



# Careers Education Resources Catalogue

Classroom resources

October 2007

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# Careers Education Resources

## Loan and copyright agreement for borrowers

### **Loans:**

Items loaned to you are your responsibility. Please ensure that they are returned within 3 weeks of borrowing.

You may incur a replacement charge in the event of loss or failure to return items on loan.

### **Copyright:**

Materials are loaned on the condition that users do not illegally copy them. If there is a "restricted copyright waiver" for the item, this applies to the **purchasing organization** and its staff only.

Any user found to be breaking copyright restrictions will be barred from future borrowing and held responsible for any action under the copyright laws.



# The Careers Education Resources Centre

## CATALOGUE OF CLASSROOM MATERIALS

The Careers Education Resources Centre (CERC) in Abingdon holds a comprehensive collection of classroom materials to support the delivery of careers education. It also contains professional development materials and publications to help those who plan and deliver careers education programmes. Please see the copyright statement for conditions of use.

Careers education has a specific role in preparing young people for their future careers. It aims to help them to:

- understand themselves and develop their capabilities;
- learn how to investigate career opportunities;
- manage their careers using planning, decision making, negotiation and self presentation skills.

Careers education materials support and complement the Connexions agenda and the centre is being constantly developed to reflect this work. However, the resources held in the centre for loan have a careers education focus and do not include careers information materials or comprehensive personal development/PSHE support materials.

## BOOKING ARRANGEMENTS

Materials may be borrowed by:

- staff in Connexions Centres in Oxfordshire.
- teachers and lecturers in educational institutions across Oxfordshire (secondary and post-16)
- local Connexions partners who develop and use careers education activities with young people

A **named person** and full contact details are required before resources can be loaned. If you would like to discuss the materials available, please contact the Operational Support Services Team on **01235 536780**.

### **All materials are available for examination at the centre and/or for loan at:**

Connexions Centre  
Careers Education Resources Centre  
Publishing House  
62 Stert Street  
Abingdon  
Oxon OX14 3UQ

If you would like to visit the Centre it is advisable to telephone in advance and arrange a suitable time for your visit with a member of the operational support services team.

### **Loan Period**

The normal loan period is for **3 weeks**, which may be extended if there are no conflicting requests. It is important that all items borrowed are returned by the due date. We reserve the right to invoice individuals for the cost of replacing lost/overdue resources.

### **Receiving and returning publications**

Items can sometimes be posted to borrowers by special arrangement, or it may be possible to arrange for your Connexions personal adviser to collect and return materials. Please contact 01235 536780 to discuss your requirements.

## **PURCHASING MATERIALS**

If you would like to buy copies of a resource for your own use, we have an arrangement with Prospects Sales and Marketing so that you may be able to purchase items at a discount (subject to availability).

For details please contact Prospects.

**Tel: 01229 814840 Fax: 01229 814859**

**info@prospects-sales.co.uk**

**www.prospects-sales.co.uk**

## **CODING**

Within the topic areas, materials are grouped and coded by medium:

Paper / Book Format	<b>P</b>
Video / Audio	<b>V</b>
Game	<b>G</b>

Entries for each item show title, author/publisher and in most cases, a brief summary of content including relevant age/ability range.

**[WR]** In some cases, where an item fits into more than one category, a cross-reference topic code is given in bold font in brackets.

## **IDENTIFICATION**

For identification purposes, each item is also allocated a 4-digit acquisition number. Each item therefore has a code that looks like this:

**P/0123/WR**

## USING THE CATALOGUE

**Coding of classroom materials** to support the planning and delivery of Careers Education Programmes.

<i>Topic</i>	<i>Code</i>
<b>Careers Education: General – e.g. starter activities, packs that span a range of ages,</b>	<b>CG</b>
<b>Special Needs</b>	<b>SN</b>
<b>Years 7-8</b>	<b>Y7-8</b>
<b>Year 9</b>	<b>Y9</b>
<b>Year 10</b>	<b>Y10</b>
<b>Year 11</b>	<b>Y11</b>
<b>Post-16</b>	<b>P16</b>
<b>Equal Opportunities</b>	<b>EQ</b>
<b>Cross-curricular</b>	<b>CC</b>
<b>Work Related – e.g. using labour market information.</b>	<b>WR</b>
<b>Career Management skills – e.g. decision making, action planning, interview technique, self-esteem, presentation skills.</b>	<b>CM</b>

<b>Title</b>	<b>Code</b>
<p><b>100 Training Games</b>                      Gary Kroehnert 2001                      This is an invaluable source of lively, stimulating role-plays, simulations, and exercises, suitable for almost every conceivable kind of training program.</p>	<b>P/2439/CG</b>
<p><b>102 Extra Training Games</b>                      Gary Kroehnert 2001                      A follow on from the above for trainers and educators to apply to all different work situations and types of organisations.</p>	<b>P/2440/CG</b>
<p><b>20-20 Vision: Shaping our Future. Resource Pack for Teachers</b>                      The Industrial Society                      A series of exercises together with step-by-step instructions. Fully photocopiable. Broad based – covering work and preparation for adult life – and including sections on society, the media, local studies and drama.</p>	<b>P/2700/CG</b> <b>P/1012/CG</b>
<p><b>A Guide for Practitioners</b>                      VT Careers Management                      Getting the most out of: It's your choice, Which way now?                      Parents and Carers guide</p>	<b>P/2846/CG</b> <b>P/2847/CG</b>
<p><b>Aimhigher – Get into Higher Education: teaching materials for 13-16 year olds</b>                      DfES 2002                      This resource is for teachers to use in PSHE lessons to explain what HE is and the benefits to pupils. This resource may also be useful for Connexions PAs to use.</p>	<b>P/2568/CG</b>
<p><b>Aimhigher – Straight up</b>                      DfES 2002                      A J17 booklet about Higher Education for 13-16 year old girls.</p>	<b>P/2559/CG</b> <b>P/2560/CG</b>
<p><b>Aimhigher - Your kids, Their future</b>                      DfES 2002                      A parent's guide to their child's higher education. It contains interviews, Q&amp;A and where to go for more information.</p>	<b>P/2561/CG</b> <b>P/2562/CG</b>
<p><b>An alternative to exclusion</b>                      Chalkface 1999                      This pack can be used with students of all abilities who have behavioural problems. It is most suited to KS3 but could be used by older students. It is designed to be used as an individual programme.</p>	<b>P/2711/CG</b>
<p><b>Careers Action Programme</b>                      Essex Careers &amp; Business Partnership Limited                      A young person's guide to key stages 3 &amp; 4 and beyond. This pack has been developed to provide young people with the tools to make informed choices.</p>	<b>P/2701/CG</b> <b>P/2702/CG</b>

<b>Title</b>	<b>Code</b>
<p><b>Careers Allsorts</b>                      Highflyers 2002                      This tutor pack contains a range of stimulating and fun exercises and activities designed to liven up an 11 – 16 careers education programme. Alternatively they can be used as quick, fun fillers for use on careers and other activity days.</p>	<p><b>P/2589/CG</b>  <b>P/2590/CG</b></p>
<p><b>Careers can be Fun</b>                      Wiltshire Careers Guidance Services 1994                      Cartoons for Careers Work – to copy, photocopy or scan. Suitable for a range of ages and abilities.</p>	<p><b>P/0003/CG</b></p>
<p><b>Careers can be Fun (2)</b>                      Wilts Careers Guidance Services 1994                      As above, with additional cartoons.</p>	<p><b>P/0004/CG</b></p>
<p><b>Careers Challenges</b>                      Highflyers publishing 2003                      Supporting evidence based approaches to careers work. The pack contains 18 Careers Challenges, which are designed to allow students the freedom to decide how they want to tackle their own career learning.</p>	<p><b>P/2679/CG</b></p>
<p><b>Careers Crackers</b>                      Highflyers 2002                      This careers pack contains a range of stimulating and fun activities designed to stretch more able students in the 11–16 age range.</p>	<p><b>P/2769/CG</b>  <b>P/2552/CG</b></p>
<p><b>Careers Education and Citizenship Years 7–11</b>                      Career Productions 2000                      This pack has been devised to help teachers deliver citizenship as a theme within their careers programme. It uses the citizenship requirements for the National Curriculum for England.</p>	<p><b>P/2778/CG</b>  <b>P/2368/CG</b></p>
<p><b>Careers Education Classroom Resources</b>                      Connexions West London 2005                      Suggestions for classroom activities and resources that could be used to deliver the outcomes of the National Framework for Careers Education in England.</p>	<p><b>P/2796/CG</b>  <b>P/2797/CG</b></p>
<p><b>Careers Target</b>                      Lifetime Careers 2005                      Careers activities and ideas for key stages 3 and 4 – written by an Advanced Skills Teacher for careers. A coherent and progressive careers programme and a good basis for work related learning at KS4. Based on the national framework for careers education.</p>	<p><b>P/2789/CG</b>  <b>P/2790/CG</b></p>

<b>Title</b>	<b>Code</b>
<p><b>Careers Workout Pack, 3rd edition</b> CRAC 1996 A set of worksheets, games, quizzes and group activities designed to help careers co-ordinators and other teachers deliver a careers education programme. Suitable for a variety of curricular delivery styles.</p>	<p><b>P/0272/CG</b> <b>P/2772/CG</b> <b>P/0271/CG</b> <b>P/0280/CG</b></p>
<p><b>CASCAID - Kudos worksheets</b> CASCAID A series of worksheets which can be used as preparation for students before first using Kudos. Simple format with cartoons.</p>	<p><b>P/2067/CG</b></p>
<p><b>CIOLA Directory</b> Hobsons 2002 The essential guide to Careers and connexions information resources 2002.</p>	<p><b>P/2504/CG</b></p>
<p><b>Confidence, Assertiveness, Self Esteem</b> Lucky Duck Publishing 2001 A series of 12 sessions for secondary school students. This programme is designed to be used in the Secondary phase and is specifically aimed at students who exhibit low self-esteem, low levels of confidence and an inability to assert themselves in a positive and appropriate way.</p>	<p><b>P/2499/CG</b></p>
<p><b>Creative Careers Education: Activity sheets</b> CfBT Advice &amp; Guidance Activity sheets taken from CD ROM (V/2546/CG). It gives ideas to help to design staff development activities around the video (V/2544/CG).</p>	<p><b>P/2689/CG</b></p>
<p><b>Differentiating Careers Work</b> Essex Careers and Business Partnership Ltd. 2000 This publication offers a step-by-step guide with sections detailing possibilities for differentiation, different directions for learning, different rates for learning, assessing for differentiation, differentiated provision and managing differentiation.</p>	<p><b>P/2327/CG</b></p>
<p><b>Exercises for Unrealistic Ambition</b> Chalkface 1995 Suitable for KS 3 and 4; designed to help students who have their sights set on a particular career to assess whether they really can achieve their goals. Also helps students to look at alternative options and to deal with rejection or failure.</p>	<p><b>P/0282/CG</b></p>
<p><b>Exercises in Careers Education</b> Trotman 1995 Practical exercises for use by practitioners in a CEG programme. Suitable for a range of ages and abilities.</p>	<p><b>P/0289/CG</b></p>

<b>Title</b>	<b>Code</b>
<p><b>Have you ever...?</b>                      Youth.Work.Press 2000                      For use by detached youth workers who face challenges in meeting young peoples needs. These ideas have been collected together to make this practical resource for all those involved in detached work.</p>	<p><b>P/2457/CG</b>  <b>P/2458/CG</b></p>
<p><b>Heading Out</b>                      Trotman 1995                      Provides supplementary material designed to enhance and support careers education and guidance in schools. Appropriate for Years 7, 8, 9 and 10.</p>	<p><b>P/0032/CG</b></p>
<p><b>Iceberg Project Resource Pack</b>                      South Glamorgan TEC and CareerPaths (Cardiff &amp; Vale) Ltd.                      The primary aim of the Project is to enable and encourage young people to progress from unemployment into their next stage – often training – and to remain there until they have achieved a positive outcome.</p>	<p><b>P/2266/CG</b>  <b>[SN]</b></p>
<p><b>If I Were...</b>                      Lifetime Careers 2001                      A careers information resource for pupils and students who are going to achieve only basic qualifications. It contains leaflets on various jobs using simple language and concepts to get the basic information across.</p>	<p><b>P/2636/CG</b>  <b>P/2771/CG</b></p>
<p><b>Keying Into Careers</b>                      NFER – Nelson                      This provides teachers and careers advisers with a complete set of resources for implementing a comprehensive and effective outcomes-based guidance programme.</p>	<p><b>P/2045/CG</b>  <b>[YR9]</b>  <b>[YR10]</b>  <b>[YR11]</b></p>
<p><b>Lifetracks User Guide Key Stage 3</b>                      Career Productions 2003                      Provides a comprehensive, integrated Personal, Social, Health and Citizenship Education programme for pupils in Years 5 and 6 and an integrated PSHE, Citizenship and Careers Education programme for students in Years 7, 8, 9, 10 and 11.</p>	<p><b>P/2823/CG</b></p>
<p><b>Lifetracks User Guide Key Stage 4</b>                      Career Productions 2003                      This manual provides installation and usage instructions for the Lifetracks Key Stage 4 program. The manual assumes that you have an understanding of network architecture, mapping drives and editing they system registry.</p>	<p><b>P/2824/CG</b></p>
<p><b>Look Ahead</b>                      Wilts Careers Guidance Service.                      A set of worksheets focusing on self-awareness, decision-making, researching, action planning, managing money, exams and university.</p>	<p><b>P/0279/CG</b>  <b>[CM]</b></p>

