

Rivers



Education Support Centre

KS4 Employability Curriculum Overview

2026/27

Curriculum Overview

The City and Guilds Employability qualification is designed to support students to prepare for further study such as 6th form, college or apprenticeships. They will learn skills to successfully navigate the process of applying, interviewing and networking for a job by learning about CV's, completing application forms and practising techniques that they will need for successful independent living.

Purpose of Study:

We strive to link Employability to all subjects and look at how the subject's students are studying, link to the real world of work. Throughout the program of study, we make explicit links to careers and the world of work. In addition to subject-specific links, we will explicitly reinforce the skills and attitudes which support what Hertfordshire Employers are saying they need from their future workforce.

The study program includes:

Career planning and making applications – Pupils will;

- research career option
- have a career guided interview
- research apprenticeships and jobs
- identify their skills
- complete a CV
- research colleges
- complete a college application form and apply for college
- prepare for interviews
- have a mock interview
- visit FE provision and meet with Employers.

Work-based experience – Pupils will;

- prepare for work experience
- apply for work experience
- plan their journey
- carry out a work experience placement for a week
- evaluate the work experience placement.

Investigating Rights and Responsibilities at work – Pupils will;

- learn about employee and employer rights and responsibilities
- learn about the Equality act 2010 and how it protects them and others in the workplace, education and wider society
- how to access support in the workplace
- investigate laws that will protect them in the workplace
- research employer's responsibilities regarding health and safety, human rights, equal opportunities and employment law.

Underpinning all the learning aims is the school aims of Respect, Relationships, Resilience and Readiness.

Why this subject is important:

Teaching employability at KS4 (ages 14-16) is critical as it bridges the gap between academia and the working world. It equips pupils with essential soft skills such as communication, teamwork and resilience and helps them navigate post-16 career choices, such as apprenticeships or further

education. Pupils also gain confidence to question and discuss issues that may affect their own lives, their immediate community, and the world.

Half term 1

- Sources of where to get, information, advice, and guidance
- Options available after year 11
- Research Career options
- Investigate Career Options
- Agree on a Career Pathway
- Look at sources of information for jobs, training and college courses
- Find a vacancy or college course

Half term 2

- Skills, qualifications, strengths and qualities
- How to write a personal statement
- Complete a CV
- How are candidates selected for interview
- Practice application forms
- Prepare for interviews
- Mock Interview (offsite)

Half term 3

- Suggest options and apply for work experience
- Relate it to future employment goals
- Work out transport routes and times
- Attend work experience interviews

Half term 4

- Attend work experience
- Learn from the workplace
- Resilience, relationships and building networks
- Transferable skills
- Health and Safety at work

Half term 5

- The difference between rights and responsibilities
- how rights and responsibilities relate to the pupil code of conduct
- Understand the rights and responsibilities in the workplace
- Employee and employer responsibilities are in the workplace
- The importance of respect in the workplace

Half term 6

- How to access sources of help in the workplace
- Laws that protect employees and employers
- Employer responsibilities with reference to: Fulfilling employment law, Health and safety, Human rights and Equal Opportunities

Promoting British Values:

We will discuss the **Equality Act 2010** and **health and safety regulations** to show how rules ensure fair, safe, and lawful working environments.

Take part in mock interviews or peer-feedback sessions that require students to actively listen, collaborate, and respect diverse backgrounds.

Students will debate workplace ethics and explore their rights to freedom of expression versus professional responsibilities

Useful websites:

<https://www.cityandguilds.com/qualifications-and-apprenticeships/skills-for-work-and-life/employability-personal-and-social-development/5546-employability-skills#tab=information>

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