with us, in Year 12.
- You will be given opportunities to take part in external visits and trips to meet with local employers and employees from different areas of industry and employment.

<p style="text-align: center;"><b>7</b></p> <p style="text-align: center;">ENCOUNTERS WITH FURTHER AND HIGHER EDUCATION</p>	<ul style="list-style-type: none"> <li>● Speakers from local sixth form colleges, apprenticeship providers and other vocational pathways - as well as our own Sixth Form Team at St Mary's - will run assemblies and workshops for you.</li> <li>● We will organise trips and visits to Universities for you.</li> <li>● Universities will come to visit us to tell us how to apply successfully and what life there is like (we have had speakers from Liverpool, Chester and Oxford universities recently).</li> </ul>
<p style="text-align: center;"><b>8</b></p> <p style="text-align: center;">PERSONAL GUIDANCE</p>	<ul style="list-style-type: none"> <li>● In Year 11 and 13 Students appointments will be organised for you to meet with our external, independent Careers Advisor.</li> <li>● This advisor will also be available to speak to on Year 9 Options Evening, Sixth Form Open Evening and exam results days.</li> <li>● The Unifrog platform is designed to support you in making the most informed decisions about your futures.</li> <li>● You have your own personal account and have been sent "a welcome to Unifrog" login to your Gmail account for you to explore and research.</li> </ul>

## Login to Unifrog




**Go to your GMail account and click on the link in your Unifrog welcome email. You can then create a password and can begin using the platform.**

**Remember to write your password down somewhere !**

**You can then login to Unifrog [www.unifrog.org](http://www.unifrog.org) using your school email address and password that you set up. and they can do so from any computer, tablet or smartphone.**

# Year 10 Career Passport



Activity Description	What did I learn, find out or what to know more about?
<p><b>Interests Profile</b></p> 	<p>Back in the 1950s, John Holland came up with a theory that the careers people enjoy are linked to their personalities.</p> <p>He identified six categories of personality, and careers that matched each one.</p> <div style="display: flex; justify-content: center; gap: 10px;"> <span style="border: 1px solid black; padding: 2px;">Realistic</span> <span style="border: 1px solid black; padding: 2px;">Investigative</span> <span style="border: 1px solid black; padding: 2px;">Artistic</span> <span style="border: 1px solid black; padding: 2px;">Social</span> <span style="border: 1px solid black; padding: 2px;">Enterprising</span> <span style="border: 1px solid black; padding: 2px;">Conventional</span> </div> <p>No one person's personality fits neatly into one of Holland's categories. But it's a helpful start in learning about yourself and exploring subjects and careers you're likely to enjoy!</p>

*When people choose a career or subject, they often think about what would suit their personality, match their interests, and make them happy!*

What are my strengths?

What makes me feel accomplished?

**My personality**

What motivates me?

What activities do I enjoy?

What do I need to feel happy?

**5 very unusual jobs**



What I liked about these jobs and careers

.....  
.....

What I don't like about these jobs and careers

.....  
.....

What I found interesting

.....  
.....

*Exploring the Labour Market:*

*Careers Fair*

**What jobs do people do near us?**



Who did you speak to?

.....  
.....

What did you find out?

.....  
.....

What actions do you have to follow up?

.....  
.....

Were there any businesses or sectors missing that you would like to see next year?

.....



Your Dream Job?



*What is a career?*

.....  
.....

*How is a job different from a career?*

.....  
.....

*List all the jobs that you can think of, in 2 minutes.*

*Choose one that you think might be your favourite.*

**Three things you already know about this job**

1.....

.....

2.....

.....

3.....

.....

**Two skills you need to do this job**

1.....

.....

2.....

.....

**One question you have about doing this job**

1.....

**What details do you want to know about a dream job before you choose it?**

Competencies needed

Working environment

Salary

Qualifications needed

Job location

What the job leads onto next

Day-to-day tasks

Working hours

Company values

Company values

**Which of the issues above would you care about and why?**

.....

