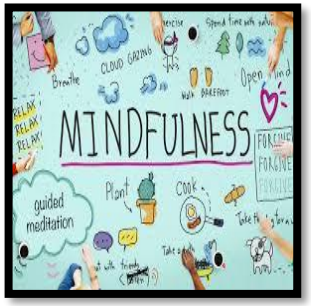
PSHE Knowledge Organiser

Year Group: 9
Topic: Setting Goals
Half Term: Autumn Two

The dictionary definition of "transferable" is something which "can be used in a different situation, or for a different purpose." Throughout school we gain transferable skills. These are skills which we can apply to other areas of our lives, such as future careers. Skills such as adaptability and using initiative are often valued by potential employers, as many jobs will require you to adapt and react as situations change. An A and E nurse would be an example of a career which requires these skills. These skills are gained through various different activities both inside and outside of lessons. Speaking and listening tests in English will help you develop communication skills, for example.

One way to demonstrate your skills and strengths to a potential employer is through a CV. Most jobs require one of these as part of the application process. This is similar to an advert – a potential employer may spend no longer than 30 seconds skimming a CV, so it is important that your CV is short, (no more than two sides of A4) and clearly laid out to demonstrate your strengths. You should include information such as name and contact details, skills and how they would help you to be good at the job, education and qualifications, work experience, interests and referees (these are usually previous teachers or employers who will tell the potential employer how well you performed in a previous role). To make your CV stand out, you should tailor it for the job you are applying for.

The definition of wellbeing is "a positive sense of wellbeing which enables an individual to be able to function in society and meet the demands of everyday life." Thinking about our future and which direction we want our life to take can be daunting and can sometimes make us feel stressed or anxious. Whilst it is good to be motivated and want to work hard to achieve our goals, it is important to have a way of coping with and managing our emotions to protect our mental health. As well as practical steps, such as ensuring we are organised, mindfulness activities can help us to do this. There is a link on the table to some mindfulness activities you may wish to try at home.



When choosing GCSE options, it is important to consider what career we would like to go in to. This can help us to make sure that the qualifications we are working towards will give us the opportunity to pursue what we are passionate about. For example, if you wanted to pursue a career in civil engineering, then English, Maths and Science would be essential at GCSE, however, if you were hoping for a career as a lawyer, then History would also be a useful GCSE to have.

Further sources of information and advice.

The National Careers Service **https://nationalcareers.service.gov.uk/**	The National Careers Service is a government website which provides impartial advice about a range of careers, such as what they entail, entry requirements and average salary.
Barclays Life Skills **https://barclayslifeskills.com/young-people/**	Barclays Life Skills provides a huge amount of resources and guidance about transferable skills for the work place and how to develop them and creating a professional CV.
Time to Change: **https://www.time-to-change.org.uk/sites/default/files/1-Mindfulness%20activity%20book.pdf**	Time to Change is a charity which aims to end mental health discrimination. Funded by the Department of Health, they have produced a booklet of mindfulness activities to help you to manage your emotions and develop healthy coping strategies.
BBC Bitesize **https://www.bbc.co.uk/bitesize/careers**	BBC Bitesize has a whole section dedication to careers advice – it can help you with making decisions about GCSE options right through to deciding on a career.
Childline **https://www.childline.org.uk/** **0800 1111**	Childline is an organisation which provides non-judgmental; advice and support for young people. You can access their website, email, chat online or call them.