

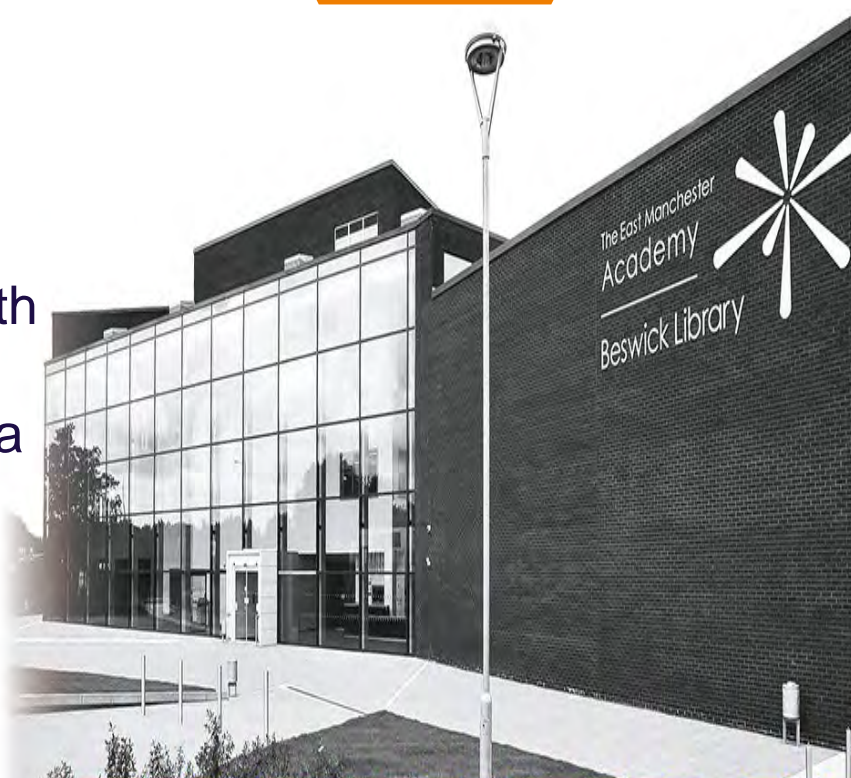


Personal Development

Parental Handbook

Personal Safety

We will equip all students with the skills, abilities, attributes and qualifications to pursue a fulfilling career, contribute positively to their communities and be active, global citizens.



Welcome to Personal Development at The East Manchester Academy!



At The East Manchester Academy (TEMA), we believe Personal Development (PD) is a crucial part of your child's education alongside their academic studies. PD equips them with the skills and knowledge to thrive not only in school but also throughout their lives. This handbook will introduce you to PD at TEMA, with a specific focus on the Personal Safety program offered during Year 11's first half term.

What is Personal Development (PD)?

PD focuses on developing the "whole child," nurturing their social, emotional, and moral wellbeing alongside their academic skills. Through PD, your child will:

- Build **self-confidence** and a positive sense of self.
- Develop **strong communication skills**.
- Learn to make **responsible choices**.
- Foster **healthy relationships**.
- Understand and practice **British Values**.
- Become **active citizens** who contribute positively to society.

Looking Ahead:

Throughout the year, the PD program will cover a range of topics that build on the foundation of personal safety. These will include:

- Mental health and wellbeing
- Healthy lifestyles
- Careers and aspirations
- Citizenship and social responsibility

We will keep you updated on upcoming PD topics through regular newsletters and school communications.

Together, we can ensure a successful and enriching learning journey for your child at The East Manchester Academy!

Rationale



Why Personal Development Matters

Personal development is significant in equipping young people with the knowledge, skills, and values they need to lead healthy, safe, and fulfilling lives. It helps them develop:

- **Resilience:** The ability to bounce back from challenges and setbacks.
- **Self-awareness:** A deep understanding of their own strengths, weaknesses, and emotions.
- **Social skills:** The capacity to build and maintain positive relationships.
- **Decision-making skills:** The ability to make informed choices about their health, relationships, and future.

A Comprehensive Approach

Our Personal Development curriculum is informed by safeguarding information from local, national, and global sources. This ensures that our students are protected from harm and equipped with the knowledge to stay safe.