.....

## Unifrog Careers Library

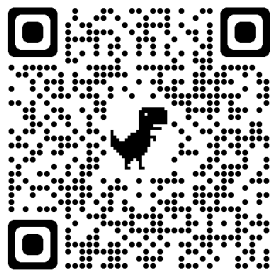


*The Careers library on Unifrog makes searching for a job simple! Log in and find the Careers library in the 'Exploring pathways' section.*

### ACCESS ALL THE TOOLS BELOW Exploring pathways

<b>Interests profile</b> ✓ Quiz completed: C and A and S <a href="#">Start &gt;</a>	<b>Personality profile</b> ✓ Quiz completed: ESFJ and ENFJ <a href="#">Start &gt;</a>	<b>Careers library</b> ✓ Careers favourited <a href="#">Go to tool &gt;</a>
<b>Subjects library</b> ✓ Subjects favourited <a href="#">Go to tool &gt;</a>	<b>Know-how library</b> ✓ Guides favourited <a href="#">Go to tool &gt;</a>	<b>MOOC</b> You have 1 shortlist <a href="#">Start &gt;</a>

What will jobs be like in the future?



<https://www.youtube.com/watch?v=9laIQIY25lw>

# Communication and Leadership: What makes a great communicator?

Do you think any of these people are good communicators or great leaders? What qualities set them apart? List five characteristics or qualities that you think they display that make them great communicators or leaders in the space below:



Greta Thunberg .....

Oprah Winfrey .....

Barack Obama .....

Kim Namjoon .....

David Attenborough .....

Laverne Cox .....

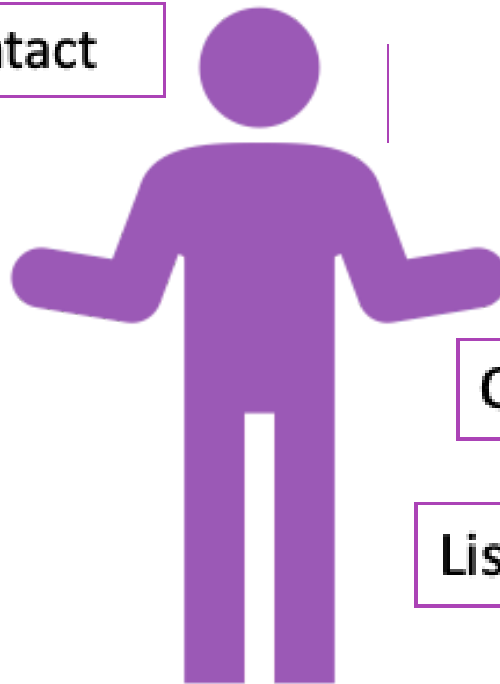


[Competencies Video](#)

What are great Communication and Leadership Skills?

Thoughtfully chosen words

Eye contact



Clear voice

Listening

Can you add 5 more?

Do these also make GREAT LEADERSHIP SKILLS? Are they the same?

Circle or underline those you think are most important?

Why are these important to you or to others?

.....

.....



# **What makes you great?**

You've spent time thinking about what makes some celebrities have good communication characteristics.

Have you thought about what might make you a great communicator or a great leader?

Use the space below to describe your strongest communication skill:

# Work Experience

It can be really nerve-wracking contacting employers to ask them for work experience. But it doesn't have to be that way! When you're about to do something nerve-wracking, how do you stay calm and focussed?