<b>Title</b>	<b>Code</b>
<p><b>Morrisby Careers Education Programme</b> Morrisby Organisation 1994 A careers education programme presented as 16-25 lessons grouped in modules and incorporating a recording procedure (student portfolio).</p>	<b>P/0006/CG</b>
<p><b>Muslim Girls' Careers Education pack</b> CfBT 2002 This pack is designed for use by Muslim and non-Muslim teachers, careers, Connexions and community workers who wish to adopt culturally sensitive approaches within careers education. It contains the following items: Notes for teachers, careers, Connexions and community workers; the careers education programme, lesson plans and supporting materials; profiles and photographs/overhead projector slides of Muslim women and the careers guide for Muslim Parents and Family Members.</p>	<b>P/2534/CG</b> <b>P/2817/CG</b>
<p><b>Odyssey – support pack for schools and colleges</b> JIG CAL Progressions 2nd ed 2001 Odyssey is an occupational database. This support pack offers teacher notes, worksheets and suggestions for classroom activities to make the most of the software package.</p>	<b>P/2736/CG</b>
<p><b>Pre-Work Experience</b> Textercise Books A photocopiable pre-work experience booklet for young people. The booklet includes issues such as Health and Safety, importance of courtesy and consideration as well as dealing with problems and preparing checklists before they go.</p>	<b>P/2355/CG</b>
<p><b>Pre-Work Experience – Special Version</b> Textercise Books As above but produced for young people with special needs.</p>	<b>P/2356/CG</b>
<p><b>Q Cards</b> On Track Enterprises 1998</p>	<b>P/2208/CG</b> <b>P/2209/CG</b>
<p><b>Something Really Brilliant – a fun way to learn for 14-16 year olds</b> CareerLink 2001 This is a pack full of fun ideas with clear learning outcomes. The activities encourage participation, which will increase self-confidence and raise self-esteem.</p>	<b>P/2480/CG</b>

<b>Title</b>	<b>Code</b>
<p><b>The Army, Helping Schools Deliver Citizenship</b>                      Educational Communications and The Army                      This pack contains materials to support Citizenship teaching on the topic of human rights. It explores the changing role of The Army's work in Kosovo. The materials are designed to support a three-lesson plan.</p>	<b>P/2447/CG</b>
<p><b>The Clueless Pack</b>                      Careers Enterprise                      A career resources pack to be used with vocationally undecided students.</p>	<b>P/2055/CG</b>
<p><b>The New Youth Games Book</b>                      Russell House Publishing                      Provides fun and imagination and an amazing range of creative opportunities to use games as a valuable resource for developing relationships with young people.</p>	<b>P/2833/CG</b>
<p><b>The Young Citizen and the Law</b>                      Chalkface 2001                      This publication is intended to enable students to gain familiarity with those aspects of the law that may directly affect them. This is a resource pack for Years 9 to 11 and does not assume any previous knowledge.</p>	<b>P/2410/CG</b> <b>P/2411/CG</b>
<p><b>Thinking About Careers: A Guide for Young People and Their Parents</b>                      University of Strathclyde 1994                      A booklet aimed to help parents understand how career choice takes place, what opportunities are available for young people and how parents and others can help.</p>	<b>P/0552/CG</b>
<p><b>Tools for Improving Attendance</b>                      The Chalkface Project 1999                      Worksheets with interactive sessions aimed at KS3 students either in mixed ability groups or targeted at reluctant attendees. Can be used with the whole class or targeted groups and could be used alongside Education Social Workers or others. Allows for differentiation.</p>	<b>P/2107/CG</b>
<p><b>Working Together: A Handbook for Adult Groups</b>                      COIC. DfEE 1990                      Exercises and photocopiable learning materials to cover the work and development of adult groups in education, training and community action programmes.</p>	<b>P/0554/CG</b>
<p><b>Workstyles – 2nd Edition 1996</b>                      Trotman                      A resource featuring descriptions of 50 "down to earth" occupations describing job tasks, roles, pay, status and lifestyle issues.</p>	<b>P/0738/CG</b>

<b>Title</b>	<b>Code</b>
<p><b>Aimhigher video – FE and 6th form students</b></p> <p>This film is approximately 8 minutes long. It is designed to raise students' aspirations, and to motivate them about going onto higher education. It uses real-life case studies to show what university life is like, the variety of courses available, and what careers higher education can lead to.</p>	<b>V/2850/CG</b>
<p><b>Aimhigher video for 13-16 year olds</b></p> <p>DfES 2002</p> <p>This film is shown on the Aimhigher roadshow to Year 9 students. It is approx. 15 minutes long and will encourage young people to start thinking about the opportunities they could benefit from if they choose to go on to Higher Education.</p>	<b>V/2558/CG</b> <b>[Y9]</b>
<p><b>Can Do</b></p> <p>Career Productions 2001</p> <p>The video demonstrates the use of Key Skills and aspects of citizenship. It offers opportunities to explore values, attitudes, relationships and personal development in line with the non-statutory framework for PSHE.</p>	<b>V/2444/CG</b>
<p><b>Creative Careers Education: Video presentation</b></p> <p>CfBT 2002</p> <p>This video with accompanying booklet provides ideas and approaches to Careers Education and Personal Development.</p>	<b>V/2544/CG</b> <b>V/2545/CG</b>
<p><b>Creative Careers Education: Video presentation on CD ROM</b></p> <p>CfBT 2002</p> <p>Video for playing on PC or Mac computers. Also contains booklet and activity sheets.</p>	<b>V/2546/CG</b> <b>V/2547/CG</b>
<p><b>Researching Your Future</b></p> <p>Suffolk Careers. Suffolk Films 1997</p> <p>Aims to introduce students to careers information.</p> <p><i>Young persons verdict: "This video is very informative and would help a lot with finding the right job"</i></p>	<b>V/0734/CG</b>

<b>Title</b>	<b>Code</b>
<p><b>Career Bingo II</b>                      MAR*CO products 1997                      This game contains 3 bingo games to teach students about careers and how they are related to 15 different career clusters.                      NB Content is very Americanised but can be adapted</p>	<b>G/2682/CG</b>
<p><b>Color Library: Occupations</b>                      Franklin, McAllister &amp; Whitton 1992                      A box set of colour cards illustrating a large number of occupations – to be sorted and classified in a variety of ways.</p>	<b>G/1020/CG</b> <b>[SN]</b>
<p><b>Games for Social and Life Skills</b>                      Hutchinson 1986                      Games to teach communication, social and life skills. Materials, time, variations, age and type of group etc are clearly listed.</p>	<b>G/0697/CG</b>
<p><b>Gamesters’ Handbook 1: 140 Games for Teachers and Group Leaders</b>                      Hutchinson 1989                      Intended for teachers and group leaders running any kind of group session; provides 140 games, exercises and strategies, tested in the field.</p>	<b>G/0695/CG</b>
<p><b>Gamesters’ Handbook 2: More Games for Teachers and Group Leaders</b>                      Hutchinson 1989                      A further 89 games - for developing self-awareness, confidence, decision making skills, trust and assertiveness.</p>	<b>G/0696/CG</b>
<p><b>Just the Job</b>                      Orchard House Publishing 1998                      A card-based resource for careers education and guidance to be used with individuals, small groups or full classes.</p>	<b>G/1071/CG</b>
<p><b>Personality: A Game for Learning about People</b>                      Careers Consultants Ltd.                      Teacher’s manual and pack of cards; designed to support students in self-assessment, assessment of others and exploring the world of work.</p>	<b>G/0686/CG</b> <b>G/0699/CG</b> <b>G/2050/CG</b>

<b>Title</b>	<b>Code</b>
<p><b>1234: It's My Life</b> The Careers Partnership 1996 A careers education curriculum covering the last four years of school, comprising over 21 modules dealing with a wide range of issues from health and safety and adult responsibilities to managing change. The overall aim of the pack is to prepare students to become actively involved in deciding their own future.</p>	<b>P/0086/SN</b>
<p><b>All Change – Preparing for the Transition Plan</b> Birmingham Careers Service 1996 A pack aimed at tutors and others supporting young people through the preparation for the transition plan. Adaptable for mainstream, special schools or small units.</p>	<b>P/0918/SN</b>
<p><b>Alternatives to Employment</b> Chalkface 1999 These activities are designed to be used with students who may have difficulty in finding long-term or full-time employment. They challenge pre-conceived ideas about employment and explore positive strategies designed to counteract periods of inactivity.</p>	<b>P/2753/SN</b> <b>P/2754/SN</b> <b>[CM]</b>
<p><b>Career Tracks – Special</b> Career Productions 2001 This publication aims to prepare students with special needs for their continued participation in learning and their progress into adult life, work or other meaningful activity.</p>	<b>P/2446/SN</b>
<p><b>Careers Essentials: A Core Careers Programme for Students who would Benefit from Extra Support (revised ed.)</b> Careersoft 1993 A careers education resource pack particularly aimed at special needs students. Includes tutor notes, student workbook and support material.</p>	<b>P/0080/SN</b> <b>[CG]</b>
<p><b>Careers Perspectives</b> Careersoft 1997 A resource pack designed for 14 to 16 year-olds with learning difficulties or those who would benefit from extra support. Focuses on a range of CEG and PSE issues such as Choices, Local Industry, Work Experience and Health and Safety.</p>	<b>P/1063/SN</b>
<p><b>Careers Special</b> Highflyers Publishing 2000 This has been designed specifically with pupils for moderate learning difficulties in Years 9, 10 &amp; 11. With over 70 lesson plans and supporting worksheets it can be used as a fully structured careers education programme once a week for three years.</p>	<b>P/0902/SN</b> <b>P/2764/SN</b> <b>P/2322/SN</b>

<b>Title</b>	<b>Code</b>
<p><b>Checkers – a transition pack for school leavers.</b> Connexions Nottinghamshire 2003</p> <p>A pack designed to aid the transition from school of young people with learning difficulties in special and mainstream schools. Offers materials for a comprehensive transition programme, including help available, NVQ information, applications and interviews, money, telephone and letter writing.</p>	<p><b>P/2788/SN</b> <b>P/2828/SN</b> <b>P/2829/SN</b> <b>[CM]</b></p>
<p><b>Click</b> Highflyers Publishing 2000</p> <p>This pack has been produced to support the work done with students around Action Planning, Work Experience and CV writing, in line with these elements of the SEN Progress File produced by the DfEE.</p>	<p><b>P/2453/SN</b></p>
<p><b>Directory of Career Resources for Special Needs</b> DfEE 2000</p> <p>No new version available see website for updates <a href="http://www.dfes.gov.uk/specialneeds/">HYPERLINK "http://www.dfes.gov.uk/specialneeds/"</a> <a href="http://www.dfes.gov.uk/specialneeds/">www.dfes.gov.uk/specialneeds/</a></p>	<p><b>P/2240/SN</b></p>
<p><b>Enrichment Activities for More Able Students</b> Chalkface 2001</p> <p>This is designed to extend and enrich the national curriculum for more able children. It contains a series of open-ended activities intended to stimulate self-motivation and support individual learning processes.</p>	<p><b>P/2407/SN</b> <b>P/2408/SN</b> <b>[CC]</b></p>
<p><b>Extra Activities for Gifted and Talented Students</b> Chalkface 2001</p> <p>This contains a variety of challenging activities which will present students with opportunities to develop problem-solving, thinking, presentation and interpersonal skills.</p>	<p><b>P/2409/SN</b></p>
<p><b>Foundation for Life: Work and Leisure</b> Hodder &amp; Stoughton 1991</p> <p>Designed to capture the attention of teenagers of a wide interest and ability range. Explores the basic skills involved in preparing for life outside school or college, e.g. managing money and making the most of leisure time. The themes are developed through practical, easy-to-follow tasks on which students can work individually, in pairs or in groups.</p>	<p><b>P/0067/SN</b> <b>[CM]</b></p>
<p><b>Getting Ready for Work</b> Skill National Bureau for Students with Disabilities 1999</p> <p>A work experience scheme for young people with multiple disabilities and significant support needs.</p>	<p><b>P/2264/SN</b> <b>P/2265/SN</b> <b>[SNS]</b></p>

<b>Title</b>	<b>Code</b>
<b>Going for an Interview. A Resource Pack for School Leavers with Special Needs</b> WCGS 1993 A pack designed to be used with small groups of students with moderate learning difficulties - to look at the process of going for an interview, the preparation that might be needed and to illustrate good and bad practice.	<b>P/0227/SN</b> <b>P/0228/SN</b> <b>P/0229/SN</b> <b>P/1006/SN</b> <b>[CM]</b>
<b>If I Can</b> Lifetime Career Publishing This is an essential resource for group activities and exercises provides the basis for investigating the world of work with young people in mainstream and special schools. It combines simple text and photographs to help students learn about the skills necessary for personal development.	<b>P/2046/SN</b> <b>P/2770/SN</b>
<b>Job Notes</b> Devon Careers Service 1994 15 colour A3 foldovers and a set of posters suitable for KS 1 and 2, or students with special needs. Focuses on specific career areas.	<b>P/0083/SN</b>
<b>Just Stop.. and Think!</b> Lucky Duck Publishing Ltd 2001 A pack looking at helping children plan to improve their own behaviour. It can be used for a wide range of difficulties, from the acting-out behaviours so familiar to teachers of late primary, early secondary pupils, to the more withdrawn behaviours shown by some pupils under great emotional stress.	<b>P/2601/SN</b>
<b>Look at Work: A Tutor Resource</b> COIC 1990 A resource for use with mid-late adolescents with learning difficulties in mainstream or special schools, FE colleges or training establishments. Provides accurate information about the world of work, the changing nature of work, self-assessment and decision-making. *Please note that some contents are dated but may be adapted.	<b>P/0068/SN</b> <b>P/0071/SN</b> <b>[SNS]</b>

