



Careers Planet Facilitator's Kit

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1. What is Careers Planet?

Careers Planet is a pack of activities to introduce pupils to the world of work and to encourage them to explore jobs and careers in a fun and imaginative way.

On the Careers Planet poster, the world of work is made up of 23 planets. Each planet represents a job family. The size of each planet is in proportion to the number of people who work in that family. Introducing children to the idea of job families helps them to:

- build up their concept of different types of work, e.g. learning that individuals working in security and the armed forces help to protect both people and property while individuals working in healthcare are concerned with the health and well-being of people
- find out about less well-known jobs in the same family, e.g. realising that there are other jobs in financial services besides banking
- understand that they can use their skills in different settings, e.g. if they are interested in catering, they can work in almost any job setting
- investigate the realities of the labour market, e.g. finding out about the competition for jobs and about entry routes and requirements. Not everyone who wants to be can be a forensic scientist or a footballer!

All resources needed to use Careers Planet can be found in this pack, which includes a set of Photocopiable Masters. The resources and the image for the poster can also be accessed through a hyperlink provided when Careers Planet was purchased. For more information, please e mail careersplanet@adviza.org.uk



2. Structure

Activities and lesson plans

- **Careers Planet: Voyages of discovery**

Pupils are space travellers visiting different parts of the careers galaxy to discover the jobs that exist there. The activities takes place over five sessions of 50-60 minutes each.

- **Careers Planet: Space mission**

Space mission is a game for 2-6 pupils plus a question master. Each pupil plans a personal mission into space. They choose in advance the five careers planets that they want to explore. The winner is the first player to visit their five selected planets. Time required: approximately 30-45 minutes.

- **Careers Planet: Additional games and activities**

Three short additional activities: Who's on the Planet? Discussion or debate topics and Careers Planet bingo.

Teachers' resources

- **Overview of the Careers Planet job families**

This is a quick reference guide for teachers to the 23 job families in Careers Planet.

Classroom resources

- **Careers Planet posters/game boards**

A3 (x5) size posters for wall displays and to use as games boards with games pieces (supplied) for the different activities. This image can also be used for projection on to a white board.

- **Careers Planet Job Families description sheet**

A laminated A3 sheet giving an overview of the 23 job families.

- **Careers Planet Job Information sheets**

A set of 92 job information sheets. There are four featured jobs for each of the 23 Careers Planet job families.

- **Careers Planet Job List by job family/planet**

A list of the 92 job titles included in Careers Planet.



3. Contribution to curriculum and learning

Curriculum links

The activities in the Career Planet pack contribute to the following areas of learning:

- **PSHE**

The activities in the Careers Planet pack contribute to the careers-related aspects of PSHE. The importance of PSHE is recognised by the DfE which expects that “All schools should make provision for personal, social, health and economic education (PSHE), drawing on good practice” (<https://www.gov.uk/government/publications/personal-social-health-and-economic-education-pshe/personal-social-health-and-economic-pshe-education>).

Children's career development is part of their wider personal and social development. This is why the schemes of work for KS1-5 produced by the PSHE Association (https://www.pshe-association.org.uk/system/files/PSHE%20Education%20Programme%20of%20Study%20%28Key%20stage%201-5%29%20Jan%202017_2.pdf, 2017) identify three core themes, all of which touch on different aspects of children's career development:

1. Health and Wellbeing incorporates building self-confidence and self-esteem
2. Relationships incorporates key skills, e.g. teamwork
3. Living in the Wider World incorporates raising aspirations, challenging stereotypes, financial capability, enterprise, careers information and planning.

The Career Development Institute's Framework for Careers, Employability and Enterprise Education 7-19 (<http://www.thecdi.net/Careers-Framework-2018>, 2018) also shows how schools can promote children's career development. In their framework, the activities in the Careers Planet pack contribute to these learning outcomes at KS2:

1. Describe what you are like, what you are good at and what you enjoy doing
2. Explain how to get what you want
3. Identify what you are learning from careers, employability and enterprise activities and experiences
4. Give examples of what it means to have a career
5. Give examples of what people like and dislike about the work they do
11. Identify key qualities and skills that employers are looking for
15. Know how to make plans and decisions carefully



4. Activities and lesson plans

A. Careers Planet: Voyages of discovery

Overview

Pupils are space travellers visiting different parts of the careers galaxy to discover the jobs that exist there.

