

# Living in the wider community.

## Yr10 and Yr11 Cycle B- PHSE: Understanding the collage application process and plans beyond school

### PHSE Golden Concepts

Respect

Safety

Communication

Health

Relationships

**What I will know by the end of the unit:**

**Options of further education available to them.**

#### Key Vocabulary

Application:	The process of formally applying to a college or educational institution.
Personal Statement	A written summary about oneself, often required in applications to explain interests, strengths, and future aspirations.
Reference:	A recommendation provided by a teacher or mentor to support an application
Apprenticeship:	A program combining work and study, allowing students to gain practical experience and qualifications
Further Education (FE):	Education beyond secondary school, often at a college or sixth form, leading to qualifications like A-Levels or vocational certificates.
Vocational Qualifications:	Practical qualifications geared towards specific careers, like BTECs, NVQs, or T-Levels.

Understanding Application Deadlines: Emphasize the importance of tracking deadlines, as missing dates can affect admission.
Choosing the Right Course/Path: Encourage students to consider their strengths, interests, and career goals when choosing their next steps, whether academic (A-Levels) or vocational (BTECs, apprenticeships).
Preparing for Interviews: Explain that some colleges and apprenticeship programs may require interviews, and introduce basic preparation tips.
Application Components: Describe the typical parts of a college application, including forms, personal statements, and references, and what each part entails.
Comparing Pathways: Outline the differences between A-Levels, BTECs, T-Levels, apprenticeships, and vocational courses, highlighting what type of student each path suits.
Personal Statement Tips: Provide guidance on how to write an engaging and honest personal statement that reflects strengths, achievements, and aspirations.



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**Y10 and Yr11 Cycle B- PHSE: Skills for employment and career progression**

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**Key Vocabulary**

Employability Skills:	Skills that make someone a desirable employee, such as teamwork, communication, and problem-solving.
Transferable Skills:	Skills that can be used in various jobs or industries, such as time management, organization, and adaptability.
Professional Development	: The process of improving skills and gaining new ones throughout one's career.
Work Experience:	Short-term job placements that give a taste of the working world and help build skills.

**What I will know by the end of the unit:**

**Skills they may need for work and progression.**

**Communication Skills:** Verbal, written, and digital communication abilities are vital. Encourage participation in activities like presentations, public speaking, and essay writing.

**Teamwork and Collaboration:** Discuss the importance of working well with others, developing respect for different perspectives, and sharing responsibilities effectively.

**Problem-Solving:** Teach students to approach challenges logically, consider multiple solutions, and persist in finding effective outcomes.

**Time Management and Organization:** Introduce techniques like to-do lists, prioritizing tasks, and meeting deadlines as essential skills for managing responsibilities.

**Leadership and Initiative:** Explain the value of taking on leadership roles or starting new projects to develop initiative, planning skills, and responsibility.

**Digital Literacy:** Emphasize the importance of digital skills in today's job market, including familiarity with software, email communication, and online research.

**SKILLS OF A GOOD EMPLOYEE THAT ARE HARD TO ASSESS**



**Living in the wider community.**  
**Y10 and Yr11 Cycle B- PHSE: Rights and responsibilities at work**

PHSE Golden Concepts

Respect	Safety	Communication	Health	Relationships
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**What I will know by the end of the unit:**  
**Their rights and responsibilities during time at work.**

Key Vocabulary	
Employee Rights:	Legal entitlements for workers, including fair pay, safe working conditions, and protection from discrimination.
Employer Responsibilities:	Duties employers have towards their employees, such as providing a safe workplace and fair treatment.
Contract of Employment:	A legal document outlining the terms of employment, including pay, hours, and responsibilities.
Discrimination:	Unfair treatment based on characteristics like age, race, gender, religion, or disability.

Understanding Employee Rights: Explain the basic rights all employees are entitled to, including fair wages, safe working conditions, breaks, and freedom from discrimination.
Responsibilities as an Employee: Outline employee responsibilities, such as punctuality, completing tasks as required, following workplace policies, and respecting colleagues.
The Importance of a Contract: Describe the purpose of an employment contract, which legally sets out the terms of employment, including job role, salary, hours, and leave entitlements.
The Role of Health and Safety Regulations: Explain that health and safety laws are in place to ensure both employers and employees take steps to prevent accidents and injuries at work.
Adherence to Company Policies: Explain that employees are responsible for following company rules, including dress code, conduct, and attendance policies.
Completing Assigned Tasks: Emphasize that employees are expected to carry out their work to a satisfactory standard and to the best of their ability.
Punctuality and Attendance: Highlight the importance of being on time and regularly attending work as a key part of professional responsibility.
Respectful Behavior: Explain the responsibility to treat colleagues with respect, support a positive work environment, and avoid disruptive or harmful behaviors.
Health and Safety Compliance: Outline employee responsibilities for following health and safety guidelines, reporting hazards, and using equipment properly.

Tips for Advocating for Your Employee Rights and Responsibilities

- 1 Know Your Rights
- 2 Effective Communication
- 3 Read Your Employment Contract
- 4 Document Everything
- 5 Seek Legal Advice When Necessary
- 6 Understand Company Policies
- 7 Participate in Training and Development
- 8 Collaborate with Colleagues
- 9 Balance Assertiveness and Diplomacy
- 10 Stay Informed About Industry Trends