<b>Title</b>	<b>Code</b>
<p><b>On the spot activity pack</b>            Highflyers publishing 2004            Worksheets and teacher notes developed from the job cards and life cards.            Suitable for use with special needs students and with younger students.</p>	<p><b>P/2734/SN</b>  <b>[YR 7-8]</b></p>
<p><b>On the spot job cards</b>            Highflyers publishing 2001            Contains a set of 250 A5 size cards to stimulate discussion about jobs using visual images. There are 7 suggestions for how the cards might be used with students to help them explore what is involved in a range of different jobs.</p>	<p><b>P/2696/SN</b></p>
<p><b>On the spot life cards</b>            Highflyers publishing 2000            Contains a set of 40 A4 size cards to stimulate discussion about everyday situations. There are suggestions for how the cards might be used with students and they provide ready made visual images around which students can begin to build a picture of what an activity entails.</p>	<p><b>P/2697/SN</b></p>
<p><b>Paws in Jobland worksheets</b>            Cascaid 1999            Paws in Jobland is a multimedia program that introduces 7-11 year old children to 20 areas of the world of work. It can also be used with older special needs students. These worksheets and teacher notes offer suggestions for introducing wider concepts and practical activities to support the software.</p>	<p><b>P/2737/SN</b></p>
<p><b>Picture a Job</b>            Wilts Careers &amp; Guidance Service 1993            A combination of visual and written breakdown of 25 different jobs aimed at introducing careers education to pupils with learning difficulties; also relevant to younger pupils and those of average ability.</p>	<p><b>P/0078/SN</b>  <b>P/0079/SN</b></p>
<p><b>Pictures Work</b>            Norfolk Careers Service 1995            A pack for young people learning about jobs. Designed for students with learning difficulties. Includes photographs illustrating work situations, tools and equipment, skills and qualities and conditions at work. Includes worksheets and examples of activities. Photocopiable.</p>	<p><b>P/0077/SN</b></p>
<p><b>Skills for School Leavers with Learning Difficulties: A Tutor Resource</b>            COIC 1992            A series of student-based worksheets for low achievers.</p>	<p><b>P/0064/SN</b>  <b>P/0089/SN</b></p>

<b>Title</b>	<b>Code</b>
<p><b>Steps Portfolio – SLD Version</b> Kent Careers Services This pack is designed to support the careers education and guidance of pupils with severe learning difficulties.</p>	<b>P/2056/SN</b>
<p><b>Stop Gap: Careers Education in a Variety of Settings</b> Birmingham Careers Service 1994 A pack of activities designed to be used by students to fill possible gaps in career awareness.</p>	<b>P/0082/SN</b> <b>P/2337/SN</b>
<p><b>STOP...Make Learning fun...GO</b> Herts Careers Service 2001 A guide and resources for working with Young People with Asperger Syndrome and Emotional and Behavioural Difficulties.</p>	<b>P/2500/SN</b>
<p><b>The Non-Competitive Activity Book</b> Winslow 2000 A handbook featuring 100 activities that are non-competitive and can be used across all ages either with groups or individuals. It is divided into sections that provide a session format, which focuses on maintaining and increasing the function of the whole person.</p>	<b>P/2802/SN</b> <b>P/2619/SN</b>
<p><b>The Whitbread Initiative: Options for Special Needs</b> Whitbread. COIC 1990 A collection of examples of best practice from within education, intended as a source of practical teaching material for teachers and industrial trainers. Please note, although dated, contains ideas that can be adapted.</p>	<b>P/1106/SN</b>
<p><b>The Work Preparation Programme: A Careers Education Programme</b> for Young People Needing Extra Help Wilts Careers &amp; Guidance Services 1992 Designed for students of 15 years of age or above who have moderate learning difficulties or otherwise need extra help to prepare them for work, training and life beyond school or college.</p>	<b>P/0076/SN</b> <b>P/1003/SN</b> <b>[WR]</b>
<p><b>Transition Action Planning for Statemented Students</b> Chalkface 1996 For Year 9-10 special needs students approaching the First Transition Review after their 14th birthday. Aims to aid a smooth transition from school to next options.</p>	<b>P/0802/SN</b> <b>P/0803/SN</b>

<b>Title</b>	<b>Code</b>
<b>What next? A careers resource for young deaf people</b> Lesley pinchbeck 2001 This short pack contains teacher notes and cartoon-style resources to help teachers to generate discussion about post 16 options through a simple role play. It is aimed at deaf young people of low to average ability. It would need supplementing with factual information and further exercises.	<b>P/2531/SN</b>
<b>What's Next for Me? Planning your first Steps after School</b> Hertfordshire Careers Service. CRAC 1991 16 key topics covering the issues facing school leavers, e.g. college, training, types of job, applications and interviews, special schemes, careers service help. Includes student-based worksheets. Please note some topics may need adaptation/updating.	<b>P/0769/SN [Y11]</b>

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<b>Title</b>	<b>Code</b>
<b>Making Work Work – Signed Version</b> Derbyshire Career Services This video is intended as an aid to discussion around work-related issues. It encourages young people to start thinking about how they will act in these situations and how they would cope.	<b>V/2126/SN</b>
<b>Making Work Work II – Signed Version</b> Derbyshire Career Services This second video aims to raise awareness for young adults with learning disabilities of the importance of work-related skills and appropriate work behaviour.	<b>V/2127/SN</b>
<b>The Experience of Work</b> Lifetime careers and Hillingdon EBP 1997 A video and booklet produced by West London Special Needs Compact together with teachers and students at a number of special schools in the West London area. It illustrates activities which students with learning difficulties have undertaken during work experience with local employers at different work sites.	<b>V/2605/SN</b>

<b>Title</b>	<b>Code</b>
<p><b>Colour Cards: Emotions</b> Speechmark publishing 2001 These cards have been designed to enable students to focus on the subject of emotions more easily. The clear illustrations of emotional situations encourage understanding of other people's feelings. The design allows a flexible approach and also a variety of individual interpretation and response. Contains 48 large format photocards.</p>	<b>G/2592/SN</b>
<p><b>Emotions vocabulary Flashcards</b> Wellness Reproductions &amp; publishing 2000 Contains 63 flashcards and reference guide. They are designed to enhance emotion identification and awareness programming for both youth and adults.</p>	<b>G/2602/SN</b>
<p><b>Framework: The Life Planning Resource for Students with Special Needs</b> Lifetime Careers 1997 Intended for use with young people with limited or non-verbal communication skills, language and comprehension problems, moderate and severe learning difficulties or profound and multiple handicaps.</p>	<b>G/0768/SN</b>
<p><b>Lets Talk!</b> Winslow Press Ltd. 1998 A prompt card game for use with all groups for discussion.</p>	<b>G/2359/SN</b>
<p><b>Off to Work</b> Wiltshire Guidance Services 1992 A resource for careers and social education in KS1 and KS2</p>	<b>G/0687/SN</b> <b>G/0703/SN</b> <b>[Y7-8]</b>
<p><b>Photofit</b> Wiltshire Careers and Guidance Services 1992 A picture interest guide for use with young people or adults with special needs. Comprises a full set of colour photographs of jobs and work situations which can be used to explore aspects of work. Photofit is entirely visual and can be used with clients whose reading ability is very low or non existent.</p>	<b>G/0700/SN</b> <b>G/0702/SN</b>
<p><b>Picture This</b> Career Path Northamptonshire A photographic resource for CEG that is entirely visual and can be used with clients whose reading ability is very low or non existent.</p>	<b>G/2263/SN</b>

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<b>Title</b>	<b>Code</b>
<b>Self-awareness Game</b> Incentive plus A set of cards featuring characteristics to be played with groups of 12-16 year olds. The aim is to heighten the students' awareness of how they see themselves and how others see them.	<b>G/2604/SN</b>
<b>Top 5</b> Winslow Press Ltd 1998 Top 5 is the first in a series of Games for Talking, designed to bring communication back to every group situation. Ideal icebreaker.	<b>G/2445/SN</b>
<b>Yarhoo!</b> Highflyers Publishing 2000 A board game designed to encourage students to explore a range of factors within jobs in a fun way. The game can be played at 2 levels for either students with special needs and a more complex level for mainstream pupils of all abilities.	<b>G/2299/SN</b>

<b>Title</b>	<b>Code</b>
<p><b>Career Tracks. Teaching Resources Careers Education and Guidance Years 7 &amp; 8</b> Career Productions 2000 This provides an introduction for students in Years 7 &amp; 8 to career skills, key skills and work related learning and offers a range of activities to promote discussion and reflection on aspects such as personal development, coping with transition, lifelong learning, the meaning of “work”.</p>	<b>P/2611/Y7-8</b>
<p><b>Careers Education in the Middle Years</b> COIC 1996 A resource pack for KS 2 and 3. Defines careers education and rationalises its inclusion in the curriculum in Years 8 and 9. Addresses mapping, progression assessments monitoring, cross-curricular teaching and learning methods.</p>	<b>P/0277/Y7-8 [Y9]</b>
<p><b>Key Stage 3 Careers Learning Outcomes &amp; Year 7 Programme Association for Careers Training 2000</b> This pack of materials supports careers work in Key Stage 3. Reference is made to current thinking and developments in careers work e.g. Better Choices 9 and QCA Learning Outcomes information.</p>	<b>P/2388/Y7-8 P/2389/Y7-8</b>
<p><b>Lifetracks Key stage 3 – Year 7 Career Productions 2003</b> This resource aims to help teachers provide an integrated PSHE, citizenship, careers education and work related learning programme.</p>	<b>P/2620/Y7-8 P/2743/Y7-8</b>
<p><b>Lifetracks Key stage 3 – Year 8</b> Career Productions 2003 This resource aims to help teachers provide an integrated PSHE, citizenship, careers education and work related learning programme.</p>	<b>P/2621/Y7-8 P/2744/Y7-8</b>
<p><b>Me, You and Them</b> Lifetime Careers 2002 This is an activity pack full of fun ideas. It provides classroom materials to deliver many of the requirements of careers education, PSHE and citizenship within the revised National Curriculum for Key Stage 3.</p>	<b>P/2597/Y7-8 P/2766/Y7-8 P/2767/Y7-8 [Y9]</b>
<p><b>Starting out</b> Mid Glamorgan Careers Ltd A careers education &amp; guidance resource for pupils at key stage 3. It contains lesson plans and classroom resources for years 7, 8 and 9.</p>	<b>P/2695/Y7-8</b>
<p><b>Step Up: Focusing Advice and Guidance Services</b> DfEE 2000 This publication contains materials to support group work with disaffected young people in Years 7 &amp; 8.</p>	<b>P/2806/Y7-8</b>

Title	Code
<p><b>Supporting the Personal Development Curriculum Year 7</b>            Highflyers 2006            An integrated programme of PSHE, citizenship &amp; careers education for Key Stage 3.</p>	<b>P/2818/Y7-8</b>
<p><b>When I Grow Up, I Want to be... Materials for the Younger age Group</b>            Waltham Forest COIC 1993            A primary curriculum resource enabling teachers to raise students' career awareness. Aims to address stereotypical concepts that can be acquired at an early age i.e. gender, colour and creed. NB. the area of special needs has not been addressed in this pack.</p>	<b>P/0035/Y7-8 [SN]</b>
<p><b>Writing and Talking About Yourself</b>            Chalkface 1996            A series of worksheets designed to develop communication skills. Teachers' Notes provide support material and skill evaluation guidelines. Suitable for lower secondary or middle school students of mixed ability.</p>	<b>P/0750/Y7-8</b>
<b>VIDEO FORMAT</b>	<b>V/2666/Y7-8 V/2667/Y7-8</b>
<p><b>Beginning careers</b>            CfBT Advice &amp; Guidance 2003            This video shows careers work in action with students in years 7 &amp; 8 and uses interviews with young people to give teachers, parents and governors an intriguing insight into young people's views.</p>	

<b>Title</b>	<b>Code</b>
<p><b>Action Planning Workbook for Year 9 Students</b>                      CRAC. Hobsons 1996                      Student booklet containing exercises to promote decision making and action planning</p>	<p><b>P/0040/Y9</b>  <b>[CM]</b></p>
<p><b>Career Tracks. Teaching Resources Careers Education and Guidance Year 9</b>                      Career Productions 2000                      This provides opportunities for students to develop their decision making skills, with this as the core aim. Investigating the world of work, investigating opportunities and self-development also figure strongly in the pack.</p>	<p><b>P/2275/Y9</b>  <b>P/2310/Y9</b>  <b>P/2364/Y9</b></p>
<p><b>Careers for Key Stage 3</b>                      Chalkface 1994                      A pack designed to pave the way to making choices and to introduce students to the world of work. Focuses on skills and provides a realistic look at job opportunities. Worksheets contain activities including quiz, role-play, tick list and questionnaires.</p>	<p><b>P/0045/Y9</b>  <b>P/0048/Y9</b></p>
<p><b>Lifetracks Year 9</b>                      Career Productions 2004                      This resource aims to help teachers provide an integrated PSHE, citizenship, careers education and work related learning programme.</p>	<p><b>P/2745/Y 9</b></p>
<p><b>Looking Ahead - Year 9.</b>                      Trotman 1996                      Comprises student worksheets and staff notes. Covers self-awareness, decision making, using the careers library, subject and career choices.</p>	<p><b>P/0057/Y9</b></p>
<p><b>Option Choice for Year 9 Students: Careers Education Programmes for the Classroom No. 1</b>                      ISCO                      Provides an outline programme for careers education in Year 9, pre-option choice. Contains twelve lessons; each is adaptable, has an outline plan and includes OHP and worksheets.</p>	<p><b>P/0043/Y9</b></p>
<p><b>Options</b>                      Chalkface 1992                      A work pack suitable for 13/14-year-old students looking at subject choice in secondary schools, to help them to make informed decisions. Looks at what subject choice is about, goes on to explore what decision making involves and considers future job choice.</p>	<p><b>P/0050/Y9</b></p>

<b>Title</b>	<b>Code</b>
<b>Prospects: Careers Education Teachers' Resource Pack, Year 9</b> Coventry and Warwickshire TEC 1994 Resource pack including a large amount of copiable material – for use selectively on or in toto by careers teachers. Includes worksheets and questionnaires on topics such as the changing job market, choosing school subjects and decision making.	<b>P/0951/Y9</b> <b>P/1032/Y9</b>
<b>Which way now? Lesson plans</b> CfBT Advice & Guidance and Connexions 2003 This leaflet is designed for staff to use with the booklet "Which way now?" which is a student magazine produced annually by Connexions and the DfES. It contains a table of learning outcomes for Key stage 3 from the national framework for CEG and provides ideas for meeting these outcomes.	<b>P/2693/Y9</b> <b>P/2694/Y9</b>
<b>Your call</b> CfBT Advice & Guidance 2002 A programme designed for pupils in Years 8 or 9 with the aim of encouraging them to continue in some form of structured learning after Year 11.	<b>P/2690/Y9</b>

**Title****Code****Who Me?****V/0794/Y9**

Institution of Careers Guidance & NACGT. Career Productions 1997  
Aimed at supporting careers education and guidance in Years 9 and 10.  
Highlights the key learning themes of self-awareness, decision making,  
choices and transition, and handling information.