**Think of the things that calm your nerves that you would be able to do to help you have more confidence when contacting employers.**

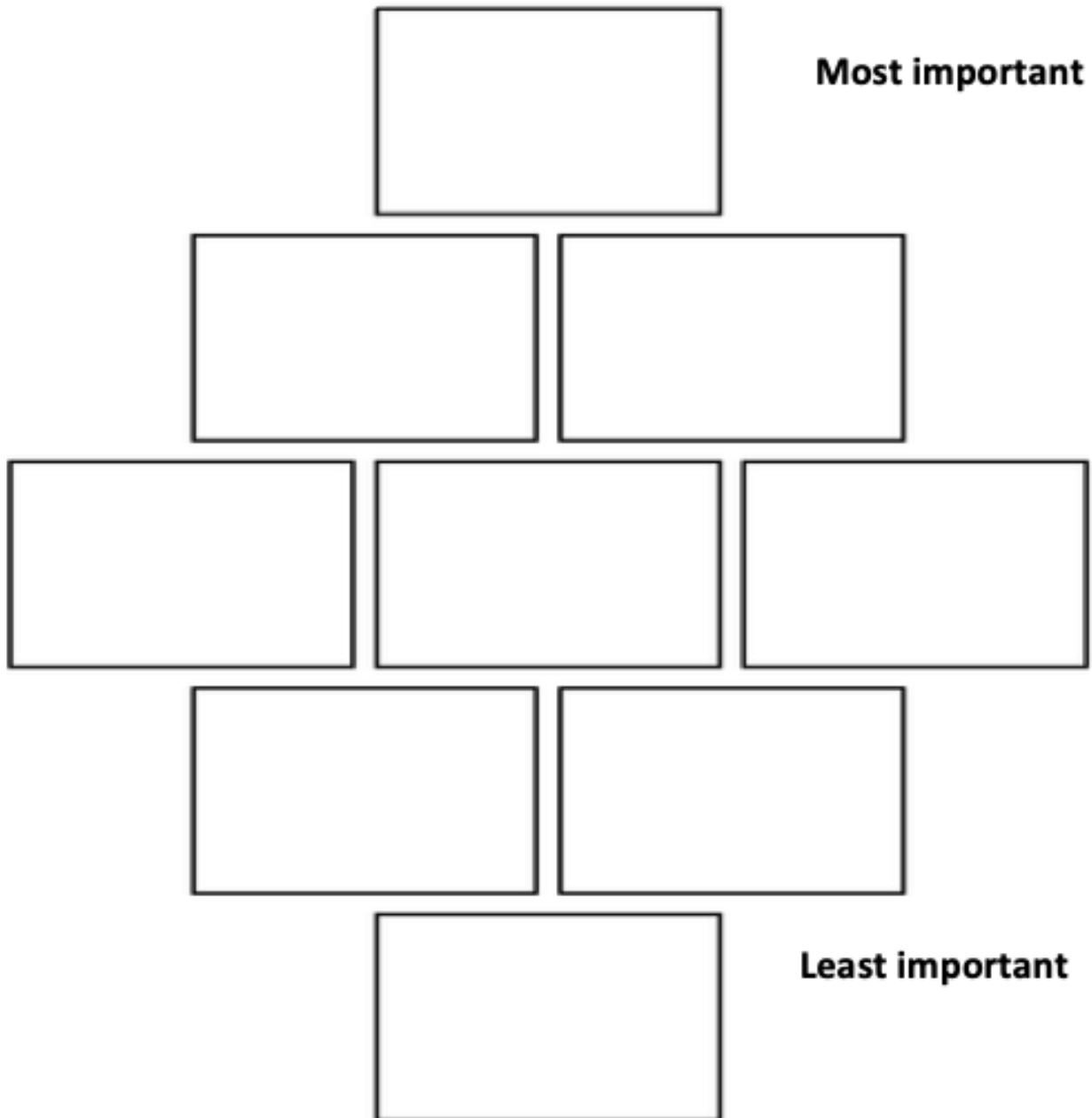


**Sort them into the diamond below to help you make a decision about their importance to you.**

**Are there different ways you could contact an employer to help improve the chances of you being successful?**

**e.g. get someone to check my letter..... prepare what I am going to say (if it's a face-to-face request) .....**

**How will your social media presence help or hinder your chances?**



**How can I improve the chances of success and increase my confidence in applying?**

## Contact employer by email - TOP TIPS!!!

You might have to contact an employer by email when you ask for a placement.

