

Information, Advice and Guidance (IAG)

- Key Members of Staff
- Subject Overview
- Year 8 Structure
- Year 8 Content
- Year 9 Structure
- Year 9 Content
- Year 10 Structure
- Year 10 Content
- Additional Information



Key Members of Staff

Mrs Claire Greaves – CTL Skills for Learning, Skills for Life
Ms Sue Mason – Careers Advisor and IAG Administrator
Mrs Suzanne Betts-Sanders – Connexions Advisor
Other teaching staff.

Subject Overview

Information, Advice and Guidance lessons are designed to help you make well-informed realistic decisions about your future. There are 2 strands:

- preparation for world of work and careers
- personal finance and economic awareness.

Knowing about QQSOE (Qualifications, Qualities, Skills, Opportunities and Experiences).

Knowing what important factors an employer or college course looks for.

Knowing what the future holds for you - Future = KS3 to 4 choices, post 16 choices, work experience, understanding job opportunities, how the world of work is changing, transferable skills, money management skills.

Being well prepared to succeed when:

- choosing your KS4 options
- getting ready for work experience
- applying for college courses, apprenticeships or jobs
- managing money
- organising your money in the future when you live independently.

The IAG course is to help you to be positively, fully and confidently clear on these areas by January in Year 11, so you are ready to leave SJNCC as a:

- successful student who enjoys learning and makes progress
- confident individual ready to take on the world of further study and, at some point in the future, work
- responsible citizen who can successfully manage their own life style and money.

Year 8 Structure

IAG rotates with Citizenship and you will spend one of your three terms studying IAG.

Year 8 Content

Personal Profile:

1. What:
 - a qualification is
 - a quality is
 - a skill is
 - an opportunity /experience is
 - motivates you
 - stops you achieving (barriers)
 - a Personal Data Sheet is
2. How you can:
 - organise yourself
 - prioritise what to do when
3. Having:
 - targets for Year 8
 - targets to achieve by the time you leave SJNCC
 - dreams for your future

Personal Finance:

1. Explaining what the following are:
 - income
 - expenditure
 - budgeting
 - debt
 - salary / wages
2. Explaining how:
 - expenditure links to lifestyle
 - income links to expenditure
 - income and expenditure links to budgeting / debt
 - budgeting/debt link to success/happiness

Year 9 Structure

IAG rotates with Citizenship and you will spend two of your three terms studying IAG. You will also have 1 morning off timetable for 'What's My Line?'.

Year 9 Content

Personal Profile:

1. Explaining what the following are:
 - qualification levels
 - qualities, skills and experience related to levels and job specifications
2. Understanding why it is important to:
 - do extra-curricular activities
 - plan what you want to do in the future e.g. sport; creative; team work; leadership; political awareness; community service; fundraising; learning new skills; one off opportunities
3. Explaining what you need to do, step by step, to get a job from seeing the advert
4. Making a successful 'business' phone call to an employer

Personal Finance:

1. Explaining, in detail, what the following are:
 - the economy
 - child employment laws
 - the laws to protect the consumer
 - taxes
 - the employment laws
2. Explaining how:
 - business; government; households; financial institutions are interdependent
 - different taxes are collected
 - taxes are spent
 - retailers encourage us to spend our money
3. Learning about how employment laws work to protect us all
4. Knowing about how money management and laws work to protect us all.

Year 10 Structure

IAG rotates with P.E. and Health and you will spend one of your three terms studying IAG. You will also have a Mock Interview and 2 weeks off timetable for Work Experience.

Year 10 Content

Personal Profile:

1. Demonstrating personal:
 - qualifications
 - qualities
 - skills
 - experiences
2. Having ready/completed:
 - a curriculum vitae (CV), knowing how to improve your CV/qualifications/skills
 - a career profile
 - research about possible future career(s)
3. Understanding why it is important to:
 - do extra-curricular activities
 - plan what you want to do in the future
 - prepare key documents ready for future applications
 - practice/learn skills for applications and interview
4. Knowing:
 - about interview technique and having a successful mock interview
5. Beginning to make decisions about:
 - when you leave SJNCC
 - your future career

Additional Information

In Year 11 you will:

- have a Transition Parents' Evening
- have 2 lessons on applying to college via UCAS Progress
- work on producing a Personal Statement
- attend talks from colleges, employers and universities
- attend college open days
- have access to an independent career advisor.

Key websites to assist your research:

- U-Explore: www.u-xplore.com
- UCAS Progress: www.ucasprogress.com
- National Careers Service: <https://nationalcareersservice.direct.gov.uk>

ASK YOURSELF:
What are my interests?



Which subjects do I like?



Get to know your skills



How am I already building work skills through school & hobbies?

Who would I like to work with?



Do you want to teach, help, organise or investigate?

Where would I like to work?



Compare different careers

Which ones include the things you like?

EXPLORE:
make a shortlist



Hold on to this!

HOW TO FIND THE RIGHT CAREER FOR ME



Find out about employers

Online
At school
At events

Get inspired by people



Check out interviews, talks and events



What qualifications do I need?

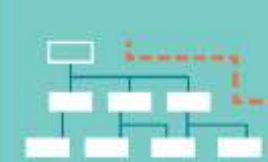
Choose A-levels/IB or apply for training courses



STOP: Is there more than one way to get there?



Could I reach the same goal with an apprenticeship or a degree?



How can I keep my options open?

What courses and subjects will give me more choices for related careers?

GET PRACTICAL:
Get some work experience

One of the best ways to find out if I'll like a career and build up my CV!



Make a CV



Get **MORE** work experience!



Think about internships, part-time jobs and gap years

Build your soft skills



Remember I can use these in any job!

ALWAYS EVALUATE:
What do I like?
What is tough?
How can I build my skills and improve?



If something is not working, don't be afraid to make changes or go back to your shortlist!

www.su**cc**ess.otschool.org