**Title****Code****Jobmatch****G/0707/Y9**

CRAC. Hobsons 1995

**G/0714/Y9**

Card games for careers guidance in Years 9, 10 and 11. Pack contains 6 activities and games, student worksheets and tutor's manual. Designed to develop occupational and self-awareness.

<b>Title</b>	<b>Code</b>
<b>14+ Pathways to success</b> Lifetime Careers 2003 A career and citizenship resource for years 10 and 11. This resource provides activities on Careers Education, PSHE and citizenship with links to progress file.	<b>P/2765/Y10</b> <b>P/2723/Y10</b>
<b>Action Planning Workbook for Year 10 Students</b> CRAC. Hobsons 1996 A collection of student worksheets on topics including work experience; confidence; self-assessment; help from careers advice; money management; action planning.	<b>P/0455/Y10</b> <b>[CM]</b>
<b>Career Tracks. Teaching Resources Careers Education and Guidance Year 10</b> Career Productions 2000 In this publication, during Year 10 students are encouraged to carry out research into opportunities and to develop their own understanding of the world of work. This pack includes preparation and debriefing of work experience, with lessons about health and safety and making applications.	<b>P/2365/Y10</b>
<b>Explore: for Year 10 Students. Careers Education Programmes for the Classroom No.2</b> ISCO An outline programme for careers education in Year 10 comprising 12 sessions each containing teacher notes, worksheets, student handouts and OHP masters.	<b>P/0091/Y10</b> <b>P/0092/Y10</b>
<b>Lifetracks Key Year 10</b> Career Productions 2005 This resource aims to help teachers provide an integrated PSHE, citizenship, careers education and work related learning programme.	<b>P/2746/Y10</b>
<b>Looking Ahead: Year 10</b> Sussex Careers Service 1997 Student exercises, activities and worksheets organised into 6 sections covering self-awareness, decision making, using the careers library, subject choices and opportunity awareness.	<b>P/1113/Y10</b>
<b>Prospects: Careers Education and Guidance Teachers' Support Pack, Year 10</b> Coventry and Warwickshire TEC 1994 Resource pack including a large amount of copiable material. Topics covered include job classifications; choosing jobs; work experience; analysing jobs; qualifications for jobs; and career planning.	<b>P/0952/Y10</b> <b>P/1033/Y10</b>

**Title****Code****Get That Job****V/0616/Y10**

Tony Jewers 1994

**[CM]**

Produced as a follow-up to 'What the Employer Expects', looking at the issues surrounding job hunting. Includes experience of work and work experience, finding a vacancy, the right job for you, applying for a job, trying for that job, and alternatives to full employment.

**What the Employer Expects****V/0314/Y10**

Tony James Publications 1994

**[Y11]**

Suitable for Years 10 and 11. Looks at employers' expectations of school leavers – employed or on work experience. Examines the importance of first impressions and of motivation.

**[CM]**

<b>Title</b>	<b>Code</b>
<p><b>Career Tracks. Teaching Resources Careers Education and Guidance Year 11</b>            Career Productions 2000            Year 11 students will be looking towards their transition to the next stage of their education, or to training and employment. This pack provides opportunities for them to prepare for this transition by developing those particular skills as well as encouraging research into opportunities within the context of the changing world of work.</p>	<p><b>P/2278/Y11</b>  <b>P/2279/Y11</b>  <b>P/2366/Y11</b></p>
<p><b>Developing Key Skills and Action Planning in Careers Education And Guidance</b>            Leicestershire, Leicester &amp; Rutland Careers &amp; Guidance Services 1995            This book is written in two parts. The first is a guide for tutors on Careers Education, Key Skills and Action Planning and the second is a set of careers education exercises for students in KS 4.</p>	<p><b>P/2085/Y11</b>  <b>[CM]</b></p>
<p><b>Directions for Year 11 Students. Careers Education Programmes for the Classroom No.3</b>            Jane Reid &amp; Jane Thorpe            A 14-week programme which may be adapted to meet any school's needs. Written as a Year 11 package but may be used as a source for individual sessions.</p>	<p><b>P/0100/Y11</b></p>
<p><b>Lifetracks Key Year 11</b>            Career Productions 2005            This resource aims to help teachers provide an integrated PSHE, citizenship, careers education and work related learning programme.</p>	<p><b>P/2742/Y11</b></p>
<p><b>Looking Ahead, Year 11</b>            Trotman 1997            Provides detailed information on post-16 options including tables of full-time courses. Gives information on sources of financial help, equal opportunities legislation and guidelines on application and interview. Looks at self-employment and lifelong learning. Includes useful addresses.</p>	<p><b>P/0882/Y11</b></p>
<p><b>Moving On Up</b>            Highflyers publishing 1998            Moving on up pack with activities to stimulate interest in learning, further education and training</p>	<p><b>P/2014/Y11</b></p>
<p><b>Out There: Teachers' Guide</b>            Trotman 1998            A classroom resource pack offering a series of activities which are integrated into curriculum teaching, but which can be used independently to reinforce previous careers education, to develop career ideas and to relate individual subjects to career options.</p>	<p><b>P/1043/Y11</b>  <b>P/1061/Y11</b></p>

<b>Title</b>	<b>Code</b>
<p><b>Prospects: Careers Education and Guidance Teachers' Support Pack, Year 11</b></p> <p>Coventry and Warwickshire TEC 1994</p> <p>Resource pack including a large amount of copiable material. Topics covered include causes of and coping with stress; ROAs, CVs, rights and wages; managing money.</p>	<p><b>P/0953/Y11</b></p> <p><b>P/1031/Y11</b></p>
<p><b>The Leavers' Programme Book 1, Personal</b></p> <p>Learning Materials Ltd. 1995</p> <p>These worksheets were designed for pupils at KS 4 with learning difficulties working levels 2 to 4 of the National Curriculum. To be used with the two other publications below in the series.</p>	<b>P/2282/Y11</b>
<p><b>The Leavers' Programme Book 2, Home and Around</b></p> <p>Learning Materials Ltd. 1995</p> <p>To be used with above.</p>	<b>P/2283/Y11</b>
<p><b>The Leavers' Programme Book 3, Life After School</b></p> <p>Learning Materials Ltd. 1995</p> <p>To be used with above.</p>	<b>P/2284/Y11</b>

Title	Code
<b>Choices @ 16! A Guide to Your Options at 16</b>	<b>V/2864/Y11</b>
The Choices @ 16! Video provides students with a guide through the options as they complete their GCSEs. Featuring interviews with young people who have chosen different routes at 16, the programme explores the main pathways open to students after year 11. The support pack provides an essential companion to the programme for teachers and advisers.	<b>V/2865/Y11</b>
<b>Interview Basics</b>	<b>V/0968/Y11</b>
Jumpcut 1997	<b>V/2060/Y11</b>
Focuses on interview preparation and performance. Scenario contrasts the efforts of 4 low achieving teenagers, interviewed for two different, first rung jobs. Illustrates the value of brief, positive replies; howlers and how to avoid them; and selling your potential.	<b>V/2776/Y11</b>
<i>Young persons verdict: "This video is very good and shows what happens in an interview and what to expect"</i>	<b>V/2777/Y11</b> <b>[CM]</b>
<b>So What Now?</b>	<b>V/0676/Y11</b>
BBC Education 1992	<b>[CM]</b>
Contains tutor guide and student Personal Action Plan. Challenges young people to think about themselves, to find out about opportunities and to take initiative. Aimed at Year 11. Fronted by Craig Charles.	
<b>The 70 % Solution</b>	<b>V/1088/Y11</b>
Jumpcut 1996	<b>V/2104/Y11</b>
Guideline to basic but essential interview skills. In the form of an interview with an inexperienced candidate who manages to 'survive' a difficult interview thanks to careful preparation and well expressed answers. Also covers good applications.	<b>V/2289/Y11</b> <b>[CM]</b>
<b>Work to Work 1: Applying</b>	<b>V/0879/Y11</b>
Jumpcut 1991	<b>[CM]</b>
Covers the job search process, highlighting the need for organisation, job advertisements, how to telephone for information, how to use family and friends, finding out more about the job, writing effective letters and compiling a CV.	

Title	Code
<p><b>ACE Planner: 'Aiming for a College Education Initiative'</b> BP 1994</p> <p>A pack comprising facilitator's notes, workshop and all materials necessary including a video to run an in-school ACE Day. The ACE Day Planner was developed to raise awareness within the age group 11-18 years, of higher education opportunities. Materials are easily managed, user-friendly and stimulating.</p>	<p><b>P/0136/P16</b> <b>[CG]</b></p>
<p><b>Applying for Higher Education</b> David Elson. Pearson 1994</p> <ul style="list-style-type: none"> <li>● Please note that this item, although useful, is slightly out of date but can be adapted.</li> </ul>	<p><b>P/0122/P16</b></p>
<p><b>Career Management for One-Year Post-16 Courses</b> The Chalkface Project 1999</p> <p>Can be used flexibly with small or large groups and as part of GNVQ, covers lifestyle, learning styles, trends in employment and career management skills.</p>	<p><b>P/2108/P16</b></p>
<p><b>Career Management for Two-Year Post-16 Courses</b> The Chalkface Project 1999</p> <p>Can be used as short modules with individual or in groups. Provides a careers course for students on two year courses, including GNVQ.</p>	<p><b>P/2110/P16</b></p>
<p><b>Career Tracks. Career Management Post-16</b> Career Productions 2000</p> <p>Students work through the programme during the one or two years of their Post-16 course. The programme is designed to start during the first week of their course and continues until they receive their course assessment results.</p>	<p><b>P/2205/P16</b> <b>P/2257/P16</b> <b>P/2367/P16</b></p>
<p><b>Careers Education Exercises for Post 16 Students</b> Leicestershire Careers and Guidance Services 1996</p> <p>Provides a range of exercises that can be used flexibly to support a Post-16 careers education programme.</p>	<p><b>P/2073/P16</b></p>

<b>Title</b>	<b>Code</b>
<p><b>Careers Express – a two year careers programme for Post-16 students</b>                      Highflyers Publishing 2000                      Written by Careers Advisers it provides a lesson a week, every week, in years 12 &amp; 13. It contains clear and simple lesson plans and a wealth of supporting materials to enrich and existing tutorial programme.</p>	<p><b>P/2762/P16</b>  <b>P/2763/P16</b>  <b>P/2323/P16</b></p>
<p><b>Careers Train</b>                      Highflyers publishing 2003                      A pack supporting careers work in work based learning and E2E. It has been mapped to the learning outcomes within the National Framework and Progress File.</p>	<p><b>P/2699/P16</b></p>
<p><b>Choosing A Levels &amp; Advanced GNVQ's</b>                      Lifetime Careers 1999                      This provides a straightforward but flexible resource for use with students making choices about A/AS levels and Advance GNVQ's. It is suitable for both tutors and Careers Advisers, working with groups or with students on an individual basis.</p>	<p><b>P/2180/P16</b></p>
<p><b>Developing Careers Work Post 16</b>                      Association for Careers Training 2000                      This pack of materials supports Post 16 careers work. Reference is made to current thinking and developments in careers work e.g. Better Choices 9 and QCA Learning Outcomes information.</p>	<p><b>P/2386/P16</b>  <b>P/2387/P16</b></p>
<p><b>If only I'd known (making the most of higher education)</b>                      AGR/Connexions 2002                      This publication is aimed at young people entering higher education and is a guide for students and parents. It is full of useful information about how to make the most of the time spent. The key message on which much of the book is based came from graduate recruiter members representing some of the UK's leading businesses. It contains individual case studies as well as top tips.</p>	<p><b>P/2556/P16</b></p>
<p><b>Lessons for Life</b>                      Lifetime 2005                      A comprehensive careers education resource for post-16 learners at levels 1 and 2, using multiple learning styles approach.</p>	<p><b>P/2775/P16</b></p>
<p><b>Making Connections – a vocational perspectives on A Levels</b>                      Highflyers Publishing 2000                      This pack is designed to be used by sixth form tutors with students (and their parents) who are considering or already taking A levels. It gives information about how many A levels to study and how this particular subject might be combined with others.</p>	<p><b>P/2759/P16</b>  <b>P/2760/P16</b>  <b>P/2301/P16</b></p>

