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| --- | --- | --- | --- | --- | --- | --- |
| **Year** | **HT1** | **HT2** | **HT3** | **HT4** | **HT5** | **Summer 2** |
| Blue | **Developing Skills and Aspirations** **DFS EL3 Skills area 3: Communicating (Part 1)**1. **Editing a contact list (3.1)**
2. **Sending emails (3.2)**
3. **Video calls (3.3)**
4. Employability skills
5. Enterprise skills
6. Challenging stereotypes
7. Raising career aspirations by looking at a broad range of careers
8. Consolidation, catch up and stretch
 | **Developing Skills and Aspirations****DFS EL3 Skills area 3: Communicating (Part 2)**1. **Managing digital footprints (3.4)**
2. **Using Online forms (4.1)**
3. **Online verification checks (4.2)**
4. Linking values with career choices
5. Self awareness and Setting goals
6. Linking academic progress with career aspirations
7. Consolidation, catch up and stretch
 | **Financial Decision Making****DFS EL3 Skills area 5: Being safe and responsible online (Part 1)**1. **Safety and respect online (5.1)**
2. **Protecting personal information (5.2)**
3. Saving, borrowing, budgeting
4. Prevent and manage debt
5. Credit rating
6. Consolidation, catch up and stretch
 | **Financial Decision MakingDFS EL3 Skills area 5: Being safe and responsible online (Part 2)**1. **Security feature (5.3)**
2. **Security software (5.4)**
3. **Physical stress (5.5)**
4. Gambling and gambler’s fallacy.
5. Impact of targeted advertising on spending habits
6. Consolidation, catch up and stretch

  | **Employment Rights and responsibilities****DFS EL3 Skills area 2: creating and editing (part 1)**1. **Applications (2.1)**
2. **Formatting graphics (2.2)**
3. **Combing different types of information (2.3)**
4. Rights and responsibilities
5. Health and safety
6. Contract of employment
7. Consolidation, catch up and stretch
 | **Employment Rights and responsibilities****DFS EL3 Skills area 2: creating and editing (part 2)**1. Navigation (1.4)
2. Practice questions
3. Practice assessment
4. Young people’s rights at work
5. Minimum wage and fair wage
6. DFS Consolidation, catch up and stretch
7. Law and legislation – overview of Employment Act 2002
8. ASDAN Consolidation, catch up and stretch

New headings EL3Online navigation (1.4)Practice assessmentsAssessment  |
| Green | **Developing Skills and Aspirations DFS EL3 Skills area 1: using devices and handling information**1. **Types of devices (1.1)**
2. **Applications and browser (1.2)**
3. **System settings (1.3)**
4. Employability skills
5. Enterprise skills
6. Team working skills
7. Digital Skills
8. Skills in a broad range of careers
9. Equality of opportunities
10. Consolidation, catch up and stretch
 | **Financial Decision Making****DFS EL3 Skills area 1: using devices and handling information**1. **Navigation online (1.4)**
2. **Searches (1.5)**
3. **Read and store files (1.6)**
4. Saving, borrowing, budgeting
5. Prevent and manage debt
6. Credit rating
7. Gambling and gambler’s fallacy
8. Impact of targeted advertising on spending habits
9. Consolidation, catch up and stretch
 | **Digital Decision making****DFS EL3 Skills area 1: using devices and handling information**1. **File and folder organisation (1.7)**
2. **System and user error (1.8)**
3. Grooming – Sexual exploitation, CEOP
4. Online criminal exploitation
5. Extremism and radicalisation
6. Consolidation, catch up and stretch
 | **Digital Decision Making****DFS EL3 Skills area 2: creating and editing**1. **Technical problems and solutions (1.9)**
2. **Applications editing (2.1)**
3. **Formatting graphics (2.2)**
4. Biased or misleading info online and Fake news
5. Filters, selfies and snapchat dysmorphia
6. 6 Consolidation, catch up and
 | **Employment Rights and responsibility** **DFS EL3 Skills area 2: creating and editing** 1. **Combing different types of information (2.3)**
2. **Digital media (2.4)**
3. Discrimination, bullying & harassment in the workplace
4. Protected characteristics
5. Maternity and paternity rights
6. Consolidation, catch up and stretch
 | **Employment Rights and responsibility** **DFS EL3 Skills area 1-5: consolidation** 1. DFS Consolidation, catch up and stretch
2. DFS Consolidation, catch up and stretch – review the year
3. Law and legislation - Equality Act 2010
4. Trade unions
5. History of employment rights
6. Careers related to employment rights
7. Consolidation, catch up and stretch
 |
| Y10 |  **M1 Careers ASDAN****Self Development****DFS FS1 content area 1: using devices and handling information**1. Types of searches (1.1)
2. Copyright and reliability (1.2)
3. Search results (1.3)
4. **A4** What makes a good or bad employer
5. **A6** Skills and qualities for specific careers
6. **A7** Dealing with situations
7. **A2** Personal strengths and areas for development

