Year 13 Careers & Skills Curriculum

Week	Term / Phase	Weekly Focus	Core Activities & Objectives	Key Skills Developed
1	**Autumn 1: Post-18 Pathways**	Reviewing Options & Setting Goals	Compare university, degree apprenticeships, and direct employment. Set personal milestones for the year.	Goal setting, critical thinking
2	Autumn 1	Personal Statement Mastery	Draft, review, and peer-edit personal statements. Highlight academic achievements and super-curriculars.	Written communication, self-reflection
3	Autumn 1	Navigating UCAS & Alternatives	Complete the UCAS application sections. Research alternative non-UCAS pathways and deadlines.	Attention to detail, organization
4	Autumn 1	Apprenticeship & Job Hunting	Set up profiles on Find an Apprenticeship and LinkedIn. Learn how to set up job alerts.	Digital literacy, proactive research
5	Autumn 1	CV & Cover Letter Workshop	Create a master CV and a tailored cover letter template for entry-level roles or apprenticeships.	Professional writing, formatting
6	**Autumn 2: Applications & Professionalism**	References & Final Submission	Finalize UCAS applications, secure teacher references, and submit early applications if ready.	Collaboration, time management
7	Autumn 2	Professional Digital Presence	Clean up social media profiles. Optimize LinkedIn headers, summaries, and networking etiquette.	Digital footprint awareness, branding
8	Autumn 2	Interview Techniques: Part 1	Learn about different interview formats (MMIs, panel, video). Practice standard competency questions.	Verbal communication, active listening
9	Autumn 2	Interview Techniques: Part 2	Conduct mock interviews with peers or advisors. Learn the STAR technique (Situation, Task, Action, Result).	Public speaking, performance under pressure
10	Autumn 2	Psychometric & Aptitude Tests	Practice common pre-employment assessments, situational judgment tests, and critical thinking drills.	Problem-solving, analytical thinking

11	**Spring 1: Practical Preparation**	Managing Offers & Rejections	Review university offers/rejections. Understand Firm vs. Insurance choices and how to handle setbacks.	Resilience, decision-making
12	Spring 1	Assessment Centre Simulation	Participate in a group exercise mock assessment. Learn how to stand out positively in a team setting.	Teamwork, leadership, negotiation
13	Spring 1	Student Finance & Budgeting	Understand tuition fees, maintenance loans, and apprenticeship wages. Build a realistic monthly budget.	Financial literacy, numeracy
14	Spring 1	Workplace Etiquette & Rights	Discuss employment contracts, workplace hierarchy, professional boundaries, and basic labor rights.	Commercial awareness, ethics
15	Spring 1	Independent Living Skills	Practical guidance on student/young adult housing, grocery shopping, basic cooking, and healthcare access.	Resourcefulness, self-reliance
16	**Spring 2: Future-Proofing**	Networking & Mentorship	Learn how to find industry mentors and conduct informational interviews with professionals.	Networking, interpersonal skills
17	Spring 2	Stress Management & Wellness	Develop revision timetables, exam stress coping mechanisms, and healthy work-life balance habits.	Emotional intelligence, time management
18	Spring 2	Presentation & Pitching Skills	Create and deliver a 3-minute "elevator pitch" about personal strengths and career aspirations.	Confidence, presentation skills
19	Spring 2	Gap Year & Summer Planning	Plan productive summer activities, internships, volunteering, or gap year travel and budgeting.	Project planning, initiative
20	Spring 2	Next Steps & Celebration	Final review of individual action plans. Transition readiness check-in and celebration of achievements.	Reflection, forward planning