<b>Title</b>	<b>Code</b>
<p><b>MAP – 8th Edition</b> Lifetime Careers 2002 The new eighth edition has been revised to take account of changes that have taken place in P16 education and has been structured to ensure that all the options open to students are given equal consideration.</p>	<b>P/2484/P16</b>
<p><b>Out There</b> Trotmans 1998 A series of careers education activities for years 11, 12 and 13. Can be integrated into curriculum teaching or used independently. Includes teacher notes. Parents’ guide also included.</p>	<b>P/2007/P16</b> <b>[Y11]</b> <b>[CG]</b>
<p><b>Personal Development (advanced)</b> Grimsby College July 1997 As on previous page but designed for advanced students.</p>	<b>P/1080/P16</b> <b>[CM]</b>
<p><b>Personal Development (intermediate)</b> Grimsby College July 1997 A structured tutorial programme for GNVQ, designed for delivery throughout the college year. Candidates will develop action planning, organisational and presentation skills and will identify career and educational progression pathways.</p>	<b>P/1079/P16</b> <b>[CM]</b>
<p><b>Sixth Form Work: A Resource Pack for Careers Advisers and Sixth Form</b> Tutors WCGS 1994 A collection of materials designed for careers advisers when training tutors, or for group work with students. All have been tried and tested by practitioners.</p>	<b>P/0116/P16</b> <b>[GP]</b>
<p><b>Subject Choice at 16+</b> Chalkface This is aimed at all KS 4 students and it aims to help students make informed decisions about the different options open to them. *Please note the Post-16 qualifications have changed since the publication but can be adapted for use today.</p>	<b>P/1102/P16</b>
<p><b>Supporting Student Choice</b> De Montfort University This folder is designed to help bridge the gap in knowledge and act as a tool for careers advisers and students alike when considering applying to and preparing for university. Divided into easy-to-follow sections with photocopiable handouts.</p>	<b>P/0119/P16</b> <b>[GP]</b>

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<b>Title</b>	<b>Code</b>
<b>Tutoring for achievement: frameworks</b> FEDA and Learning partners 1999 This pack has been produced to help colleges, schools and universities with the development, review and improvement of tutorial systems.	<b>P/2587/P16</b>
<b>Tutoring for achievement: skills</b> FEDA and Learning partners 1999 This pack has been produced to help colleges, schools and universities with the development, review and improvement of tutorial skills amongst teaching and support staff. A companion volume to Tutoring for achievement: frameworks. This volume concentrates on the skills which tutors need to be effective.	<b>P/2588/P16</b>
<b>Working Documents: Careers Education and Work Placements for 16 – 19 Year Old Students and Adult Students</b> Worcester Sixth Form College, Student Services 2001 A selection of working documents circulated to FE sector colleges relating to the Colleges Careers Education and Work Experience Programmes.	<b>P/2472/P16</b> <b>P/2493/P16</b>

<b>Title</b>	<b>Code</b>
<p><b>A Two-Way Success: Preparation for Higher Education Interviews</b>                      Trotman 1991                      How to prepare for your Higher Education interview. Ancillary resource pack and teacher’s pack.</p>	<b>V/0672/P16</b>
<p><b>Choices @ 18</b>                      Lifetime 2004                      A guide through the options at 18, the video is in three parts: Study Life; Work Life; Search Life.</p>	<b>V/2733/P16</b>
<p><b>I like the sound of her...</b>                      Jumpcut 1994                      Containing three separate stories, the video demonstrates the verbal skills demanded which are as crucial to the jobseeker as an effective cv. Includes full training notes.</p>	<b>V/2712/P16</b>
<p><b>Interview contrasts</b>                      Jumpcut 1993                      Using 3 candidates, the video demonstrates the recruitment of a receptionist for a small business. It highlights the value of speculative applications and the need to prepare for interviews. Includes full training notes.</p>	<b>V/2715/P16</b>
<p><b>The CRAC Interview Video</b>                      CRAC. Hobsons                      Aimed at KS 4+ students. Helps students to do pre-interview research and preparation, and to perform well on the day.</p>	<b>V/0666/P16</b> <b>V/0667/P16</b> <b>[Y11]</b>

***Title******Code*****The Money Game****G/2320/P16**

CfBT Bedfordshire Careers Service 2000

A booklet and CD ROM provides a guide to negotiating the financial pitfalls of Higher Education and Further Education including a general guide to funding.

<b>Title</b>	<b>Code</b>
<p><b>Addressing Race Issues</b>                      CfBT Advice &amp; Guidance 2001                      This resource pack aims to contribute to raising awareness of equal opportunities. This pack helps to support a range of staff with links to equal opportunities issues.</p>	<b>P/2498/EQ</b>
<p><b>Challenging Racism</b>                      Chalkface 1993                      A pack designed for use with groups of secondary school students to give them the opportunity to explore and examine their perception of people from different cultures. Aims to help students go beyond judging others superficially and to encourage them to be open minded and sensitive to the feelings of others in speech and action.</p>	<b>P/0014/EQ</b> <b>P/0015/EQ</b>
<p><b>Equal Opportunities. A Careers Guide for Schools</b>                      Hobsons 1997                      A glossy casebook providing a range of materials including case studies to promote discussion of equal opportunities issues. Organised in three sections: racial equality; equality for women; disability awareness.</p>	<b>P/0018/EQ</b>
<p><b>Exercises in Equality: Exercises Challenging Sexual Stereotypes</b>                      Trotman 1996                      Provides tutor notes, worksheets and teaching material in three main areas: interpersonal and career development, career choices and subject options; personal skills including assertiveness, conflict handling and strategies for dealing with social pressures; gender issues and equality of opportunity.</p>	<b>P/0012/EQ</b>
<p><b>Red Shoes</b>                      Good Stuff Press 1997                      Picture book to be used with the worksheet below</p>	<b>P/2258/EQ</b> <b>P/2259/EQ</b> <b>[CM]</b>
<p><b>Red Shoes Worksheet Pack</b>                      Good Stuff Press 1997                      These worksheets are designed to be used by teachers, youth leaders or facilitators. Red shoes not only looks at the personal experience of being bullied but also invites the exploration of wider issues such as race, disability, gender and class.</p>	<b>P/2260/EQ</b> <b>P/2261/EQ</b> <b>[CM]</b>
<p><b>So You Think You're Equal?</b>                      TVEI Inverclyde 1987                      Materials used as part of the TVEI Inverclyde Equal Opportunities Programme. Exercises and teaching suggestions intended for use with groups – as tools to raise the issue of inequality in our society and to facilitate discussion amongst students.                      * Please note – some exercises would need updating before use.</p>	<b>P/0016/EQ</b>

**Title****Code****Through the Glass Ceiling.**

Leeds Animation Workshop Women's Collective 1994

Designed for a general audience, to stimulate discussion on gender discrimination and other issues. Useful for training sessions and seminars or with upper age range of school population.

**V/0632/EQ****V/0675/EQ**

Title	Code
<p><b>Careers Across the Curriculum: Resources for the Delivery of Careers Education, Key Stage 3</b> Sue Woodgate 1993 A set of worksheets, exercises and ideas targeting specific NC subjects and key stages. Each sets out Attainment targets kit, learning objectives and methods of delivery.</p>	<p><b>P/0147/CC [Y9]</b></p>
<p><b>Careers and the National Curriculum second edition: Teaching resources for curriculum subjects at key stages 3 &amp; 4</b> Lifetime careers 2001 Revised and updated and expanded to include new sections on Citizenship and PSHE. It provides a complete careers education programme that can be delivered through the national curriculum subjects. There are over 70 activities in the pack.</p>	<p><b>P/2541/CC</b></p>
<p><b>Careers and the National Curriculum: Student activities and Teacher briefings for Key Stages 3 and 4</b> CRAC. Hobsons 1996 Covers 11 National Curriculum subjects and RE; activities mapped to NC and SCAA guidelines; and full support for subject tutors.</p>	<p><b>P/0138/CC P/2705/CC</b></p>
<p><b>Careers Education Across the Curriculum</b> Birmingham Careers Service 1991 This pack aims to provide curriculum managers and those involved in the delivery of careers education with an easy-to-use guide, for Years 9, 10 and 11. Also includes a useful mapping grid to identify elements of careers education through different models of delivery.</p>	<p><b>P/0168/CC</b></p>
<p><b>Careers Education and Guidance</b> Devon County Council 1994 A pack designed to establish careers education and guidance as an essential element of teaching, learning and guidance in school and colleges.</p>	<p><b>P/0149/CC P/0151/CC P/0150/CC</b></p>
<p><b>Careers Education and Guidance: Cross-Curricular Theme Pack 5</b> Anthony Barnes. Pearson 1993 This resource is aimed at supporting effective cross-curricular development in your school, college or area of work.</p>	<p><b>P/0148/CC [GP]</b></p>
<p><b>Changing Times and Changing Work: History Resource Pack Integrating Careers Education and Guidance</b> Birmingham Careers Service 1993 A pack for History KS 3 core unit: expansions, trade and industry, incorporating a careers dimension. Units can be used individually, as each unit is independent of the other.</p>	<p><b>P/2707/CC</b></p>

<b>Title</b>	<b>Code</b>
<p><b>Cross-Curricular Issues: An INSET manual for secondary schools</b>            Longman 1991            Folder of staff training materials to assist schools in implementing cross-curricular issues.</p>	<b>P/0127/CC</b>
<p><b>Economic and Industrial Understanding, Key Stage 3</b>            The Chalkface Project 1994            Provides a starting point for students to explore the broader structures of society. Uses a series of exercises to help them to understand the relationship between the economy and the individual at its international, national and local levels.</p>	<b>P/0142/CC [Y9]</b>
<p><b>Economic and Industrial Understanding, Key Stage 4</b>            The Chalkface Project 1994            As detailed on the previous page but designed for students at KS4.</p>	<b>P/0143/CC [Y11]</b>
<p><b>Horizons: A Vocational Approach to the National Curriculum</b>            CRAC. Hobsons 1992            Comprises four sections: linking careers education and guidance to NNC subject areas; work experience as a resource within the curriculum; management issues; a calendar of action.</p>	<b>P/0176/CC</b>
<p><b>Implementing the Whole Curriculum: Book 2 – Education for Citizenship</b>            Manchester City Council. COIC 1991            Includes topic planners, curriculum planning charts and examples of pupils' work; also resources contacts available to support cross-curriculum delivery.</p>	<b>P/0129/CC</b>
<p><b>Implementing the Whole Curriculum: Book 6 - Careers Education and Guidance</b>            As above</p>	<b>P/0133/CC</b>
<p><b>TVEI Curriculum Development in Action: Vocational Perspectives for 14-16. Book 1: English</b>            Kent Careers Service 1990</p>	<b>P/0152/CC [PUB]</b>
<p><b>TVEI Curriculum Development in Action: Vocational Perspectives for 14-16. Book 12: Work Experience</b>            Kent Careers Service 1990</p>	<b>P/0163/CC</b>
<p><b>Why Does English Matter?</b>            CESP. Salford Careers Service. COIC 1992            A pack containing student self-study and teacher's notes intended to help students to acquire information retrieval skills used to identify career opportunities which require English communication skills; and to acquire the confidence to take responsibility for their progress and achievements.</p>	<b>P/0146/CC [Y9]</b>

**Title****Code****Why Science Matters****P/0136/CC**

CESP. Salford Education Department 1994

Teaching and learning materials to deliver aspects of the NC science, and to demonstrate the major contribution of science to careers education and guidance. The content is designed for use by science teachers in the classroom and laboratory.