Read the example on the right. Discuss with the person next to you:

- What's good and bad about the email?
- How would you improve it?

**To:** hello@StarkIndustries.com

**Subject:** Please can I join The Avengers for work experience

Hi Mr Stark,

My school has said that I have to do work experience. Do you think The Avengers would let me join?

If that would be cool to with you, just email back soon.

Cheers,  
Loki

# What a good Email Requesting Work Experience looks like

**To:** hello@StarkIndustries.com

**Subject:** Work experience

Dear Mr Stark,

My name is Peter Parker and I am a student at Midtown High School.

My interest in work experience with the Avengers was sparked when I visited your laboratory in Malibu, where I got to see your inventions. I have worked very hard to develop my teamwork skills and spider sense. I feel that with some guidance, I would be a great addition to the Avengers team.

I am looking to do some work experience between the dates of 10-24th February, to help develop my competencies and start to learn how to protect Earth. Do you have any spaces for work experience students at that time? I have attached a copy of my CV for your records.

Yours sincerely,  
Peter Parker

## Now draft your Email below:

**1. Use a straight-to-the-point subject.**

**2. Use the employer's name if you know it, or Sir/Madam if you don't.**

**3. Paragraph 1: Introduce yourself and the school or college you go to.**



**4.Paragraph 2: Say a little about why you are interested in the industry; a couple of sentences is enough. This shows that you've done research and have thought carefully about where you'd like to do work experience.**

**5.Paragraph 3: Politely ask about work experience opportunities on dates you are able to attend. You can also ask for a meeting/phone call here too.**

**6.If you know the name of the employer, use ‘Yours sincerely’ and if not, use ‘Yours faithfully’.**

**7.Remember to proof read the email so there aren’t any mistakes.**

## **Contacting employers by phone**

You may have to contact an employer over the phone when you’re arranging work experience.

It’s important to still have a pre-organised plan, as you would when sending an email.

- Can you think of any top tips you would give a friend if they were calling an employer about work experience?

.....  
.....  
.....  
.....

*Read the tips below for making a phone call and role play this with a partner. Some suggestions for you to put in order are below.*

***Top tips for speaking to employers over the phone:***

*-Be polite and cheerful*

*-Speak clearly and not too fast (so you're easily understood!)*

*-Make some notes before the call about what you want to talk about so you don't forget anything*

*-Remember to introduce yourself, the school or college you go to, and set out the dates you're available for work experience*

*-Explain a little about why you're interested in this particular industry or company. It will show that you've done research and have thought carefully about where you'd like to do work experience.*

*-While you're on the phone, make a note of anything important said that you'd need to remember*

*-Even if you don't feel very confident, try and sound like you do!  
Take a deep breath before you call, and give yourself time to think when asked a question*

*-If the employer is unable to offer you a placement, try not to be disheartened. Thank them for their time!*

A. Ok, great. Could you come for an interview tomorrow, after school?

B. Yes, I'll just get him for you. Hello, I'm Mr Bates.

C. We can certainly help with that. What makes you want to work here?

E. Hello Mr Bates, my name is Kelly and I'm a Year 10 student looking for a work experience placement for 12-16<sup>th</sup> of February at your restaurant.

F. Yes that would be perfect thank you, I can be there at 4pm?

G. I have always been interested in hospitality and providing good customer service, so I feel a career working in a restaurant would be perfect. I just need some experience to get me going!


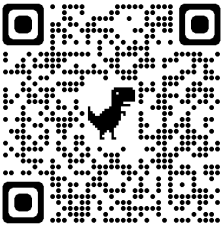
D. See you then, bye!

H. Hello

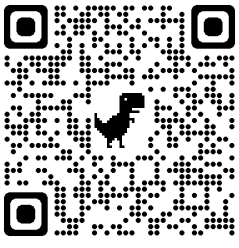

I. Hello, my name is Kelly Kapowski from Bayside High School and I'm looking for work experience. Could I speak to Mr Bates please?