Voyages of Discovery Lesson Plan 1

Aims and objectives

- To explain the concept of 'job families', i.e. that jobs sharing similar characteristics can be organised into groups or families
- To introduce pupils to the world of work into 23 job families
- To get pupils to imagine they are astronauts on voyages of discovery. They will visit job family planets that they have never been to before in order to expand their knowledge of different jobs that they might do and which we need people to do
- To give pupils practice in identifying similar job roles and allocating them to the appropriate families
- To promote teamwork and communication skills
- To expand pupils' vocabulary about jobs and the world of work.

Resources needed

- Careers Planet poster which can be displayed on whiteboard
- Careers Planet Job List (for teacher's reference)*
- Careers Planet Job Families description sheet – one double-sided sheet per group of four pupils*
- Recording sheet – one per group*
- Flip chart and pad
- Careers Planet Voyages of Discovery logbooks – one per pupil*

*Copies of these items can be found in the Photocopiable Masters section and through the hyperlink.



Steps

1) Teacher Introduction – explanation to whole class (5 mins)

“Our class is doing an exciting new project called Careers Planet.”

“Careers Planet is a ‘make-believe galaxy’ which has 23 planets.” Show the Careers Planet poster displayed on the whiteboard.

“Each Careers Planet represents a different group of jobs.” Explain that jobs can be grouped together into a set of similar jobs, and that these are known as ‘Job Families’. From the Careers Planet poster read out some of the job family names. Explain that the size of the planets is approximately in proportion to the number of jobs in that job family.

Explain that the class will go on voyages of discovery to visit some of these planets, and through different activities, find out more about the different types of jobs that need doing and that they could do.

Explain that each pupil will keep a Careers Planet logbook. This logbook will include the work done in class along with homework activities (if applicable). This logbook will be theirs to keep and to share with friends, family and teachers.

2) Thinking about jobs - whole class discussion (10-15 mins)

a) Ask volunteers to tell you the name of a job done by someone they know, e.g. a parent/carer, an older sibling, a grandparent and a little bit of information about what the job entails. You are going to select about ten of these jobs and write them on the whiteboard/flipchart for pupils to later classify into the correct Careers Planet job family so you need to select the jobs that you know can be classified easily (have your Careers Planet Job List to hand to help you).

b) Ask pupils: “What is the name of my job?” (Answer: School Teacher) and “What Careers Planet family do you think my job would be grouped into?” (Answer: Education and Training).

3) Classifying jobs - small group task (15-20 mins)

Arrange the class into small groups (max 4 per group) and give each group a copy of the Careers Planet Job Families description sheet and a Recording sheet.

Remind the class again that jobs can be grouped together into a set of similar jobs, and that these are known as ‘job families’. Each Careers Planet is a job family.

a) Explain that each group is going to decide which Careers Planet job family each of the jobs listed on the whiteboard/flipchart belongs to and to write this on their Recording sheet. Allow up to 10 minutes for this activity.



b) Involve every group in the feedback. Get class agreement on which jobs belong to which job families and display the answers on the whiteboard/flipchart.

4) Planning to go into careers space - teacher explanation and individual activity (10-20 mins)

a) Re-cap that over the next few sessions pupils will be going on a journey to visit these careers planets to find out more about different jobs.

b) Hand out logbooks and ask pupils to fill in their names and the name of the planet they want to visit first. It must be one of the first seven planets (i.e. job families 1-7). They will explore this planet in the next session.

