


This LTP outlines the units to be taught to KS4 students within the main body of the school during their Skills for Adulthood lessons. It follows on directly from the employability units outlined within the PSHE KS3 curriculum. Learning outcomes have been closely mapped against the CDI Framework, the Gatsby Benchmarks and the PSHE Association Guidance Financial capability and budgeting units of work remain within the PSHE curriculum. Enterprise activities are planned into the wider school ethos as part of our termly school fayres.

		KS4 LTP for : Skills for Adulthood	
		Y10	Y11
Autumn 1	Key area of understanding	Developing Self-Awareness	
	Knowledge & skills development	<ul style="list-style-type: none"> Reflect on experiences and achievements within St Hugh's. Formulate ambitions for the future. Application of key skills to the wider world of work. Explore people who can influence decision making. Identify trusted sources of support. Development of action plan in relation to transition to their Post 16 provision. Awareness of stress and anxiety and personal triggers. 	Personal Skills and Abilities: Where I am now and where do I need to be? <ul style="list-style-type: none"> Reflect on experiences and achievements within St Hugh's. Knowledge of where students need to be by the end of the year. Review individual targets set at the beginning of Year 10. Identify next steps for personal development. Understanding of key skill areas and evaluate strengths and weaknesses. Knowledge of how interests and preferences link directly to Post 16 options and careers. Update personal action plan. Identify key sources of personal support to manage stress and anxiety.
Autumn 2	Key area of understanding	Selling Myself at Interview	
	Knowledge & skills development	<ul style="list-style-type: none"> Different types of interview and how technique can be adapted. Interview preparation through research and personal appearance. Mock interviews. STAR method. Behaviour and technique within an interview situation. Strategies for managing stress and anxiety within an interview situation. 	Making Decisions – Options Post 16 <ul style="list-style-type: none"> Further develop understanding of different qualifications and their equivalents. Identify range of Post 16 options available to them and their preferred careers ideas. Explain key differences of Post 16 options. Refine choices and decisions. Knowledge of application routes for their chosen Post 16 pathway. Awareness of potential triggers of stress and anxiety.
Spring 1	Key area of understanding	Health and Safety in the Workplace	
	Knowledge & skills development	<ul style="list-style-type: none"> Health and safety signs within the workplace and the information they present. Preparation for work – risk assessments, uniform. Health and safety risks for specific work sectors, e.g. fire safety, food hygiene, warehouses, etc. Links to upcoming work experience placements. Awareness of stress and anxiety and coping strategies. 	Making Applications <ul style="list-style-type: none"> Understanding of application requirements. Identify good and bad applications. Develop own personal CV. Writing covering letters. Completion of formal applications to their chosen Post 16 provision. Awareness of potential triggers of stress and anxiety.
Spring 2	Key area of understanding	Work Experience Preparation and Debrief (HA)	Intro to Work (LA)
	Knowledge & skills development	<ul style="list-style-type: none"> Purpose and learning objectives of work experience placement. Successful preparation for work experience placement – personal appearance, conduct, routines. 	<ul style="list-style-type: none"> What does work mean to you? Personality quiz. Careers database research – possible career options available to them.
		Managing Stress and Anxiety	
		<ul style="list-style-type: none"> Exploration and reflection of emotions and feelings regarding transition to Post 16 provision. Understanding of how stress and anxiety may manifest itself both physically and emotionally. Knowledge of strategies to help deal with these feelings. 	

		<ul style="list-style-type: none"> Awareness of stress and anxiety and coping strategies. Reflection on learning experiences following work placement – updating of personal action plan. 	<ul style="list-style-type: none"> In-depth research of two possible careers. Awareness of potential triggers of stress and anxiety. 	<ul style="list-style-type: none"> Identify sources of support available to them – within St Hugh’s, within their Post 16 provision, at home and online.
Summer 1	Key area of understanding	Intro to Work (HA)	Thinking Ahead – Options Post 16 (LA)	Preparing for College and Work
	Knowledge & skills development	<ul style="list-style-type: none"> What does work mean to you? Personality quiz. Careers database research – possible career options available to them. In-depth research of two possible careers. Awareness of potential triggers of stress and anxiety. 	<ul style="list-style-type: none"> Research about further education, training and career options available to them. Importance of using relevant information and guidance to make informed career plans. Knowledge of the range of ways to achieve different qualifications and careers. Awareness of potential triggers of stress and anxiety. 	<ul style="list-style-type: none"> Further exploration of personal pathways for when students leave St Hugh’s. Identify practical concerns and develop managing strategies. Knowledge of strategies to help prepare and manage anxieties now and in the future. Exploration of personal support networks and how these may change as they leave St Hugh’s. Transition visits to Post 16 provision, contact with named staff and independent research – sources of support to manage stress and anxiety. Reflection of learning throughout Skills for Adulthood lessons. Identify further action points on personal action plan needed to achieve their aims.
Summer 2	Key area of understanding	Thinking Ahead – Options Post 16 (HA)	Work Experience Preparation and Debrief (LA)	
	Knowledge & skills development	<ul style="list-style-type: none"> Research about further education, training and career options available to them. Importance of using relevant information and guidance to make informed career plans. Knowledge of the range of ways to achieve different qualifications and careers. Awareness of potential triggers of stress and anxiety. 	<ul style="list-style-type: none"> Purpose and learning objectives of work experience placement. Successful preparation for work experience placement – personal appearance, conduct, routines. Awareness of stress and anxiety and coping strategies. Reflection on learning experiences following work placement – updating of personal action plan. 	

The above LTP demonstrates the progression and curriculum offer for the core of learners within the identified year group. Students will not be taught directly from accreditation specifications.

MTPs, that can be viewed and discussed upon request, provide in depth details for the full range of St Hugh’s learners.