# Curriculum Areas

## How can I use my skills from School in the real world?

Curriculum Area	Real world skills, jobs and local labour market information
<p><b>English</b></p> <p><a href="#">Liverpool City Region Guide</a></p> <p><a href="#">Guide for students</a></p> 	<p>English helps me develop and improve the following skills that are needed outside of school:</p> <p>Qualifications and skills in English are particularly necessary in the following jobs:</p> <p>Where we live, the Liverpool City Region in particular, has the following employment opportunities that would use good English Skills:</p>
<p><b>Maths</b></p> <p><a href="#">Maths Liverpool City Region Guide</a></p> <p><a href="#">Maths Guide for Students</a></p> 	<p>Maths helps me develop and improve the following skills that are needed outside of school:</p> <p>Qualifications and skills in Maths are particularly necessary in the following jobs:</p> <p>Where we live, the Liverpool City Region, in particular, has the following employment opportunities that would require good Maths Skills:</p>



<p><a href="#">Health Liverpool City Region Guide</a></p> <p><a href="#">Health Student Guide</a></p> 	<p>Science helps me develop and improve the following skills that are needed outside of school:</p> <p>Qualifications and skills in Science are particularly necessary in the following jobs:</p> <p>Where we live, the Liverpool City Region, in particular, has the following employment opportunities that would require good Science Skills:</p>
<p><b>History</b></p> <p><a href="#">Professional and Business Services Liverpool City Region Guide</a></p> <p><a href="#">Professional and Business Services Guide for Students</a></p> 	<p>History helps me develop and improve the following skills that are needed outside of school:</p> <p>Qualifications and skills in History are particularly necessary in the following jobs:</p> <p>Where we live, the Liverpool City Region, in particular, has the following employment opportunities that would require good History Skills:</p>
<p><b>Geography</b></p> <p><a href="#">Low Carbon Liverpool City Region Guide</a></p> <p><a href="#">Low Carbon Guide for Students</a></p>	<p>Geography helps me develop and improve the following skills that are needed outside of school:</p> <p>Qualifications and skills in Geography are particularly necessary in the following jobs:</p>



Where we live, the Liverpool City Region, in particular, has the following employment opportunities that would require good Geography Skills:

## Art

[Digital and Creative Liverpool City Region Guide](#)

[Digital and Creative Guide for Students](#)



Art helps me develop and improve the following skills that are needed outside of school:

Qualifications and skills in Art are particularly necessary in the following jobs:

Where we live, the Liverpool City Region, in particular, has the following employment opportunities that would require good Art Skills:

[Innovation Liverpool City Region Guide](#)

[Innovation Student Guide](#)



## Design and Technology

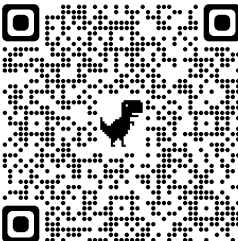
Design and Technology helps me develop and improve the following skills that are needed outside of school:

[Advanced Manufacturing Liverpool City Region Guide](#)

[Advanced Manufacturing Guide for Students](#)

[Innovation Liverpool City Region Guide](#)

[Innovation Student Guide](#)



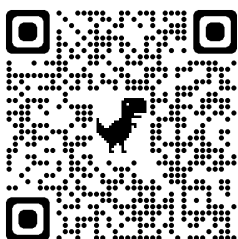
Qualifications and skills in Design and Technology are particularly necessary in the following jobs:

Where we live, the Liverpool City Region, in particular, has the following employment opportunities that would require good Design and Technology Skills:

## Food

[Visitor Economy Liverpool City Region Guide](#)

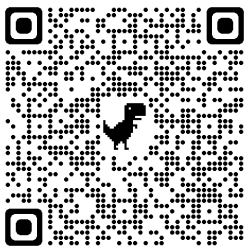
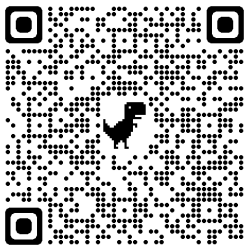
[Visitor Economy Guide for Students](#)