The curriculum covers a wide range of topics, including:

- **Personal Safety:** Teaching students how to stay safe online and offline.
- **Sex and Relationship Education:** Providing age-appropriate information about relationships, sexuality, and consent.
- **Health and Wellbeing:** Promoting physical and mental health, including healthy eating, exercise, and stress management.
- **Financial Education:** Teaching students about money management, budgeting, and saving.
- **Careers:** Helping students explore career options and develop the skills they need to succeed in the workplace.
- **Community and Responsibility:** Encouraging students to become active and responsible citizens.
- By integrating PSHE into our curriculum, we aim to equip our students with the tools they need to thrive in the 21st century. We believe that a well-rounded education, which includes life skills alongside academic subjects, is essential for preparing our students for success in all aspects of their lives.

Why Personal Safety in Year 11 - Half Term 1?



- Personal safety education goes beyond just physical security. It encompasses a comprehensive understanding of physical and emotional well-being. During Half Term 1, we'll explore essential topics like:
- **Urinary Tract Infections (UTIs) and Personal Hygiene:** We'll discuss maintaining good hygiene practices to prevent UTIs and promote overall health.
- **Testicular/Cervical Health:** We'll provide students with accurate information about male and female reproductive health, empowering them to make informed choices.
- **Sexually Transmitted Infections (STIs):** Students will gain valuable knowledge about STIs, prevention methods, and responsible sexual health practices.
- **Breast Health (Male and Female):** This session addresses the importance of self-awareness and early detection in maintaining breast health for all genders.
- **Irregular Periods:** We'll provide a safe space for students to understand menstruation and address concerns about irregular cycles.
- **Bowel Health:** Students will learn about maintaining a healthy digestive system and recognising potential issues.
- By fostering open communication and addressing these vital topics, we equip students with the knowledge and confidence to prioritise their well-being and navigate personal health with self-assurance. We encourage you to discuss these topics with students, reinforcing the positive messages learned in class. Together, we can create a supportive environment where students feel empowered to ask questions and make informed decisions about their personal health.



Lesson 1 – UTI's and Personal Hygiene

Urinary Tract Infections (UTIs) are a common health concern, particularly among young adults. During Year 11 Personal Development, we address UTIs and personal hygiene for several important reasons



Empowering Students: UTIs can cause discomfort and disrupt daily life. Understanding the symptoms and self-care strategies empowers students to manage their health effectively. Early detection and intervention can also prevent complications.

Promoting Good Hygiene: Proper personal hygiene, particularly genital and perineal hygiene (the area between the genitals and rectum), plays a significant role in preventing UTIs. By discussing hygiene practices, we equip students with the knowledge to minimise their risk of infection.

Building Confidence: Openly discussing UTIs and hygiene in a safe environment allows students to ask questions and address concerns without embarrassment. This fosters confidence in managing their personal health independently.

Focus on Symptoms and Self-Care:

Our lessons focus on recognizing UTI symptoms, including:

- Frequent urination
- Pain or burning during urination
- Urgent need to urinate (urgency)
- Blood in the urine (less common)
- Lower abdominal pain (may feel like pressure in the bladder)
- We also address self-care strategies, such as:
- Increasing fluids, particularly water
- Frequent urination to flush out bacteria
- Over-the-counter pain relievers (with parental guidance)
- Maintaining good hygiene practices

Importance of Genital and Perineal Hygiene:

- Lessons will emphasise the importance of proper genital and perineal hygiene to prevent UTIs. This includes:
- Wiping from front to back after using the toilet
- Washing with plain water or a mild, fragrance-free cleanser
- Avoiding douches or harsh soaps that can disrupt natural flora
- Keeping the genital area clean and dry



National Health Service (NHS):

<https://www.nhs.uk/conditions/urinary-tract-infections-utis/>



National Health Service (NHS):

https://www.betterliveshealthyfuturesbw.nhs.uk/learning_resource/hygiene-and-personal-care/

Brook:

<https://www.brook.org.uk/your-life/keeping-clean/>



Lesson 2 – Testicular and Cervical Health

In Year 11 Personal Development, we address testicular and cervical health for several crucial reasons:

- **Early Detection Saves Lives:** Testicular and cervical cancers are highly treatable when detected early. Equipping students with the knowledge to recognise symptoms encourages self-awareness and empowers them to seek help promptly.
 - **Testicular Cancer:** Testicular cancer is the most common cancer in young men (aged 15-40) in the UK. However, the good news is that it also has one of the highest survival rates, exceeding 95% with early detection and treatment.
 - **Cervical Cancer:** While cervical cancer is less common in young women, the Human Papillomavirus (HPV) vaccine offers significant protection. Understanding the importance of cervical screening and vaccination empowers students to make informed choices about their health.
- **Promoting Self-Awareness:** By educating students about normal testicular and cervical anatomy, we encourage regular self-examination. This allows them to identify any potential changes and seek professional advice sooner rather than later.
- **Open Communication:** Creating a safe space for discussion dismantles stigma and encourages students to openly discuss any concerns they may have with a healthcare professional.