Title	Code
<p><b>A Better Way to Work: A TUC Educational Resource for Work Experience and Careers Education</b> TUC 1997</p> <p>A set of materials designed to help students from 14 to 19 years old to prepare for work, or work experience. Some of the activities offer a trade union perspective, but the aim to ensure that issues are treated in a balanced way, and follow the National Consumer Council guidelines for industry-sponsored materials.</p>	P/0945/WR
<p><b>Accreditation of Work Related Activities</b> Trotmans</p> <p>This pack contains a complete teaching and learning process for accrediting work related skill and achievement. The pack allows students to gain reward and recognition for the wide range of work-related experiences that they encounter while still at school or college.</p>	P/2048/WR
<p><b>Be Safe! An introductory guide to health and safety</b> LSC</p> <p>For individuals who are learning about health and safety.</p>	P/2821/WR
<p><b>Building the Curriculum</b> CRAC</p> <p>A collection of problem-solving exercises for teachers planning Insight into Industry activities for pupils at Key Stage 3. Part one looks at developing ways of working with industrial partners and part two contains student briefs, tutor notes and links to National Curriculum Attainment Targets.</p> <p>NB Some content is dated but can be adapted</p>	P/2685/WR P/2686/WR
<p><b>Building Together</b> CRAC</p> <p>A support package for business and education colleagues who are using the CRAC Insight into Industry model for teaching and learning together. It contains three booklets: Guide to Insight into Industry, Guide for Business Partners and Guide for School Partners.</p> <p><i>NB Some content is dated but can be adapted</i></p>	P/2688/WR
<p><b>Enterprise – An Educational Resource for 14 – 19 Year Olds</b> Durham University Business School 1999</p> <p>Revised edition of interactive exercises aimed at developing enterprise skills in 14 – 19 year olds. Teacher and student materials included. Enables young people to develop self-awareness, confidence, to be more creative, socially skilled and better planners.</p>	P/2185/WR

<b>Title</b>	<b>Code</b>
<p><b>Enterprising Ideas for Secondary Schools</b>                      Enterprising Careers, University of Strathclyde, 2007                      We have drawn on the ideas from many schools across the country. Others are based on good practice that Enterprising Careers staff have encountered in CPD courses in Scotland and elsewhere. While some of these ideas are organised on the basis of subjects, enterprising teachers will see that they are adaptable and can be used in a variety of contexts. Others are presented as cross-curricular or whole school examples and may be used in a variety of ways.</p>	<b>P/2856/WR</b>
<p><b>Explore the Working World at Key Stage 2. A Subject-based Approach: English, Maths, Science, IT and History</b>                      Suffolk Careers. Hobsons 1998                      Ideas for activities which include visits, surveys and discussion. Covers learning objectives, resources and evaluation methods.</p>	<b>P/1049/WR [Y7-8]</b>
<p><b>Focus on Work</b>                      Careers Education Development Unit, Birmingham 1996                      A pack of 27 photographs showing people working in a variety of actual jobs ... to be used with the set of 10 activities and ancillary teachers' notes. These materials have been trialled with groups of young people with a variety of emotional, social and behavioural support needs.</p>	<b>P/1030/WR P/1059/WR [SN]</b>
<p><b>Get Ready for Work</b>                      Warwickshire Careers Service 2001                      An eight modular information and learning pack designed to help young people to become more work ready.</p>	<b>P/2425/WR P/2426/WR [Y11] [SN]</b>
<p><b>Get Set, Go. A Positive Approach to Personal Development through Work Experience.</b>                      Somerset Careers Services                      Developed through TVEI - an active learning resource for schools which provides ways for teachers and students to use work experience as a vehicle for positive approaches to personal development. A flexible resource for students in KS 4 and post-16, the pack can be used as a complete unit or as a bank of materials from which teachers can select ideas.</p>	<b>P/0777/WR</b>
<p><b>Go Wild with LMI</b>                      Highflyers publishing 2002                      This pack has been designed to get across key messages about the changing labour market in a fun and interesting way. Can be used for LMI training sessions, one-to-one consultations, group work and classroom activities or as part of careers education programmes in schools and colleges. Contains a CD with a powerpoint presentation and all the lesson plans and resource materials in Adobe Acrobat.</p>	<b>P/2594/WR P/2735/WR</b>

<b>Title</b>	<b>Code</b>
<p><b>Going On Work Experience</b>                      Lifetime Careers Wiltshire 1997                      A learning pack designed to give students a simple, effective approach to the practicalities of going on work experience. Includes good and bad practice.</p>	<b>P/1014/WR</b>
<p><b>Inspire</b>                      Lifetime Publishing                      The activities suggested in Inspire enable young learners to demonstrate their enterprise capability and review their achievements through work-related learning. Throughout the pack students are encouraged to take responsibility for their learning by working in creative and innovative ways. They are given the opportunity to tackle relevant problems, engage in real issues and to evaluate the effectiveness of their decisions.</p>	<b>P/2862/WR</b> <b>P/2863/WR</b>
<p><b>Jobs &amp; Careers Quiz</b>                      Lifetime Careers                      This new resource includes lots of fun ideas using quizzes and puzzles to complement a careers education programme in Key Stages 3 and 4. It is written in line with the National Framework for Careers Education and Guidance and is particularly relevant for 'careers exploration' at Key Stage 3 and for 'self development' and 'career management' at Key Stage 4.</p>	<b>P/2852/WR</b> <b>P/2859/WR</b>
<p><b>Making LMI come alive for young people</b>                      DfEE 1999                      A report presenting lessons learned on the methods and approaches to customising Labour Market Information.</p>	<b>P/2526/WR</b> <b>P/2527/WR</b> <b>[PUB]</b>
<p><b>Patterns of Work</b>                      CfBT Thames Careers Guidance 1999                      The aim of this pack is to provide 6 themes on LMI within Geography to include relevant statistical information and suggested lesson ideas for KS4.</p>	<b>P/2138/WR</b>
<p><b>SCIPSIMS</b>                      CEI University of Warwick – various dates                      A pack of booklets containing work-related simulations. Includes a decision-making exercise, a production simulation, a negotiation exercise and a role play relating to a multinational company. These were originally developed as part of TVEI, but are equally relevant today.</p>	<b>P/2786/WR</b> <b>P/2787/WR</b>
<p><b>The Work Experience Support Pack</b>                      Chalkface 1995                      Sample copy of pack worksheets with Teachers' Notes to help support students throughout the preparation, carrying out and evaluation of work experience. Contains log sheets for placement information, rules, company structure etc.</p>	<b>P/0416/WR</b>

<b>Title</b>	<b>Code</b>
<p><b>The World of Work</b> Highflyers This pack contains a range of stimulating and fun exercises and activities designed to support the work related learning and enterprise education agenda within schools and colleges. The materials can either be used to liven up a careers education programme, or to support work related learning and enterprise activities.</p>	<p><b>P/2853/WR</b> <b>P/2854/WR</b></p>
<p><b>Tomorrow's World of Work...?</b> Durham University Business School 1999 These materials, written by practising teachers for teachers are designed to help students understand the major issues facing business in society.</p>	<p><b>P/2167/WR</b></p>
<p><b>Up for Enterprise</b> This pack has two main purposes. Firstly, it seeks to motivate and enthuse those teachers and pupils who engage with its ideas and activities. Secondly, it provides a variety of experiences which will build on those the pupils will have had during their primary school years and prepare them for the opportunities in enterprise education that are provided in the S3-S6 curriculum.</p>	<p><b>P/2858/WR</b></p>
<p><b>Windows on Work: Helping Business to Help Your Students</b> CRAC 1995 A pack designed to enable providers of the post-16 curriculum to plan and deliver the CRAC programme. Includes case studies, and a personal learning journal.</p>	<p><b>P/0974/WR</b></p>
<p><b>Working in Enterprise</b> Gapwork Ltd This resource is based on the QCA requirements for enterprise education. It covers innovation creativity, risk management and risk taking and financial and business understanding – the whole of enterprise learning. Interactive CD. Video clips linked to lesson plans and project ideas.</p>	<p><b>P/2830/WR</b></p>
<p><b>Work Challenge</b> Chalkface 1992 This pack provides a series of worksheets designed to introduce students to situations they may need to handle at work or during work experience.</p>	<p><b>P/0424/WR</b> <b>P/2450/WR</b></p>
<p><b>Work Experience and Key Skills: A Quality Improvement Pack</b> ASDAN / SCIP 1996 Designed to help students - particularly those at KS 4 – to set learning objectives for work experience, preparing for placement and recording experience and achievements.</p> <ul style="list-style-type: none"> <li>● Please note some accreditation has changed since publication.</li> </ul>	<p><b>P/1064/WR</b></p>

<b>Title</b>	<b>Code</b>
<p><b>Work Experience Skill Profiles: Teacher’s Resource Pack</b>                      Highflyers Publishing 1995.                      Comprises a number of skill profiles drawn up in discussion with appropriate employers. Each profile lists a set of skills which a student could reasonably be expected to practise during a 2-week, work experience programme. Includes a blank profile for placements not covered in the pack.</p>	<b>P/1019/WR</b>
<p><b>Work skills resource pack</b>                      Trotman publishing 2000                      A practical resource pack to prepare Year 9-13 students for the changing world of work.</p>	<b>P/2631/WR</b>
<p><b>Work the Experience</b>                      Highflyers 2004                      The activities in this pack support the use of work experience in the curriculum. They encourage students to use work experience as a way of gaining insight into the wider world of work.</p>	<b>P/2773/WR</b> <b>P/2774/WR</b>
<p><b>Work, the Experience</b>                      Chalkface 1988                      Intended for upper secondary and young adult students of mixed ability. The first half of the pack contains sheets preparing students for work placements and exploring possible problems they may meet. The second half contains sheets to fill in after work experience and sheets designed to help them integrate what has happened.</p>	<b>P/0410/WR</b> <b>P/0409/WR</b> <b>P/2451/WR</b>
<p><b>Work: As seen on TV</b>                      Lifetime careers 2000                      A resource pack for teachers and careers advisers to use networked TV programmes in career learning activities.</p>	<b>P/2600/WR</b>
<p><b>Working Futures</b>                      Herts Careers Services 1990                      A module of careers education with activities which links strategies for coping with change to students’ working lives and career paths.</p>	<b>P/0421/WR</b>
<p><b>Worklog</b>                      WCGS 1994                      Materials developed to help Year 10/11 students with both moderate and severe learning difficulties to succeed in recording their discoveries and successes while on work experience. The pack includes whole day and task recording sheets, components for parental input, employers’ comments and suitable thank you letters for students to use subsequent to work experience.</p>	<b>P/1057/WR</b> <b>[SN]</b>

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<b>Title</b>	<b>Code</b>
<b>Workstyles, 2nd edition</b> Trotman 1996 Descriptions of 50 jobs - concentrating on 'the feel of the job' and what it might mean to the individual, including lifestyle and social relationships. Useful resource information on 'real jobs'.	<b>P/2801/WR</b>
<b>Workwise</b> Gerry Palmer 1990 43 exercises divided into 5 broad content areas: school-industry links; careers education; gender issues; economic awareness; and work experience / mini-enterprise. Suitable for GCSE+ students.	<b>P/0418/WR</b> <b>P/0419/WR</b>

<b>Title</b>	<b>Code</b>
<b>Building for the Future</b> Halifax Building Society 4 videos (each running for 6 minutes), spelling out the entry requirements and demands of more than 60 jobs, through the experiences of recent recruits.	<b>V/0684/WR</b> <b>V/0685/WR</b>
<b>Check it out – video</b> HSE books This teacher training pack includes teaching plans and support material. The video is aimed at students who are about to go on work placement. It shows the risks they may face in the workplace and how to avoid having accidents or injuring other people.	<b>V/2808/WR</b>
<b>Learning to Listen</b> Resource pack containing material for use in areas where effective listening is important. Material is suitable for work with young people in first work experience. Audio tape.	<b>V/0643/WR</b>
<b>To Apply, Please Telephone</b> Jumpcut 1987 Useful preparation for work experience or job applications that require an initial contact by telephone. Realistic scenarios. Suitable for mixed ability.	<b>V/0323/WR</b>

**Title****Code****Rebel Records: A Record Company at Work****G/0706/WR**

Careers Consultants Ltd 1986

A work simulation for careers education and guidance in Years 9, 10 and 11. Based on a fictitious record company.

**Winners and Losers****G/2200/WR**

Lifetime Careers 1999

This is a programme of careers education activities based on a pack of cards for use with students in years 9 to 11. It has been designed for that part of the programme where students are investigating opportunities in the local labour market and are learning about different work-related skills.

<b>Title</b>	<b>Code</b>
<p><b>12 Conversations with young people</b> Prospects services 2003 This resource has been developed for use in one-to-one situations by youth workers and Connexions staff. Each conversation provides a framework for positive discussion to help young people make informed choices, with follow up activities. Topics include planning for the future, work experience, post 16 options, CV, interview.</p>	<b>P/2691/CM</b>
<p><b>Action Planning</b> Suffolk Careers Service 1995 A resource pack to help tutors to support the development of action planning skills in students. Structured activities from Year 7 to 11.</p>	<b>P/0204/CM</b>
<p><b>Anger Management</b> Chalkface This provides a comprehensive, integrated course of activities that develop understanding issues with anger. It enskills students to address and modify their own attitudes and responses.</p>	<b>P/2414/CM</b> <b>P/2415/CM</b>
<p><b>Anger Management Programme</b> Incentive publishing 2002 This behaviour management programme focuses on Emotional Literacy as a way in which students can be taught to manage their anger. There are ten one-hour sessions which each outline its aims, resources required and the method.</p>	<b>P/2671/CM</b>
<p><b>Backpack</b> Highflyers Publishing 1999 Based on materials used with New Deal clients this has been reworked for use with young disaffected people. This pack is designed to help individuals develop strategies which will increase their self-confidence.</p>	<b>P/2289/CM</b> <b>P/2325/CM</b>
<p><b>Better English, Better Job</b> Dfee Pack comprising student guidelines for preparing a CV, completing an application form, preparing for and being interview; and interviewer's guidelines including questioning techniques, timing and note taking.</p>	<b>P/1000/CM</b> <b>P/1001/CM</b> <b>P/1054/CM</b> <b>P/1055/CM</b>
<p><b>Boosting your Career Prospects</b> Trotman 1998 Encourages students to take job hunting seriously, begin it early, and develop self-reliance and self-motivation in order to compete successfully in a difficult job market.</p>	<b>P/1037/CM</b> <b>P/1038/CM</b>