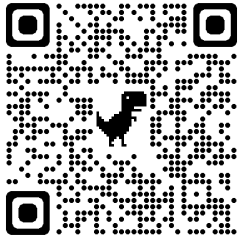
Food helps me develop and improve the following skills that are needed outside of school:

Qualifications and skills in Food are particularly necessary in the following jobs:

Where we live, the Liverpool City Region, in particular, has the following employment opportunities that would require good Food Skills:

<p><b>Religious Education</b></p> <p><a href="#">Employability Skills Liverpool City Region Guide</a></p> 	<p>Religious Education helps me develop and improve the following skills that are needed outside of school:</p> <p>Qualifications and skills in Religious Education are particularly necessary in the following jobs:</p> <p>Where we live, the Liverpool City Region, in particular, has the following employment opportunities that would require good Religious Education Skills:</p>
<p><b>Drama</b></p> <p><a href="#">Employability Skills Liverpool City Region Guide</a></p> 	<p>Drama helps me develop and improve the following skills that are needed outside of school:</p> <p>Qualifications and skills in Drama are particularly necessary in the following jobs:</p>

<p><a href="#">Innovation Liverpool City Region Guide</a></p> <p><a href="#">Innovation Student Guide</a></p> 	<p>Where we live, the Liverpool City Region, in particular, has the following employment opportunities that would require good Drama Skills:</p>
<p><b>Music</b></p> <p><a href="#">Visitor Economy Liverpool City Region Guide</a></p> <p><a href="#">Visitor Economy Guide for Students</a></p> 	<p>Music helps me develop and improve the following skills that are needed outside of school:</p> <p>Qualifications and skills in Music are particularly necessary in the following jobs:</p> <p>Where we live, the Liverpool City Region, in particular, has the following employment opportunities that would require good Music Skills:</p>
<p><b>French</b></p> <p><a href="#">Visitor Economy Liverpool City Region Guide</a></p> <p><a href="#">Visitor Economy Guide for Students</a></p>	<p>French helps me develop and improve the following skills that are needed outside of school:</p> <p>Qualifications and skills in French are particularly necessary in the following jobs:</p>



Where we live, the Liverpool City Region, in particular, has the following employment opportunities that would require good French Skills:

## PE and Dance

[Visitor Economy Liverpool City Region Guide](#)

[Visitor Economy Guide for Students](#)



PE and Dance helps me develop and improve the following skills that are needed outside of school:

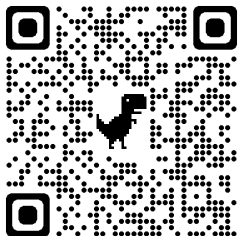
Qualifications and skills in PE and Dance are particularly necessary in the following jobs:

Where we live, the Liverpool City Region, in particular, has the following employment opportunities that would require good PE and Dance Skills:

## Computing

[Technological Liverpool City Region Guide](#)

[Technological Guide for Students](#)



Computing helps me develop and improve the following skills that are needed outside of school:

Qualifications and skills in Computing are particularly necessary in the following jobs:

Where we live, the Liverpool City Region, in particular, has the following employment opportunities that would require good Computing Skills:

[Innovation Liverpool City](#)

[Region Guide](#)

[Innovation Student Guide](#)