Focus on Education:

Our lessons will focus on:

- **Testicular Self-Examination:** We'll teach students the proper technique for self-examination to identify potential lumps or changes in the testicles.
- **Symptoms of Testicular Cancer:** Students will learn about symptoms such as lumps, swelling, pain, or changes in size or consistency.
- **Cervical Health and HPV:** We'll discuss the importance of the HPV vaccine and cervical screening (smear tests) for early detection of cervical abnormalities.
- **Healthy Habits:** Lessons will emphasise the importance of healthy lifestyle choices for overall well-being.



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Testicular Cancer UK: <https://www.testicularcanceruk.com>

(UK-based charity providing information and support for testicular cancer patients and survivors)

Macmillan Cancer Support:

<https://www.macmillan.org.uk/cancer-information-and-support/testicular-cancer> (UK-based charity offering support for all types of cancer, including testicular cancer)National

Jo's Cervical Cancer Trust: <https://www.jostrust.org.uk/> (UK-based charity dedicated to cervical cancer prevention and support)Cervical

Cancer Action: <https://www.jostrust.org.uk/get-involved/campaign/cervical-cancer-prevention-week> (UK-based charity raising awareness about cervical cancer)NHS - Cervical

Screening: <https://www.cancer.gov/types/cervical/screening> (Provides information on cervical screening and resources for women in the UK)

Lesson 3 – Sexually Transmitted

Infections

As part of our Year 11 Personal Development program, we address Sexually Transmitted Infections (STIs) for several important reasons:



Empowering Informed Choices: STIs are a significant public health concern, particularly among young adults. Equipping students with accurate knowledge empowers them to make informed choices about their sexual health and minimise their risk of infection.

Promoting Safe Practices: By understanding the different types of STIs, their symptoms, and potential consequences, students are better prepared to adopt safe sexual practices such as condom use.

Early Detection and Treatment: Learning about common STI symptoms and treatment options encourages students to seek help promptly if they experience any concerns. Early diagnosis and treatment can prevent serious health complications.

Combating Stigma: Creating a safe space for open discussion helps dismantle the stigma surrounding STIs. This empowers students to ask questions without judgement and access appropriate support if needed.

What We Cover in Lessons:

- Our lessons will utilise reliable resources from Brook Advisory, a leading sexual health and wellbeing charity in the UK. We'll cover the following topics:
- **Types of STIs:** Students will learn about common STIs like Chlamydia, Gonorrhoea, HPV, and HIV.
- **Symptoms and Transmission:** We'll discuss the signs and symptoms of different STIs and how they are transmitted through sexual contact.
- **Testing and Treatment:** Information will be provided on STI testing options and available treatment methods.
- **Prevention:** The importance of safe sex practices, including condom use, will be emphasised.

Brook Advisory: <https://www.brook.org.uk/> (Leading sexual health and wellbeing charity offering information and support on STIs)



National Health Service (NHS): <https://www.nhs.uk/conditions/sexually-transmitted-infections-stis/> (Comprehensive information on STIs, symptoms, testing, and treatment)

FPA (Family Planning Association): <https://www.fpa.org.uk/> (Information on different STIs, prevention, and talking to your child)



Lesson 4 – Breast Health

Breast health is a crucial aspect of overall well-being, and it's important for everyone, regardless of gender. In Year 11 Personal Development, we address breast health for both males and females for several reasons:



Empowering Self-Awareness: Early detection is key in managing any potential breast health concerns. By learning self-examination techniques, students can become more aware of their bodies and identify any changes promptly.

Understanding Normal Anatomy: Equipping students with knowledge about normal breast tissue variations ensures they can distinguish between normal changes and potential concerns.

Symptoms of Breast Cancer: Lessons will cover the signs and symptoms of breast cancer in both men and women, including lumps, changes in size or shape, and nipple discharge.

Importance of Early Detection: Early diagnosis and treatment of breast cancer significantly improve the chances of successful recovery. We emphasise the importance of seeking professional advice if any concerns arise.

Breastfeeding Benefits (Females): We will explore the well-documented health benefits of breastfeeding for both mothers and babies. This fosters informed decision-making when considering feeding options.

