Digital Functional Skills and Careers Long Term Plan

Careers Intent:

At Brookvale Academy, the Employability, Careers and Digital Skills curriculum aims to prepare pupils for successful transition into post-16 education, training, employment and independent adulthood.

Through a highly interactive approach designed for a PRU environment, pupils develop the confidence, communication skills, resilience and digital competence required for modern life and work. The curriculum combines the Gatsby 8 statutory careers education, employability skills, employer encounters, work-related learning along with Functional Skills Digital Skills qualifications at either Entry Level 3 or Level 1.

Students regularly explore local labour market information, apprenticeships, T Levels, colleges and employment pathways, enabling them to make informed decisions about their future. Learning is practical, relevant and personalised, with pupils applying digital skills in real-life contexts such as job applications, CV creation, workplace communication and online safety. Key skills required for further education and future employment.

By the end of KS4 pupils will have developed the knowledge, confidence and digital capabilities required to enter further education, training or employment and become safe, independent and responsible members of their communities. All of which fall into the 8 Gatsby Benchmarks.

Impact:

All pupils leave Brookvale with experience in further education and the workplace, reducing the risk of becoming NEET (Not in Education, Employment, or Training).

All pupils will leave with a range of workplace digital skills.

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Pathway ONE: Entry Level 3

Priorities: Increased attendance, develop positive relationships, Develop simple learning behaviours

Entry Level Digital Functional skills, along with careers education will focus on building engagement, confidence and aspiration through highly practical, relationship-based activities. Learning will be delivered through short, accessible sessions, visits, hands-on projects, employer encounters, team-building activities and discussions about jobs linked to pupils' interests. (all of which fall under the Gatsby Benchmarks) The emphasis will be on developing positive attitudes towards learning, improving communication and social skills, gaining a range of digital skills and understanding routines and expectations in workplaces, and helping pupils recognise how attendance, relationships and learning behaviours support future career success. Careers activities will be personalised, achievable and designed to promote participation, confidence and sustained engagement with education. These will be linked directly to a range of digital activities allowing students to gain relevant digital skills for their future employment.

Pathway TWO: Level 1

Priorities: Increased attendance, improved engagement and participation in lessons, develop wider relationships, progress in literacy/numeracy

Level 1 Functional Skills (Digital Skills and Careers) will focus on developing learners' practical digital competence, independence and employability through meaningful, real-world activities that prepare them for further education, training and employment. Pupils will build skills in creating and editing digital documents, presentations and spreadsheets, managing information, using email professionally, evaluating online information, and understanding cyber security and responsible digital behaviour. Learning will be linked directly to career pathways and labour market opportunities, supporting the Gatsby Benchmarks through exposure to career and labour market information, employer encounters, personalised career planning, workplace expectations, and links between curriculum learning and future employment opportunities. Activities will be engaging, accessible and relevant, promoting confidence, resilience, communication, problem-solving and professional behaviours, while helping learners understand how digital skills, attendance, organisation and positive attitudes contribute to success in education, training and the modern workplace.

Pathway THREE

Priorities: consistently high attendance, consistently positive engagement and participation in lessons, appropriate positive social interactions, Academic progress.