**A9** Personal action plan1. **Catch up, consolidation & Stretch**
 | **Career Management****DFS FS1 content area 1: using devices and handling information**1. Search for file (1.4)
2. Hierarchical folder structure (1.5)
3. Cloud storage (1.6)
4. **A1** Curriculum Vitae
5. **A2** Application forms &**A3** Application Letters
6. **A5** Mock interviews
7. **Catch up, consolidation & stretch**
 | **M9 PSHE ASDAN – Personal Finances Pt 1****DFS FS1 content area 1: using devices and handling information**1. Storage terminology (1.7)
2. File sizes (1.8)
3. Common technical problems (1.9)
4. Wage slips & pensions
5. National insurance & taxes
6. **Catch up, consolidation & stretch**
 | **M9 PSHE ASDAN - Personal Finances Pt 2****DFS FS1 content area 2: creating and editing**1. Suitable applications (2.1)
2. Layouts and audiences (2.2)
3. Editing an image (2.3)
4. Managing debt
5. Renting and buying a home
6. **Catch up, consolidation & stretch**
 | **M2 Careers ASDAN**  **Career Exploration****DFS FS1 content area 2: creating and editing**1. Formulae and relative cell (2.4)
2. Process and format numeric data (2.5, 2.6)
3. Charts (2.7)
4. Explore local options for apprenticeship& traineeships
5. Further education & Higher Education
6. Explore careers inspiration
7. **Catch up, consolidation & stretch**
 | **M2 Careers ASDAN**  **Career Exploration****DFS FS1 content area 3: communicating**1. Using email (3.1)
2. Use online messages

(3.2)1. Limit a digital

Footprint (3.3)1. Equal opportunities
2. Visit college / college visit us
3. Explore self-employment
4. **Catch up, consolidation & stretch**
 |
| Y11 | **M5 Personal Finance ASDAN****From Local to Global** **DFS FS1 content area 4: Transacting** 1. Online services (4.1)
2. Online forms (4.2)
3. Reduce risks involved in online transaction (4.3)
4. Charities & Not For Profit organisations
5. Shares and stock exchange
6. Foreign currency
7. Local use of public money
8. Catch up, consolidation & stretch
 | **Applying For Post-16****DFS FS1 content area 5: being safe and responsible online**1. Data protection Law (5.1)
2. Protecting personal information (5.2)
3. Back up to clouds (5.3)
4. Overview of Higher Education and how it differs from further education
5. CV and personal statement planning and reviewing (links 2.2) (links 2.2)
6. Careers focussed online application forms (links 4.2) (links 4.3)
7. Consolidation, catch up and individualised tasks related to post 16 options
 | **M6 Careers ASDAN****Preparing for the workplace Pt1****DFS FS1 content area 5: being safe and responsible online**1. Avoiding Malware (5.4)
2. Risks from devices and internet (5.5)
3. Rules and expectations
4. Health and Safety
5. Time management
6. **Catch up, consolidation & stretch**
 | **M6 Careers ASDAN****Preparing for the workplace Pt2**1. Excel revision formulas
2. Excel revision formatting
3. Excel revision charts
4. Contracts of employment
5. Trade unions
6. **Catch up, consolidation & stretch**
 | **M5 Personal Finance ASDAN****From Local to Global** 1. Layout and conventions revision
2. Safety online revision
3. Physical risks revisions
4. Not for profit organisation Donating to charities
5. Shares and stock exchange
6. Foreign currency
7. **Catch up, consolidation & stretch**
 | **DFS consolidation and catch up****Practice questions****Assessment Widow****Using devices and handling information (1)****Creating and editing (2)** **Communicating (3)****Transacting (4)****Revise Being safe and responsible online (5)** |

**Half Termly Career Focus**

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Autumn 1** | **Autumn 2** | **Spring 1** | **Spring 2** | **Summer 1** | **Summer 2** |
| Blue | Entrepreneur | Corporate responsibility and sustainability practitioner | TeacherMortgage advisor | Bookmaker | Health and safety officer | Creditor Advisor |
| Green | IT Technician | Debt counsellor / money advisor | Victim Support worker | Social Media Specialist | Citizens Advice Advisor | Trade union representative |
| Y10 | Human Resources | Careers Advisor | Civil Service – DWP | Estate Agent | College Lecturer | Equality and Diversity Lead |
| Y11 | Foreign Exchange Cashier | Forensic Computer Analyst | Health & Safety officer | Trade Union Representative | Charity Accountant |  |

**DFS = Digital Functional Skills**