Understanding Breast Changes:

- **Males:** While less common, men can also experience breast tissue changes and breast cancer. We address the importance of self-awareness and recognising potential lumps or changes in the chest area.
- **Females:** Lessons will discuss the various hormonal changes throughout a woman's life that can affect breast tissue, such as menstruation, pregnancy, and menopause. We emphasise that these changes are normal and not necessarily indicative of a problem.

Self-Examination Techniques:

- Students will learn appropriate self-examination techniques for both males and females, emphasising the importance of conducting checks regularly.

National Health Service (NHS):

<https://www.nhs.uk/conditions/breast-cancer/>

(Provides general information on breast health, including self-examination techniques)



CoppaFeel!:

<https://www.coppafeel.org/> (UK charity raising awareness about breast cancer in young people)



Breast Cancer Now: <https://breastcancernow.org/>

(Leading UK breast cancer charity offering information and support)

La Leche League GB:

<https://www.laleche.org.uk/> (UK charity offering support and information to breastfeeding mothers)



Lesson 5 – Irregular Menstruation

Your menstrual cycle is a natural part of being female, and it can vary from person to person. During Year 11 Personal Development, we address irregular menstruation for several reasons:



Promoting Cycle Awareness: Understanding a normal cycle allows young people to recognise variations and potential concerns. This fosters informed decision-making about her health.

Alleviating Anxiety: Irregular periods can cause anxiety. We provide information to reduce unnecessary worry and encourage open communication.

Seeking Professional Help (if needed): We emphasise the importance of seeking medical advice if her periods are very irregular, infrequent, or excessively heavy.

What is Irregular Menstruation?

- An irregular period is a cycle that isn't consistent in length, frequency, or flow. It's common during the first few years after starting her period. However, significant changes or consistent irregularity warrant further attention.

Signs of Irregular Menstruation:

- Cycles lasting less than 21 days or more than 35 days
- Missing periods for three months in a row (amenorrhoea)
- Extremely heavy or light bleeding
- Bleeding between periods

Self-Care Tips for Irregular Periods:

- **Maintaining a Healthy Weight:** Fluctuations can affect her cycle.
- **Balanced Diet:** Proper nutrition supports hormonal health.
- **Regular Exercise:** Physical activity can regulate cycles.
- **Stress Management:** Stress can disrupt her menstrual cycle.
- **Medical Conditions Linked to Irregular Periods:**

Some medical conditions can affect cycles, such as:

- **Polycystic Ovary Syndrome (PCOS):** This hormonal imbalance can cause irregular periods, weight gain, and excess hair growth.
- **Endometriosis:** This condition involves tissue like the uterine lining growing outside the uterus, leading to pain and irregular periods.

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National Health Service (NHS):

<https://www.nhs.uk/conditions/periods/>

(Provides comprehensive information on periods, including self-care tips and healthy habits)



The Eve Appeal:

<https://www.eveappeal.org.uk/> (UK charity raising awareness about gynecological health conditions)



Bloody Good Period:

<https://bloodygoodperiod.com/> (UK social enterprise promoting menstrual health education)

Lesson 6 – Bowel Health

Bowel health is an important aspect of overall well-being, often overlooked but impacting how we feel and function. In Year 11 Personal Development, we address bowel health for several reasons



Promoting Healthy Habits: Understanding the link between diet and healthy bowel movements empowers students to make informed food choices that benefit their digestive system.

Recognising Normal Bowel Function: We educate students about the characteristics of healthy bowel movements, including frequency, consistency, and form, so they can identify potential concerns.

Early Detection of Bowel Cancer: By learning about the signs and symptoms of bowel cancer, students are encouraged to seek help if they experience any worrying changes.

Healthy Diets and Bowel Function:

- **Fibre-Rich Foods:** Diets rich in fibre (fruits, vegetables, whole grains) promote regular bowel movements and gut health.
- **Hydration:** Drinking plenty of fluids helps keep stools soft and easier to pass.
- **Limiting Processed Foods and Sugary Drinks:** These can contribute to constipation and digestive issues.