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Level 1 Year 10 Autumn 1	Spring	Year 11 Summer	Autumn 2	Spring 2	Summer 2
Knowing Myself & Digital Foundations Pupils will be able to: 1. Identify strengths, interests, aspirations and personal barriers to success. 2. Use search engines to explore chosen careers and check reliability of webistes1.1-1.3 3. Understand different devices, files, folders, cloud storage and online searching. 1.4 – 1.8, 1.1-1-3 4. Explore how online personality	**Staying safe online and Digital Communications in the workplace** Pupils will be able to: 1. Recognise scams, phishing, cyberbullying and digital footprints - including work scams. 5.1-5.4 2. Create secure passwords and privacy settings. 5.1-5.4 3. Identify safety digital safety in a range of chosen workplaces and careers. 5.5 4. Send professional emails, join video meetings and communicate	**Digital Communication and research tools for the workplace and careers** **Complete Work Experience 1** 1. Research jobs, industries and local labour market opportunities. 1.1-1.3 2. Understand qualifications and routes into employment. 1.1-1.3 3. Produce job/educational adverts using a range of digital media 2.1-2.3 4. Process numerical data within	**Myself and my work place: Accessing jobs and using the internet for life** 1. Produce professional CVs, personal statements and skills profile. 3.1-3.3, 5.1-5.4 2. Create and manage personal account settings and making purchases safely. 4.1- 4.3 3. Develop understanding of digital footprints. 5.1-5.4 4. Complete online forms, upload documents and	**Recap and Repeat** **Complete Work Experience 2** Repeat any areas based on mock exams to plug gaps Prepare and complete examination. 1. Use workplace software confidently. 2. Understand financial literacy, tenancy basics, travel training and workplace expectations. **Gatsby 7&8** **Functional Skills exam.** Mock interviews round 2.	**Future Ready Portfolio** Organise all evidence, celebrate achievements and prepare for transition. College visits.

impacts future progress. 5. Set future goals and create a personal profile and store safely using digital skills. 1.4 -1.8 6. Develop safe online behaviours both for personal and professional purposes. 5.1-5.5 **Gatsby 1, 2 & 3** Assessment Practise of areas covered. Digital Functional Skills.	appropriately online. 3.1-3.3 Personal Development **Gatsby 4** Assessment Practise of areas covered. Digital Functional Skills.	spreadsheets using work place scenarios. 2.4-.26 5. Convert data in chart forms and variations 2.6-2.7 6. Create presentations, spreadsheets and reports for work place scenarios. 2.1-2.7 **Gatsby 2,4 and 5** Assessment Practise of areas covered. Digital Functional Skills. Mock interviews round 1.	prepare for interviews. 4.3-4.3 Explore colleges, apprenticeships, supported internships and training providers. **Gatsby 6 & 8** **Complete Functional Skills mock.**		

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Entry 3 Year 10		Year 11			
Autumn 1	Spring	Summer	Autumn 2	Spring 2	Summer 2
Knowing Myself & Digital Foundations Pupils will be able to: 1. Identify strengths, interests, aspirations and personal barriers to success. 2. Identify and explain uses of a range of devices to explore chosen careers. 1.1 3. Explore a range of applications (apps) linking to personal identity and careers. 1.2 4. Use a range of system settings when accessing a digital device – e.g. laptop for	**Staying safe online and Digital Communications in the workplace.** Pupils will be able to: 1. Recognise scams, phishing, cyberbullying and digital footprints - including work scams. 5.1-5.4 2. Create secure passwords and privacy setting online. 5.2-5.3 3. Identify and explain a firewall and antivirus software and the importance in personal and work life. 5.4 4. Use online language through a range of scenario personal	**Digital Communication and research tools for the workplace and careers** **Complete Work Experience 1** Pupils will be able to: 1. Research jobs, industries and local labour market opportunities. 1.1-1.3 2. Understand qualifications and routes into employment. 1.1-1.3 3. Produce job/educational adverts using a range of digital media 2.1-2.3 4. Capture digital media and view in	**Myself and my work place: Accessing jobs and using the internet for life** Pupils will be able to: 1. Create and edit a list of contacts using local community and research engines. 3.1, 1.4-1.5 2. Create and manage personal account settings and making purchases safely. 5.1, 4.2 3. Complete online forms, upload documents and prepare for interviews. 4.1-4.2 4. Explore colleges, apprenticeships, supported	**Recap and Repeat Complete** **Complete Work Experience 2** Repeat any areas based on mock exams to plug gaps Pupils will be able to: Prepare and complete examination. 1. Use workplace software confidently. 2. Understand financial literacy, tenancy basics, travel training and workplace expectations based on	**Future Ready Portfolio** Organise all evidence, celebrate achievements and prepare for transition. College and workplace visits.