PREVIEW

Careers Planet Job List

	1. Administration, Business and Office Work <ul style="list-style-type: none"> • Office manager • Receptionist • Human Resources Manager • Project Manager 		13. Leisure, Sport and Tourism <ul style="list-style-type: none"> • Sports Coach • Travel Agent • Leisure Centre Assistant • Sports Professional
	2. Building and Construction <ul style="list-style-type: none"> • Architect • Plumber • Bricklayer • Painter & Decorator 		14. Manufacturing and Production <ul style="list-style-type: none"> • Baker • Factory Assembly Worker • Shop Fitter • Upholsterer
	3. Catering and Hospitality <ul style="list-style-type: none"> • Housekeeper • Chef • Waiter/Waitress • Hotel Manager 		15. Marketing and Advertising <ul style="list-style-type: none"> • Marketing Manager • Public Relations Officer • Telesales Operative • Events Manager
	4. Computers and IT <ul style="list-style-type: none"> • IT support Technician • Software Developer/Programmer • Web Designer/Developer • Games Designer 		16. Media, Print and Publishing <ul style="list-style-type: none"> • Publishing Editor • Journalist • Photographer • Animator
	5. Design, Arts and Crafts <ul style="list-style-type: none"> • Graphic Designer • Illustrator • Fashion Designer • Interior Designer 		17. Performing Arts <ul style="list-style-type: none"> • Choreographer • Actor • Stagehand • DJ
	6. Education and Training <ul style="list-style-type: none"> • School Teacher • Nursery Worker • Teaching Assistant • School Administrator 		18. Personal and Other Services (including Hair and Beauty) <ul style="list-style-type: none"> • Hairdresser • Caretaker • Beauty Therapist • Tattooist
	7. Engineering <ul style="list-style-type: none"> • Motor Vehicle Technician • Electrician • Engineer • Welder 		19. Retail Sales and Customer Services <ul style="list-style-type: none"> • Retail Manager • Personal Shopper • Retail Buyer • Florist
	8. Environment, Animals and Plants <ul style="list-style-type: none"> • Veterinary Surgeon • Veterinary Nurse • Groundsperson • Farm Worker 		20. Science, Mathematics and Statistics <ul style="list-style-type: none"> • Meteorologist • Statistician • Ecologist • Laboratory Technician
	9. Financial Services <ul style="list-style-type: none"> • Bank Customer Service Adviser • Financial Adviser • Accountant • Pension Administrator 		21. Security and Armed Forces <ul style="list-style-type: none"> • Police Officer • Soldier • Firefighter • Security Officer
	10. Healthcare <ul style="list-style-type: none"> • Doctor • Nurse • Pharmacist • Healthcare Assistant 		22. Social Work and Counselling Services <ul style="list-style-type: none"> • Social Worker • Probation Officer • Counsellor • Care Home Manager
	11. Languages, Information and Culture <ul style="list-style-type: none"> • Librarian • Interpreter • Museum /Art Gallery Curator • Archaeologist 		23. Transport and Logistics <ul style="list-style-type: none"> • Air Cabin Crew • Train Driver • Postal Delivery Worker • Large Goods Vehicle Driver
	12. Legal and Political Services <ul style="list-style-type: none"> • Solicitor/Lawyer • Court Administrative Officer • Political researcher • Politician 		



Careers Planet Voyages of Discovery logbook

My name is: _____

Part A: About the Careers Planets I have visited

Name of planet:	
Job name:	
Things I would enjoy about this job:	
Things I would not enjoy about this job:	
My rating for this job is (ring or colour one):	     Like a lot Like a bit Unsure Dislike a bit Dislike a lot



B. Careers Planet: Space mission

Overview

Space mission is a game for 3-6 pupils. There needs to be a question master who will read out the questions and turn the card over to reveal the answer. Each player plans a personal mission into space. They choose in advance the five planets that they want to explore. When it is their turn, they pick up a Challenge card which puts obstacles in their way before they can move. The winner is the first player to reach their five selected planets.

Resources needed

- Careers Planet Game Boards (A3 size)
- A set of Challenge cards*
- A Space Mission log – one per pupil*
- Playing pieces – each player picks a different colour

*A copy of these items can be found in the Photocopiable Masters section and through the hyperlink.

How to play

1. Give the Challenge cards to the question master who needs to make sure the answers on the back cannot be seen.
2. Place the playing pieces anywhere in space (but not on a planet).
3. Each pupil writes their game plan on their Space Mission log. Their plan needs to say which five planets they are going to visit (write the name and/or the number of the planet).
4. The game starts clockwise from the question master.
5. The question master picks the first question from his/her pile, reads the question and then checks the player's answer against the answer on the back. They return the card to the bottom of the pack.
6. If correct the player can move as indicated on the card. If incorrect they stay put until their next turn. If they land on a planet listed on their Space Mission log they can tick this off. The winner is the first one to visit the 5 planets they wrote down.
7. In the next game there needs to be a new question master.

<p>25. How old was Winston Churchill when he achieved his ambition to become Prime Minister? If correct go to planet 11 (Languages, Information and Culture)</p>	<p>26. On which planet would you find people who encourage us to buy products and services they are promoting? If correct go to Planet 10 (Healthcare) or offer that opportunity to another player</p>
<p>27. Approximately how many million people work in transport and logistics? If correct go to Planet 13 (Leisure, Sport and Tourism)</p>	<p> 28. A robot helps you Go to Planet 14 (Manufacturing and Production)</p>
<p> 29. You are given a landing craft. Use it to travel to Planet 15 (Marketing and Advertising)</p>	<p> 30. A robot helps you Go to Planet 16 (Media, Print and Publishing))</p>
<p> 31. You a given a landing craft. Use it to travel to Planet 19 (Retail Sales and Customer Services)</p>	<p> 32. You a given a landing craft. Use it to travel to Planet 12 (Legal and Political Services)</p>
<p> 33. You find a space helmet. Go straight to Planet 17 (Performing Arts) or give that opportunity to someone else</p>	<p> 34. A robot helps you. Go to Planet 22 (Social Work and Counselling Services) or offer the opportunity to another player.</p>
<p> 35. You find a space helmet. Go straight to Planet 18 (Personal and Other Services)</p>	<p>36. If you wanted to explore working with disabled children which planet should you visit? If correct go to Planet 21 (Security and Armed Forces)</p>