Signs and Symptoms of Bowel Cancer:

- Persistent changes in bowel habits (constipation, diarrhoea, or a change in stool consistency)
- Blood in the stool
- Unexplained weight loss
- Abdominal pain or bloating
- Feeling like you haven't completely emptied your bowels after going to the toilet

When to Seek Medical Help:

- If you experience any of the signs and symptoms of bowel cancer for several weeks
- If you have persistent rectal bleeding
- If you have severe abdominal pain or unexplained weight loss

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- **Bowel Cancer UK - Symptoms of bowel cancer:**
- <https://www.bowelcanceruk.org.uk/how-we-can-help/our-awareness-work/> (Provides detailed information on symptoms to watch for)



- **Cancer Research UK - Bowel cancer symptoms:**
- <https://www.cancerresearchuk.org/about-cancer/bowel-cancer/symptoms> (Additional information on symptoms from Cancer Research UK)

The IBS Network: <https://www.theibsnetwork.org/>
(UK charity providing information and support for people with Irritable Bowel Syndrome)



Half Term 2 – Sex and Relationships Education



Why is SRE Important for Year 11 Students?

The UK government recognises the importance of providing young people with the knowledge and skills they need to develop healthy relationships and make informed choices about their sexual health. SRE is a statutory requirement for all schools, ensuring that students have access to accurate and age-appropriate information.

This half-term, Year 11 students will be exploring the following topics:

- **Pregnancy and the Role of the Partner:** Understanding the physical and emotional changes that occur during pregnancy, the role of the partner, and the responsibilities of parenthood.
- **Abortion and Contraception:** Learning about the different types of contraception, their effectiveness, and how to access them. Understanding the process of abortion and the emotional and physical implications.
- **Developmental Needs of a Child:** Exploring the physical, emotional, and social development of children, including the importance of nurturing and responsive care.
- **Developmental Needs in Adolescence:** Understanding the physical, emotional, and social changes that occur during adolescence, including the importance of self-esteem, identity, and relationships.
- **Miscarriage and Stillbirth:** Learning about the emotional impact of miscarriage and stillbirth, and where to seek support.

Pregnancy and the Role of the Partner



Why is it Important to Teach About Pregnancy and the Role of the Partner?

Understanding the complexities of pregnancy and the role of the partner is crucial for young people to make informed decisions about their sexual health and future. By exploring these topics, students can develop a deeper understanding of the physical, emotional, and social implications of parenthood.

What We Teach

•Biology of Pregnancy:

- The process of fertilisation and implantation
- The stages of fetal development
- The physical changes experienced by pregnant individuals

•Basics of Pregnancy:

- Prenatal care
- Healthy lifestyle choices during pregnancy
- The birthing process
- Postpartum care

•Emotional Role of the Non-Expecting Partner:

- Providing emotional support
- Understanding and responding to the emotional needs of the pregnant partner
- Adjusting to the role of a parent
- Sharing household responsibilities and childcare duties

Signposting and Information Links

For more information, parents and teachers can consult the following resources:

- NHS: <https://www.nhs.uk/>
- FPA: <https://www.fpa.org.uk/>
- NCT: <https://www.nct.org.uk/>
- Tommy's: <https://www.tommys.org/>

Abortion and Contraception



Why is it Important to Teach About Contraception and Abortion?

Understanding contraception and abortion is crucial for young people to make informed decisions about their sexual health and future. By exploring these topics, students can develop the knowledge and skills to protect themselves from unintended pregnancies and sexually transmitted infections (STIs).

What We Teach

Contraception

•Different Types of Contraception:

- Hormonal methods (pill, patch, injection, implant)
- Barrier methods (condoms, diaphragms)
- Intrauterine devices (IUDs)
- Emergency contraception

•Importance of Consistent and Correct Use:

- The importance of using contraception correctly and consistently
- The impact of incorrect or inconsistent use on effectiveness

•Accessing Contraception:

- Where to get advice and contraception
- Understanding confidentiality and consent

Abortion

•Definition of Abortion: The termination of a pregnancy.

•Different Types of Abortion Procedures:

- Medical abortion (pill-based)
- Surgical abortion

•Legal Status of Abortion in the UK:

- Abortion is legal in the UK under certain circumstances.

•Reasons for Choosing Abortion:

- Personal circumstances, health reasons, or unexpected pregnancy.

•Emotional and Physical Impact of Abortion:

- The range of emotions people may experience after an abortion
- The physical recovery process

Signposting and Information Links

For more information, parents and teachers can consult the following resources:

- NHS: <https://www.nhs.uk/>
- FPA: <https://www.fpa.org.uk/>
- Brook: <https://www.brook.org.uk/>
- British Pregnancy Advisory Service (BPAS): <https://www.bpas.org/>

Developmental Needs in Adolescence

Why is it Important to Teach About Developmental Needs in Adolescence?