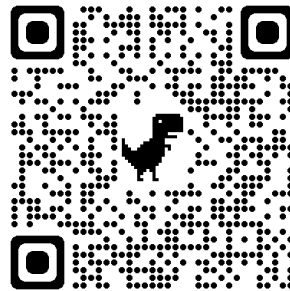


## “Job of the Week”

**Jobs I have found out about this year:**

### 5 very unusual jobs


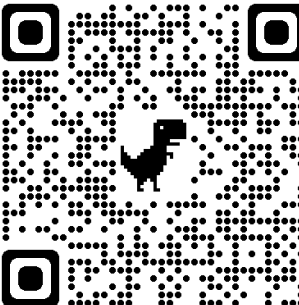
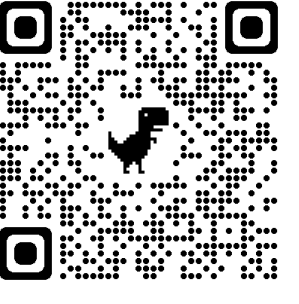
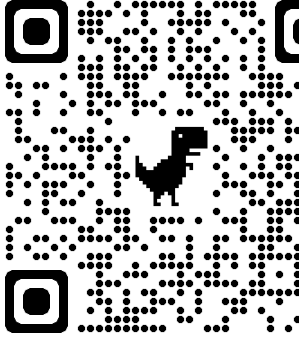
Comments (what I like, don't like or am interested in):



### Journalist

Comments (what I like, don't like or am interested in):



<p><u><a href="#">Zookeeper</a></u></p> <p>Comments (what I like, don't like or am interested in):</p>	
<p><u><a href="#">Chef</a></u></p> <p>Comments (what I like, don't like or am interested in):</p>	
<p><u><a href="#">Urban Designer</a></u></p> <p>Comments (what I like, don't like or am interested in):</p>	
<p><u><a href="#">Nutritionist</a></u></p> <p>Comments:</p>	





# Apprenticeships

**APPRENTICES**

To become an apprentice, you must:

- be 16 or over
- not already be in full-time education
- live in England

You can start an apprenticeship whether you're starting your career, want a change or you're upskilling in your current job. You can have a previous qualification like a degree and still start an apprenticeship.

If you don't live in England, check out apprenticeship options in [Scotland](#), [Wales](#), or [Northern Ireland](#).

As an apprentice you'll:

- learn and train for a specific job
- get paid and receive holiday leave
- get hands-on experience in a real job
- study for at least 20% of your working hours - usually at a college, university or with a training provider
- complete assessments during and at the end of your apprenticeship
- be on a career path with lots of future potential

## What is an apprenticeship?

An apprenticeship is a real job where you learn, gain experience and get paid. You're an employee with a contract of employment and holiday leave. By the end of an apprenticeship, you'll have the right skills and knowledge needed for your chosen career.

# Levels of an apprenticeship

Each apprenticeship has a level and an equivalent education level. You can start an apprenticeship at any level.

Depending on the level, some apprenticeships may:

- require previous qualifications such as an English or maths GCSE
- give extra training in the English or maths skills needed so you're at the right level

At the end of your apprenticeship, you'll achieve the equivalent education level. For example, if you complete a level 3 apprenticeship, you'll achieve the equivalent of an A level.

	Level	Equivalent education level
Intermediate	2	GCSE
Advanced	3	A level
Higher	4,5,6 and 7	Foundation degree and above
Degree	6 and 7	Bachelor's or master's degree

**Scan this to look at all the apprenticeships that are available.**



**Scan this for advice on how to apply.**



# T-LEVELS

T Levels are a 2-year qualification that you can do after GCSEs as an alternative to A levels, other post-16 courses or an apprenticeship.

They have been designed with leading businesses and employers to give you the knowledge and skills you need.

## **EQUIVALENT TO 3 A LEVELS**

T Levels are an alternative to A levels, apprenticeships and other 16 to 19 courses. Equivalent in size to 3 A levels, a T Level focuses on vocational skills and can help students into skilled employment, higher study or apprenticeships.

## **A 45-DAY INDUSTRY PLACEMENT**

Each T Level includes an in-depth industry placement that lasts at least 45 days. Students get valuable experience in the workplace; employers get early sight of the new talent in their industry.

## **80% CLASSROOM, 20% WORK**

T Level students spend 80% of the course in their learning environment, gaining the skills that employers need. The other 20% is a meaningful industry placement, where they put these skills into action.



## **T LEVEL SUBJECTS**

## **RESOURCES FOR PARENTS**