<b>Title</b>	<b>Code</b>
<p><b>C is for Confidence</b>                      Russell House Publishing Ltd                      This manual has been designed as a 'pick up and use' tool. You can either follow the book's approach from start to finish or pull out exercises that are appropriate for groupwork.</p>	<b>P/2466/CM</b>
<p><b>Career Check: Managing your Career More Efficiently</b>                      Careers Service West 1997                      A workbook to help with those who have career decisions to make: those seeking their first job; those uncertain about best next steps; returners; those faced with redundancy; anyone considering a 'portfolio'.</p>	<b>P/0942/CM</b>
<p><b>Career Development Activities, Games and Exercises</b>                      CRAC. Hobsons                      This is the second book in the CRAC Breakout Series. It contains a programme of 10 key topics which we hope will be of some interest to you now your option choices are made and you are working towards examinations.</p>	<b>P/0162/CM</b>
<p><b>Career Guides: A Self-study Resource Pack</b>                      Kent County Council Careers and Guidance Service 1994                      A pack aimed at developing a supported self-study approach to post-16 CEG. Contains notes for tutors and careers advisers and guides for tudents to use independently following initial tutorial input.</p>	<b>P/2170/CM</b>
<p><b>Careers and Personal Development Folder</b>                      Oldham Careers Service 1996                      Student folder developed as part of a holistic approach to career development (Years 9 - 11). Acts as a focus for students to make links between aspects of careers and personal development activities, and to structure and store their documents - building into a portfolio.</p>	<b>P/0218/CM</b>
<p><b>Careers Library User Award. Student Workbook</b>                      Birmingham Careers Service 1994                      Student workbook, which is aimed at helping students to be independent in their own careers research. Contains 4 units: Access; research; Use of IT; Health and Safety.</p>	<b>P/0992/CM</b>
<p><b>Careers Library User Award. Tutor Workbook</b>                      Birmingham Careers Service 1994                      Tutor workbook to support P/0992/CM</p>	<b>P/0993/CM</b>
<p><b>Creating Winning CVs and Applications</b>                      Trotman 1998.                      A thorough, lively and humorous analysis of a range of CVs and application form procedures, with real examples. Aims to enable students to create their own, successful CV or application.</p>	<b>P/1048/CM</b>

<b>Title</b>	<b>Code</b>
<p><b>Developing Core Communication Skills</b>                      MCH Publications 1994                      Photocopiable materials for use with Years 11-13 and students in FE.                      Contains skills checklists, guidance and practice in developing skills and feedback/model answers.</p>	<p><b>P/0747/CM</b>  <b>P/0790/CM</b></p>
<p><b>Developing your Employment Skills</b>                      Trotman 1998.                      A practical approach to self-reliant personal career management. Focuses on basic, transferable skills: why students need them; how to get them and what to do with them. Emphasises life-long learning.</p>	<p><b>P/1035/CM</b>  <b>P/1036/CM</b></p>
<p><b>Drugs, Alcohol and Tobacco</b>                      Chalkface 2001                      This booklet aims to give students the knowledge, understanding and skills they need to make positive decisions about a wide range of drug-related issues. Designed to be used with Key Stage 3 and 4 students of mixed ability.</p>	<p><b>P/2412/CM</b>  <b>P/2413/CM</b></p>
<p><b>Enhancing the Enterprise Skills</b>                      Changemakers and DfEE 1999                      This set of workbooks has been developed by Changemakers to assist teachers, youth workers and other adults in facilitating young person led activities.</p>	<p><b>P/2079/CM</b></p>
<p><b>Exploring Career Opportunities</b>                      Trotman 1998                      Explores ways in which students can explore career options, generate their own opportunities, develop marketable skills and sell themselves in the job market.</p>	<p><b>P/1039/CM</b>  <b>P/1040/CM</b></p>
<p><b>Finders Keepers</b>                      Highflyers Publishing 1999                      A resource for use with young job hunters. The materials in this pack can be used to support a school's careers education programme or work on the pupil's National Record of Achievement as well as a variety of situations from one-to-one consultations to small groups.</p>	<p><b>P/2288/CM</b>  <b>P/2293/CM</b></p>
<p><b>First Impressions. The Essential Guide to Getting That First Job</b>                      Royal Borough of Windsor and Maidenhead, Education Business Partnership 2000</p>	<p><b>P/2241/CM</b></p>
<p><b>Get a Life!: A Success Guide for Young People</b>                      Bede Cammock-Elliott. The Industrial Society.                      Offers practical advice and guidance for all young people. Includes case studies; self-help exercises and audits.</p>	<p><b>P/0978/CM</b></p>

<b>Title</b>	<b>Code</b>
<p><b>Goal!</b> Chalkface 1991 Designed to help students develop skills in goal setting and decision-making. Cartoon-illustrated student worksheets and Teacher's Notes.</p>	<b>P/0207/CM</b>
<p><b>Going for an Interview: for School Leavers with Special Needs</b> Wilts Careers Guidance A pack containing a set of illustrated cards and a handout aimed at enabling students to look at the process of going for an interview; identify the preparation; to discuss individual elements highlighting good &amp; bad practice.</p>	<b>P/0227/CM</b> <b>P/0228/CM</b> <b>P/0229/CM</b>
<p><b>Group Activities for Personal Development</b> Speechmark2003 These activities for personal development cover specific themes such as learning to trust, developing self-understanding, expressing feelings, assertion and exploring relationships. NB. The writers recommend that they are used by <b>experienced</b> practitioners.</p>	<b>P/2755/CM</b> <b>[SN]</b>
<p><b>Improve Your Study Skills</b> CRAC. Hobsons 1985 A guide aimed at developing general study skills. Old-fashioned layout, but relevant content.</p>	<b>P/0208/CM</b>
<p><b>Initial Award in Life Skills</b> The Chalkface Project 2000 This pack aims to give students a basic understanding of some of the issues that they face in adult life. It concentrates on four areas; individual rights; issues related to family and relationships; understanding financial and official matters; and the world of work.</p>	<b>P/2335/CM</b>
<p><b>Interview Speak: Student and Tutor Guides</b> Banking Information Services 1992 Information and exercises to plan for, and take part in interviews.</p>	<b>P/0230/CM</b> <b>P/0231/CM</b>
<p><b>Interview!</b> Chalkface 1991 A pack for use with students who are developing job-hunting skills. Covers all aspects of interview skills including 4 case studies, in a straightforward way.</p>	<b>P/0224/CM</b> <b>P/0225/CM</b> <b>P/0226/CM</b>
<p><b>Job Choice</b> Chalkface 1993 A pack that provides a starting point for students to help them in their choice of work. It encourages them to look at themselves and at specific job areas.</p>	<b>P/0239/CM</b> <b>P/0240/CM</b> <b>P/0241/CM</b>

<b>Title</b>	<b>Code</b>
<p><b>Job Quiz</b>                      Lifetime Careers 2001                      A brand new collection of puzzles and quizzes to help students aged 13-16 to think about their job interests. All answers supplied with the pack. Easy to use, with photocopiable pages.</p>	<p><b>P/2536/CM</b>  <b>P/2599/CM</b></p>
<p><b>Leadership 2000</b>                      Innerchoice publishing 1994                      A resource looking at preparing students for success and leadership in the workplace. It contains activity sheets and worksheets.                      NB Content is very Americanised but can be adapted</p>	<p><b>P/2681/CM</b></p>
<p><b>Learning Pays: Exploring and Improving your Style of Learning</b>                      Careers Service West 1997                      A practical, activity-based workbook providing a range of exercises to help students make discoveries about their personal learning styles, get the most out of any learning situation, and understand the links between learning and success in life and work.</p>	<p><b>P/0943/CM</b></p>
<p><b>Learning to Win: A Tutor Resource</b>                      COIC 1990                      Work sheets, self-assessment questionnaires and information to look at the basic principles of negotiation at different levels. Links with following resources.</p>	<p><b>P/0201/CM</b></p>
<p><b>Learning to Win: Negotiating, Your Way</b>                      Jenyth Worsley &amp; Natalie Wheen 1988                      A series of student-based worksheets on self-assessment</p>	<p><b>P/0199/CM</b>  <b>P/0200/CM</b></p>
<p><b>Life Tracks Improving your Chances</b>                      Career Productions 2002                      A resource for practitioners working with individuals who, by their experiences and actions, are disadvantaged in life and employment prospects. It follows a process designed to help individuals reach "launch point" – where they are ready for work and/or training – and from there go on to make successful applications.</p>	<p><b>P/2483/CM</b></p>
<p><b>Making the right moves - KS3 careers education and guidance</b>                      Leics. Careers and Guidance Services 1995.                      Written by an experienced careers teacher, this pack aims to encourage students to take an active role in action planning, recording achievement and making decisions about their future.</p>	<p><b>P/1016/CM</b></p>
<p><b>Preparing Your Own CV</b>                      Kogan Page 1990                      A comprehensive list of do's and don'ts offered based on broad experience of dealing with employers.</p>	<p><b>P/0793/CM</b></p>

<b>Title</b>	<b>Code</b>
<p><b>Problem Solving</b>                      The Chalkface Project 1998                      This publication invites students to think through problems – to prioritise, look at the pros and cons of different situations and to realise that for some dilemmas there is no ‘right’ answer.</p>	<b>P/2262/CM</b>
<p><b>Problem Solving: Practical Exercises to Promote Skill Transfer</b>                      COIC 1988                      Thirty relevant-to-work exercises designed to promote the transfer of problem solving and number skills across a range of occupational settings. Photocopiable information, question and worksheets.</p>	<b>P/0195/CM</b>
<p><b>Promoting Yourself at Interview</b>                      Trotman 1998                      Helps students to improve their job-hunting techniques by examining the process from first application to closing techniques. Explores a variety of interview formats.</p>	<b>P/1045/CM</b>
<p><b>Records of Achievement</b>                      Chalkface 1995                      Sample copy of pack for use with mixed ability students from years 7-11. Worksheet activities designed to build into ROA folders, and help students to construct their own personal statements.</p>	<b>P/0205/CM</b> <b>P/0206/CM</b>
<p><b>Retracking</b>                      Devon Educational Psychology Service 1996                      This resource contains photocopiable worksheets aimed at supporting students who have been experiencing difficulties at school which may have led to, or be leading to their exclusion.</p>	<b>P/2684/CM</b> <b>[SN]</b>
<p><b>Self Esteem 3</b>                      Claire publications 2001                      A workbook to help adolescents who have special self esteem needs. The book is aimed at teachers and parents and provides insight into the self esteem of adolescents by focussing on how they think and feel about themselves and how they see themselves fitting into the family and community.</p>	<b>P/2672/CM</b>
<p><b>Self-Esteem</b>                      Chalkface 1994                      Intended for use in careers education, PSE or health education, this set of photocopiable work sheets are suitable for KS 3, and possibly KS 4 students across the ability range. The pack is designed to provide a starting point for the exploration of the feelings and actions that can create a sense of positive or negative self-esteem.</p>	<b>P/1017/CM</b> <b>P/1018/CM</b> <b>P/2662/CM</b> <b>[SN]</b>

<b>Title</b>	<b>Code</b>
<p><b>Setting Targets and Monitoring Progress</b>                      The Chalkface Project 1999                      A pack providing worksheet based resources and interactive session for KS3 &amp; 4 allowing tutors to assist students in setting personal targets which students can apply to different subjects. Activities allow for differentiation.</p>	<b>P/2106/CM</b>
<p><b>Situations</b>                      Wiltshire Guidance Services 1991                      Discussion cards for careers education and PSE. Can be used with a range of abilities and ages. Allows students to discuss and make decisions about hypothetical situations.</p>	<b>P/0189/CM</b> <b>P/0190/CM</b> <b>P/0191/CM</b> <b>[SN]</b>
<p><b>Skillbiz: A Business Tutor Scheme for Developing Application Skills</b>                      Wilts Careers Guidance 1992                      Intended to assist students with the development of formal applications skills whilst providing them with opportunities of visiting local employer premises.</p>	<b>P/0211/CM</b>
<p><b>Starting Points for Using the Careers Library</b>                      WCGS 1995                      A resource pack including OHTs for introducing students to using the careers library. Can be used to give training to tutors and to provide packs for them to use in the classroom. Also contains useful background material for improving the careers library.</p>	<b>P/2768/CM</b>
<p><b>Steps Portfolio: Student Copy</b>                      Careers Enterprise                      Aims to support students in understanding themselves, taking responsibility for their own learning and development, develop a personal profile, explore opportunities and implement career plans.</p>	<b>P/2333/CM</b> <b>P/2334/CM</b> <b>[CG]</b>
<p><b>Study Skills Box: Years 9-12</b>                      BP. ISCO                      A progressive study skills box which provides 6 lesson plans for each year group – Years 9, 10, 11 and 12. Each pack is free standing, but is developmental, with skills appropriate to each stage. Contains OHTs, teaching notes, worksheets and handouts.</p>	<b>P/0209/CM</b>
<p><b>Talking Rules OK</b>                      Chalkface 1991                      Aimed at middle and upper secondary students. Covers all aspects of oral work within a job setting, e.g. formal meetings, telephone etc.</p>	<b>P/0236/CM</b>
<p><b>Target Setting: Activities to Support Students</b>                      WCGS 1996                      Tutor notes and outline sessions with OHTs and photocopiable handouts to help students understand about target setting.</p>	<b>P/0203/CM</b> <b>P/0746/CM</b>