Understanding the physical, emotional, and social changes that occur during adolescence is crucial for young people's well-being. By exploring these topics, students can develop a better understanding of themselves and their peers, and make informed decisions about their health and relationships.



What We Teach

Physical Development:

- **Growth Spurts:** Rapid physical changes in height, weight, and muscle development.
- **Puberty:** Physical maturation of sexual organs and secondary sex characteristics.
- **Brain Development:** The prefrontal cortex, responsible for decision-making and impulse control, continues to develop.
- **Sleep Needs:** Teenagers typically require 8-10 hours of sleep per night.

Emotional and Social Development:

- **Identity Formation:** Exploring personal identity, values, and beliefs.
- **Relationships:** Building and maintaining healthy relationships with friends, family, and romantic partners.
- **Emotional Regulation:** Learning to manage emotions effectively.
- **Mental Health:** Understanding common mental health issues and seeking support when needed.
- **Risk-Taking Behaviour:** Making informed decisions and avoiding risky behaviours.

Signposting and Information Links

For more information, parents and teachers can consult the following resources:

- **NHS:** <https://www.nhs.uk/>
- **Young Minds:** <https://www.youngminds.org.uk/>
- **Childline:** <https://www.childline.org.uk/>

Miscarriage and Stillbirth



Why is it Important to Teach About Miscarriage and Stillbirth?

Understanding miscarriage and stillbirth is important for young people to be aware of the potential complexities of pregnancy and parenthood. By learning about these topics, students can develop empathy and support for those who have experienced pregnancy loss.

What We Teach

•Miscarriage:

- The unexpected loss of a pregnancy before 24 weeks.
- Common causes of miscarriage.
- Physical and emotional effects of miscarriage.

•Stillbirth:

- The loss of a baby after 24 weeks of pregnancy but before birth.
- Common causes of stillbirth.
- The physical and emotional impact of stillbirth.

•Grief:

- A natural response to loss, which can include sadness, anger, and confusion.
- The importance of acknowledging and processing grief.
- Seeking support from family, friends, or mental health professionals.

•Support:

- Talking to a trusted adult, friend, or counselor can help with coping with grief.
- Support groups and online communities can provide a space for sharing experiences and connecting with others who have experienced similar loss.

Signposting and Information Links

For more information, parents and teachers can consult the following resources:

•**Tommy's:** A charity dedicated to preventing baby loss and supporting bereaved parents.

•<https://www.tommys.org/>

•**Sands:** A charity supporting anyone affected by the death of a baby.

•<https://www.sands.org.uk/>

•**NHS:** <https://www.nhs.uk/>

Half Term 3 – Careers



This half term, Year 11 students will be focusing on Careers Education, a crucial element that aligns perfectly with TEMA's core values and aspirations for our students. As outlined in our "TEMA Offer", we aim to equip all students with the skills, abilities, and qualifications to pursue fulfilling careers. Careers Education plays a vital role in achieving this goal.

Our approach to Careers Education is built around the Gatsby Benchmarks, a national framework designed to ensure all young people receive effective careers guidance. These benchmarks emphasise the importance of providing students with:

- **The full range of post-16 options:** We explore apprenticeships, college applications, university options, and part-time employment to ensure students understand all available pathways.
- **Career exploration opportunities:** This half term includes sessions on exploring careers through online resources and activities.
- **Experiences of work:** We delve into volunteering and work experience opportunities, allowing students to gain practical skills and insights into potential careers.
- **Encounters with employers and higher education providers:** We strive to bring in guest speakers from various professions and universities to provide students with firsthand knowledge.
- **Personal guidance:** Teachers and careers advisors offer personalised support and guidance throughout the application process.

Content Delivered This Half Term:

- **College Applications and Managing Admin:** We'll guide students through the college application process, including navigating online platforms, deadlines, and required paperwork.
- **Apprenticeships and How to Find Them:** Explore the world of apprenticeships, highlighting the benefits and opportunities available. Learn how to research and apply for apprenticeships through dedicated platforms and resources.
- **Looking for Part-Time Work:** We'll equip students with the skills to find suitable part-time work, emphasising CV writing and interview techniques.
- **Applying to University and Exploring Careers:** Students delve into the university application process, including researching courses, writing personal statements, and preparing for admissions tests. We'll also explore online tools and resources for career exploration.
- **Volunteering and Work Experience:** Understand the importance of volunteering and work experience in building a strong CV and gaining valuable skills. We'll guide students on finding suitable opportunities.