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the workplace. 1.3 5. Carry out a range of searches using the internet for specific career goals and future plans. 1.4 – 1.5 6. Set future goals and create a personal profile and store safely using digital skills. 1.6-1.7 7. Troubleshoot a range of scenarios focusing on system errors vs. user errors. 1.8 **Gatsby 1, 2 & 3** Assessment Practise of areas covered. Digital Functional Skills.	and career based activities. 5.1 5. Identify and explain a range of ways in which physical digital stress can be avoided and relieved in the work place. 5.5 6. Send professional emails, join video meetings and communicate appropriately online. 3.1-3.3 **Gatsby 4** Assessment Practise of areas covered. Digital Functional Skills.	appropriate applications using work place scenarios and tasks. 2.4 5. Convert data in chart forms and variations 2.6-2.7 6. Create presentations, spreadsheets and reports for work place scenarios. 2.1-2.7 Mock interviews round 1. **Gatsby 2,4 and 5** Assessment Practise of areas covered. Digital Functional Skills.	internships and training providers using appropriate research engines. 4.1 5. Initiate and participate in real-life video call for future aspirations. 3.3 **Gatsby 6 & 8** **Complete Functional Skills mock.**	future aspirations, **Gatsby 7&8** **Functional Skills exam.** Mock interviews round 2.	

Functional Skills Resources

Functional Skills Digital Skills Specification.pdf

Free Resources | Smartbooks Education

Pearson's Digital Functional Skills | Pearson qualifications

Teaching support Functional Skills Digital Resources Resources Hub

Entry 3

- **Level 3 | At The Cafe 1 (ZIP|308.6 KB)**
- **Level 3 | Going To The Doctors 1 (ZIP|306.1 KB)**
- **Level 3 | Going To The Gym 1 (DOCX|74.4 KB)**
- **Level 3 | Going To The Library 1 (DOCX|74.4 KB)**
- **Level 3 | Volunteering At A Charity Shop 1 (DOCX|74.4 KB)**
- **Level 3 | Form Filling Activity 1 (ZIP|117.9 KB)**

Level 1

- **Level 1 | Charity Events Spreadsheet Task (DOCX|74.4 KB)**
- **Level 1 | Nelly Childcare Spreadsheet Task (DOCX|74.4 KB)**
- **Level 1 | Dog Cafe Poster Task (DOCX|74.4 KB)**
- **Level 1 | Dog Food Research and Email Task (DOCX|74.4 KB)**
- **Level 1 | Vegan Cakes Poster Task (DOCX|74.4 KB)**
- **Level 1 | Vegan Cakes Research and Email Task (DOCX|74.4 KB)**

Careers links

- Researching jobs and careers:
- BBC Bitesize - Lots of advice about careers and further study
- U-Explore - Builds up a profile and suggests jobs that are suitable for you
- Career Pilot - Take a quiz to find out what personality traits you have and how to make the most of them
- National Careers Service
- Future Finder
- Prospects - For careers requiring university level study. You can research careers linked to degree subjects to see where higher education could take you
- Career Map - Useful information about researching job and careers
- Jooble - For job opportunities in Nottingham and beyond
- Skills for Careers - Explore your training and career possibilities or get help working out your options.
- University/Degree-level study
- UCAS
- GOV.UK Student Finance
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Exploring career sectors

- Construction
  - Go Construct
- Creative and Media
  - Screen Skills
- Engineering
  - Tomorrow's Engineers
  - Women into Science and Engineering (WISE)
  - Women's Engineering Society
- Health and Social Care
  - NHS Healthcare Careers
  - Step into the NHS
- Hospitality, Food and Drink
  - Catering and Hospitality Careers Guide
- Performing Arts
  - Get into Theatre
- Science and IT
  - Future Morph - Careers in Science and Maths
  - STEM Careers
- Sport
  - Sport England
- Travel and Tourism
  - East Midlands Airport Careers
  - Sea Careers
- Public Services
  - Army Careers
- Business
  - Business, consulting and management Job Careers