<b>Title</b>	<b>Code</b>
<p><b>The All New Job Quiz Book</b> CRAC. Hobsons 1994 A follow-up to the above. A practical introduction to the world of work through riddles, puzzles and quizzes – all answers supplied with the pack. Easy to use, with photocopiable pages. Suitable for a range of ages and abilities.</p>	<p><b>P/0249/CM</b> <b>P/0250/CM</b></p>
<p><b>The Be Real Game facilitators kit</b> DfES 2002 This kit contains a guide and all related materials and documentation required to support the implementation of The Be Real Game programme. It is designed specifically for students around the years 9, 10 and 11.</p>	<p><b>P/2572/CM</b> <b>P/2582/CM</b></p>
<p><b>The Emotional Intelligence Activities Pack</b> An invaluable resource for key stage 3 and 4 PSHE and citizenship. It offers 60 activities covering a wide range of emotional intelligence topics. It can be used in a number of contexts by teachers of PSHE and citizenships, those involved in careers education programmes, and by Connexions personal advisers working with groups of students.</p>	<p><b>P/2860/CM</b> <b>P/2861/CM</b></p>
<p><b>The Essential Interview Video Support Pack</b> Lifetime 2005 Support pack for videos V/2749/CM and V/2750/CM. Includes a timed synopsis of the video, background information on aspects of the interview process and 12 video linked activities.</p>	<p><b>P/2756/CM</b> <b>P/2779/CM</b></p>
<p><b>The Job Quiz Book</b> CRAC. Hobsons 1989 Based on popular exercises to help students widen their knowledge about different jobs through puzzles, pictures and quizzes. Carries a photocopy restricted waiver.</p>	<p><b>P/0245/CM</b> <b>P/0246/CM</b> <b>P/0247/CM</b> <b>P/0248/CM</b></p>

<b>Title</b>	<b>Code</b>
<p><b>The Make it Real Game Facilitators Pack</b> DfES 2001 This kit contains a guide and all related materials and documentation required to support the implementation of The Make it Real Game programme. It is designed specifically for students around the years 6 and 7.</p>	<p><b>P/2576/CM</b> <b>P/2584/CM</b> <b>P/2585/CM</b> <b>P/2741/CM</b></p>
<p><b>The Real Game Facilitators Pack</b> DfEE 2000 This kit contains a guide and all related materials and documentation required to support the implementation of The Real Game programme.</p>	<p><b>P/2496/CM</b> <b>P/2497/CM</b> <b>P/2569/CM</b> <b>P/2570/CM</b> <b>P/2571/CM</b> <b>P/2304/CM</b></p>
<p><b>The Red Box</b> Educational Communications 2003 – updated 2005 A resource pack for 11-16 year olds to fit in the Citizenship curriculum. It covers all areas of tax and public spending. The activities and case studies directly deliver all key skills essential for work and lifelong learning. Also contains two posters and a 21 minute video 'Jack's Guide to Life'</p>	<p><b>P/2579/CM</b></p>
<p><b>The Skills Profile</b> CRAC 1994 Support materials and student booklet which help to identify core skills and achievements. Could be used in preparation for RoA, interviews and action planning.</p>	<p><b>P/0180/CM</b></p>
<p><b>Think before you act</b> Lucky Duck publishing ltd 2003 An activity based resource looking at thinking skills and behaviour improvement for 9 to 16 year olds. It contains 12 lessons and each includes: full teacher instructions, group activities, photocopiable / printable resources and a CD-ROM with all the activity sheets and 18 full colour posters.</p>	<p><b>P/2674/CM</b></p>
<p><b>What Now?</b> Chalkface 1991 A pack for use with groups of upper secondary students to look at themselves, their attitudes to work and what may stop them fulfilling their potential. The worksheets examine what the student understands by work, an assessment of student resources, the demands and rewards of employment and its alternatives.</p>	<p><b>P/0242/CM</b> <b>P/0243/CM</b> <b>P/0244/CM</b></p>
<p><b>Whitbread Initiative - Communication</b> COIC 1990 Aims to help students develop communication skills.</p>	<p><b>P/0238/CM</b></p>

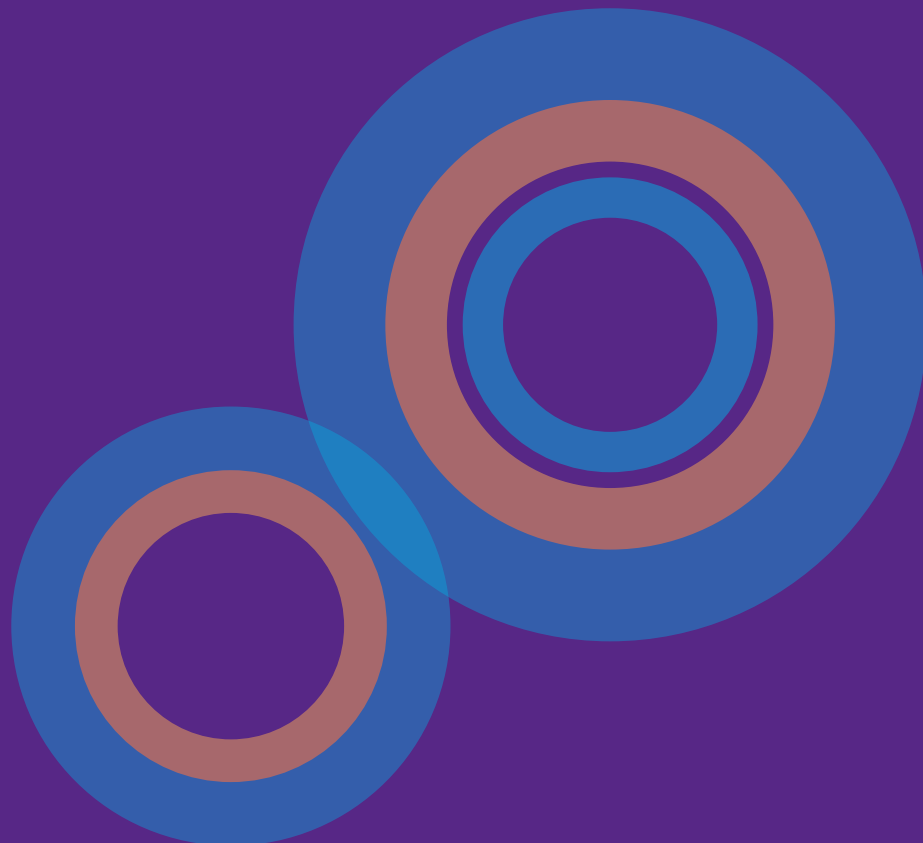
<b>Title</b>	<b>Code</b>
<b>Whitbread Initiative: Enterprise and Business</b> COIC 1990 Aims to provide students with a fuller knowledge of how business works, and develop enterprise and business skills.	<b>P/1105/CM</b>
<b>Working it out: Help in Job Search</b> COIC 1993 Designed to help adult job changers and job seekers make decisions about their future. Contents include personal situations, planning for the future, self-awareness and option choice.	<b>P/0773/CM</b> <b>P/0774/CM</b>
<b>Writing and Talking about Yourself</b> Chalkface 1996 A series of worksheets to develop skills in writing, speaking and presenting biographical material. Support material in the Teacher's Notes. Can be used to supplement English, Communications and PSE lessons.	<b>P/0804/CM</b>
<b>Your First Job: Choosing, Getting and Keeping It</b> Kogan Page 1984. A practical guide for anyone facing the realities of job seeking for the first time. Covers GCSE choices, work experience, job applications, tax, conditions of service and employment rights.	<b>P/1022/CM</b>
<b>Your Next Steps: Tutor's Manual</b> Lancaster Associates 1995 A pack of lesson notes, OHP masters, worksheets and handouts aimed at preparing students for the transition at Year 11.	<b>P/0220/CM</b>

<b>Title</b>	<b>Code</b>
<p><b>Another Step: Video and Teachers' Notes</b>                      Careers Enterprise 1997                      A documentary style video looking at the importance of training and lifelong learning in a rapidly changing world. The video can be used in isolation as an introductory session but would be best included as part of a planned CEG.</p>	<b>V/2006/CM</b>
<p><b>Game for a Job</b>                      Jumpcut 2000                      This video is targeted at the less articulate, often disaffected young person who lacks knowledge of the most basic job search skills. It aims to communicate fundamental skills by using the format of a typical TV game show.</p>	<b>V/2421/CM</b>
<p><b>Go-Jonny-Go: Go get the work you want</b>                      Brand 4 Work Limited                      "Fresh, entertaining and informative" a unique DVD and Guidebook. Essential for young people looking to kick start their career.</p>	<b>V/2827/CM</b> <b>V/2842/CM</b>
<p><b>I Should Have Said ...'</b>                      Jumpcut 1995                      Suitable for Years 9-11 and GNVQ intermediates. Shows a structured interview demonstrating good and bad practice. Ancillary booklet.</p>	<b>V/0781/CM</b> <b>V/0319/CM</b> <b>[Y11]</b>

<b>Title</b>	<b>Code</b>
<p><b>Interviewers from Hell</b>                      Jumpcut 2001                      Advice on how to cope with interviewers that are either untrained, disorganised, bully the applicant or even forget the interview has previously been arranged.</p>	<p><b>V/2747/CM</b>  <b>V/2748/CM</b></p>
<p><b>Ready for Work?</b>                      Industry in Education 2000                      This BBC Learning Zone video illustrates how jobs have changed in recent years, what employers are looking for, what can be done to improve one-self, work experience, part-time jobs and how teachers can help.</p>	<p><b>V/2417/CM</b>  <b>V/2418/CM</b></p>
<p><b>The Be Real Game</b>                      Connexions 2002                      An interactive Careers Education Programme for Years 10 &amp; 11.</p>	<p><b>V/2506/CM</b></p>
<p><b>The Essential Interview Video</b>                      Lifetime 2005                      This video provides advice on performing well at interview and examples of the types of situation that young people might meet. In three 10-minute modules, students will be introduced to the concepts of researching, presenting themselves and selling themselves. Interview sequences are intercut with advice from a human resources expert and from young people who have been through the experience.                      (see also Essential Interview Video Support Pack)</p>	<p><b>V/2749/CM</b>  <b>V/2750/CM</b></p>
<p><b>The Interview Doctor: Prescribing remedies for common interview ills</b>                      Jumpcut                      Focuses on basic “employability skills” – timekeeping, presentation, preparation, communication, attitude – through the eyes of a recruitment specialist. The “Interview Doctor” diagnoses many of these common problems in two typical school leavers, and prescribes remedies which set them on the road to recovery.</p>	<p><b>V/2825/CM</b>  <b>V/2826/CM</b></p>
<p><b>The Make It Real Game</b>                      Connexions 2002                      An interactive Careers Education Programme for Years 6 &amp; 7.</p>	<p><b>V/2505/CM</b></p>
<p><b>The Real Game</b>                      Connexions 2002                      An interactive Careers Education Programme for Years 8 and 9.</p>	<p><b>V/2302/CM</b></p>
<p><b>The Real Game (CD ROM)</b>                      Connexions 2002                      A video introduction to the ‘Be Real’ series with individual videos introducing each game.</p>	<p><b>V/2525/CM</b></p>

<b>Title</b>	<b>Code</b>
<b>Top Forms</b> Jumpcut 2000 In this video we observe four applicants as they complete their Forms. A real-life employer then gives her verdict on the Forms and tells us which of the applicants would get through to the interview stage, why and which would unfortunately be rejected.	<b>V/2423/CM</b>
<b>Work To Work 1: Interview Preparation</b> Jumpcut 1992 Covers how to prepare for interview and the reasons for doing so; what to prepare; the expected question areas; utilising previous experience; evidencing skills; sorting out what is relevant in the job; the need to appreciate questions and think through the answers.	<b>V/0316/CM</b> <b>[Y11]</b>
<b>Work to Work 3: Carole's Interview</b> Jumpcut 1992 A direct example of an actual, structured interview, emphasising the need for preparation, thinking on your feet and concentration at interview. Helpful supporting booklet.	<b>V/0599/CM</b> <b>[Y11]</b>

<b>Title</b>	<b>Code</b>
<p><b>Ambush: The CRAC Jobhunter’s Game</b>                      CRAC. Hobsons 1982                      A ‘snakes and ladders’ type game for job hunters and potential interviewees. Includes student’s score sheets giving comprehensive lists of Do’s and Don’ts.</p>	<p><b>G/0751/CM</b></p>
<p><b>Check It Out</b>                      Birmingham Careers Service 1994                      To help students learn about the world of work and encourage communication, co-operation and decision-making.</p>	<p><b>G/0711/CM</b>  <b>G/0712/CM</b></p>
<p><b>Rainbows</b>                      COIC 1990                      Build your own Rainbow... Life and career planning. Comprises teacher’s manual and teaching programme; 42 handouts and 23 OHP masters; work values cards; transferable skills cards; 5 posters.</p>	<p><b>G/0705/CM</b>  <b>G/1089/CM</b></p>
<p><b>Survive!</b>                      Trotmans                      Designed to help students achieve several of the aims outlined in KS 3 and 4 of the National Curriculum guidelines for careers education and guidance. The game is effective in holding the students interest and helps them reflect on their own decision-making skills.</p>	<p><b>G/2047/CM</b>  <b>[YR9]</b>  <b>[YR10]</b></p>
<p><b>What IF ...</b>                      Mar*co products 1999                      100 decision-making situation cards for students. It can be used with individuals, small groups or in a classroom. It allows students to practice and use decision-making, common sense and imagination.</p>	<p><b>G/2673/CM</b></p>
<p><b>Work Shuffle</b>                      Lifeskills Associates 1982</p>	<p><b>G/0713/CM</b></p>



### **Our commitment to you**

Connexions Oxfordshire works for every young person in Oxfordshire. We want to make sure that Connexions meets your needs, so if you would like to make a comment, compliment or complaint, please write to Richard Savage, Service Manager – Supporting Choices, Youth Support Services, Oxfordshire County Council, Macclesfield House, New Road, Oxford OX1 1NA

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