By equipping students with the knowledge, skills, and confidence to navigate their career paths, we empower them to achieve excellence and fulfil their aspirations. This Careers Education programme, aligned with our TEMA Offer and the Gatsby Benchmarks, is a crucial step in launching successful futures for our Year 11 students.

College Applications

Why are College Applications Important?

Choosing the right post-16 path is a significant decision. We dedicate time to college applications to ensure our students are well-prepared and confident in their choices. Our goal is to guide students towards the best possible options for their future.



What We Teach

• Understanding Your Options:

- Exploring different post-16 options, including A-levels, BTECs, and other vocational qualifications.
- Discussing the pros and cons of each option to help students make informed decisions.

• Researching Colleges:

- Providing a list of local sixth form colleges and universities, such as:
 - **Local Sixth Form Colleges:**
 - Connell Sixth Form College
 - Loreto College
 - Xaverian College
 - Manchester College

• Writing Effective Personal Statements:

- Providing guidance on structure, content, and tone.
- Offering feedback and support on drafts.
- Encouraging students to highlight their strengths, achievements, and aspirations.

• Navigating the Application Process:

- Explaining the application process for different colleges and universities.
- Helping students meet deadlines and submit required documents.
- Providing support with UCAS applications and college application forms.

• Choosing the Right Post-16 Route:

- Considering students' academic strengths, interests, and career aspirations.
 - Offering personalised advice and guidance.
 - Helping students make informed decisions about their future.
- By providing comprehensive support and guidance, we aim to equip our students with the skills and knowledge they need to make informed decisions about their future.

Apprenticeships



Why Apprenticeships?

Apprenticeships offer a fantastic opportunity to gain practical experience and earn a salary while studying. They're a great way to kickstart a career, and many employers value apprenticeships as a way to recruit and train their future workforce.

What We Teach

•Understanding Apprenticeships:

- Explaining what an apprenticeship is and how it works
- Discussing the different levels of apprenticeships (Level 2, Level 3, Degree Apprenticeships)
- Highlighting the benefits of apprenticeships, including earning while learning and gaining valuable work experience

•Finding Apprenticeship Opportunities:

- Using online resources to find apprenticeship vacancies, such as:

•Government Apprenticeship Service:

<https://www.gov.uk/apply-apprenticeship>

•Find an Apprenticeship:

<https://www.findapprenticeship.service.gov.uk/>

•**Local Job Centres:** Local job centres can provide personalised advice and support.

•**Networking:** Building relationships with employers and industry professionals to learn about apprenticeship opportunities.

•Application Process:

- Creating a strong CV and cover letter
- Preparing for interviews and assessments
- Understanding the importance of research and tailoring applications to specific roles

•Local Apprenticeship Opportunities:

- Exploring local apprenticeship opportunities in Manchester and the surrounding areas, particularly in sectors like engineering, healthcare, IT, and business.

By understanding the benefits of apprenticeships and learning how to find and apply for them, students can make informed decisions about their future careers.

Looking for Part Time Work

Why is it Important to Teach About Part-Time Work?

Part-time work can provide valuable experience, financial independence, and a sense of responsibility. By understanding the basics of job seeking and employment rights, students can successfully balance their studies with part-time work.



- **What We Teach**

- **Understanding UK Employment Laws:**

- Minimum wage requirements for different age groups
- Working hours and overtime regulations
- Health and safety in the workplace
- Contract of employment and payslips

- **Finding Part-Time Jobs:**

- Using online job boards (e.g., Indeed, Gumtree)
- Networking with friends, family, and local businesses
- Using local job centres

- **Creating a Strong CV:**

- Tailoring CVs to specific job roles
- Highlighting relevant skills and experiences
- Using clear and concise language

- **Interview Skills:**

- Preparing for common interview questions
- Practicing effective communication and body language
- Dressing appropriately for interviews

- **Job Application Process:**

- Completing application forms accurately and on time
- Writing cover letters
- Following up on applications

- By equipping students with these essential skills, we empower them to successfully navigate the job market and balance their studies with part-time work.

Writing a C.V.



Why is it Important to Teach About CV Writing?

A well-crafted CV is essential for securing job interviews and landing your dream job. By teaching students the fundamentals of CV writing, we empower them to present themselves effectively to potential employers.

- **What We Teach**

- **Understanding the Purpose of a CV:**

- A CV is a summary of your skills, experience, and qualifications.
- It's a marketing tool to showcase your strengths and abilities.

- **Structuring Your CV:**

- **Personal Information:** Name, address, contact details, and date of birth.
- **Education and Qualifications:** Most recent qualifications first, including exam results and grades.
- **Work Experience:** Relevant part-time jobs, volunteering, or work experience placements.
- **Skills:** Soft skills (e.g., communication, teamwork, problem-solving) and technical skills (e.g., IT, languages).
- **Interests and Hobbies:** Optional section to showcase personality and interests.

- **Writing Effective CV Content:**

- Using clear, concise, and action-oriented language.
- Quantifying achievements (e.g., "Increased sales by 20%")
- Tailoring your CV to specific job applications.

- **Formatting and Presentation:**

- Using a professional and easy-to-read format.
- Proofreading carefully for errors in grammar and spelling.
- Choosing a clear and professional font.

- By mastering these essential CV writing skills, students can increase their chances of securing job interviews and landing their desired roles.

Applying to University and Exploring Careers



Why is it Important to Teach About University Applications and Career Exploration?

Making informed decisions about higher education and future careers is crucial for young people's success. By providing guidance and support, we aim to empower students to make informed choices and achieve their goals.

What We Teach

•Understanding University Applications:

- Explaining the UCAS application process, including deadlines and requirements.
- Guiding students on choosing suitable courses and universities.
- Providing advice on personal statement writing, highlighting the importance of showcasing strengths and motivations.

•Researching University Courses:

- Using online resources to explore different degree courses and universities.
- Considering factors such as course content, entry requirements, and university facilities.

•Preparing for University Interviews:

- Practicing common interview questions and techniques.
- Developing effective communication and presentation skills.

•Exploring Career Paths:

- Using online tools and resources to research different careers.
- Identifying transferable skills and how they can be applied to various professions.
- Considering the impact of personal interests and values on career choices.

•Making Informed Decisions:

- Weighing the pros and cons of different options.
- Setting realistic goals and creating a plan to achieve them.
- Seeking advice from teachers, careers advisors, and other professionals.

By providing comprehensive support and guidance, we aim to equip our students with the skills and knowledge they need to make informed decisions about their future.

Volunteering and work experience



Why is it Important to Teach About Volunteering and Work Experience?

Volunteering and work experience provide invaluable opportunities for personal and professional development. By gaining practical experience and developing key skills, students can enhance their CVs, boost their confidence, and gain a better understanding of the world of work.

What We Teach

•The Benefits of Volunteering and Work Experience:

- Developing transferable skills (e.g., communication, teamwork, problem-solving)
- Gaining real-world experience
- Building a strong CV
- Networking with professionals
- Giving back to the community

•Finding Volunteer Opportunities:

- Using online platforms like Volunteer England and Do-it
- Contacting local charities and community organizations
- Checking with schools, colleges, and universities

•Securing Work Experience Placements:

- Networking with family, friends, and professionals
- Researching companies and industries of interest
- Writing effective cover letters and CVs
- Preparing for interviews and work placements

•Making the Most of Volunteering and Work Experience:

- Being punctual, reliable, and respectful
- Taking initiative and showing enthusiasm
- Learning from experienced professionals
- Reflecting on experiences and setting goals

•Legal Considerations:

- Understanding employment laws and regulations, particularly for young people
- Being aware of health and safety guidelines

By encouraging students to engage in volunteering and work experience, we help them develop the skills and confidence needed to succeed in their future careers.

Resources



Useful Resources for Parents and Teachers: Careers Guidance for Year 11 Students

Here are some valuable resources to help guide Year 11 students and their parents/teachers in making informed decisions about their future careers:

Government Websites:

- **National Careers Service:** Offers a wealth of information on careers, apprenticeships, and further education.

- Website: <https://nationalcareers.service.gov.uk/>

- **GOV.UK:** Provides information on a range of topics, including education, employment, and benefits.

- Website: <https://www.gov.uk/>

Career Exploration Tools:

- **ICAP:** Offers a range of career assessment tools and guidance.

- Website: [invalid URL removed]

- **Ucas:** Provides information on university courses and the application process.

- Website: <https://www.ucas.com/>

Apprenticeship Resources:

- **Find an Apprenticeship:** Helps you find apprenticeship vacancies across England.

- Website: <https://www.findapprenticeship.service.gov.uk/>

General Career Advice:

- **The Prince's Trust:** Offers support and guidance for young people, including help with job searching and CV writing.

- Website: <https://www.princes-trust.org.uk/>

- **The Careers & Enterprise Company:** Provides resources and support for schools and colleges to deliver effective careers education.

- Website: <https://www.careersandenterprise.co.uk/>