Game 3 – Careers Planet bingo

Resources needed

- Careers Planet Bingo boards - 23 boards available, each with 8 squares* (we suggest you colour copy/ print and cut out the boards)
- Paper tiles to cover squares on the boards* (photocopy and cut out)
- Job Families sheet – one colour copy per pupil/pair or projected on the whiteboard*
- Careers Planet Job list (for teacher's reference)*

*Copies of these items can be found in the Photocopiable Masters section and through the hyperlink.

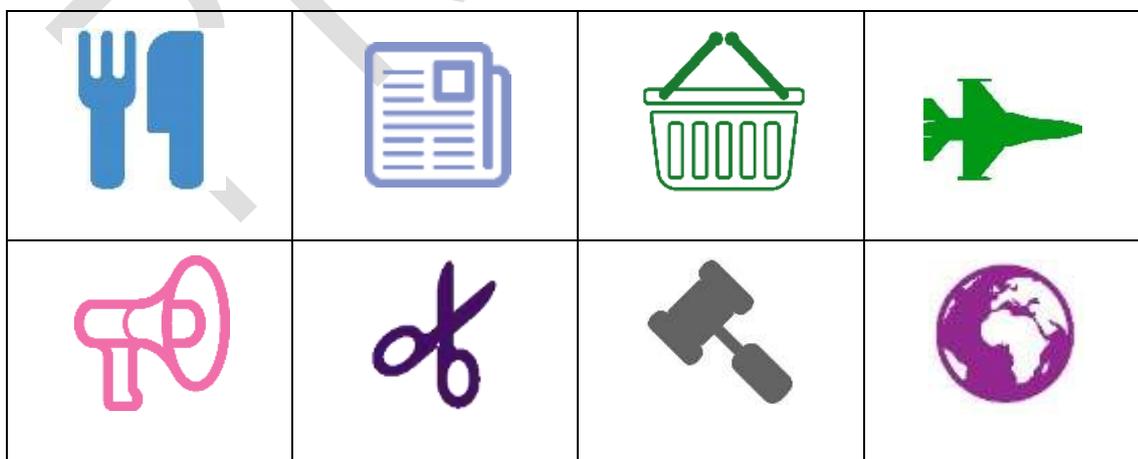
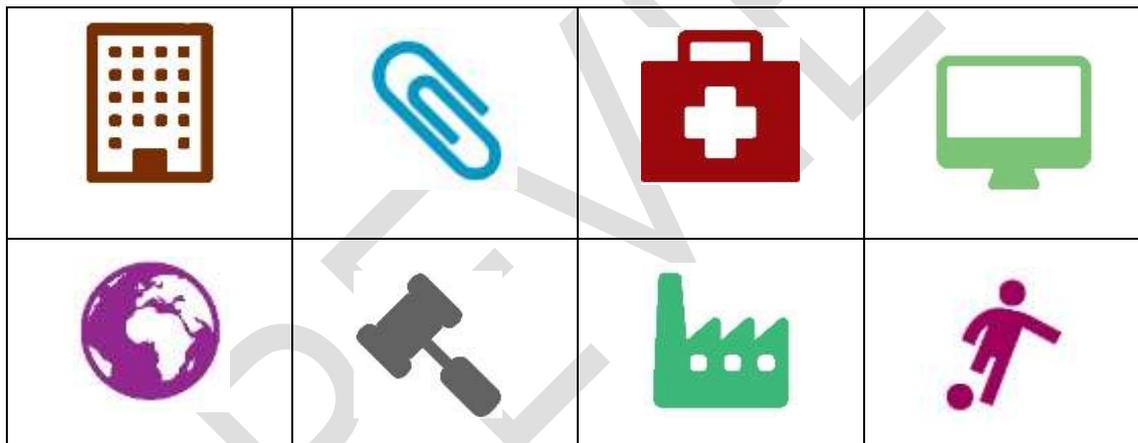
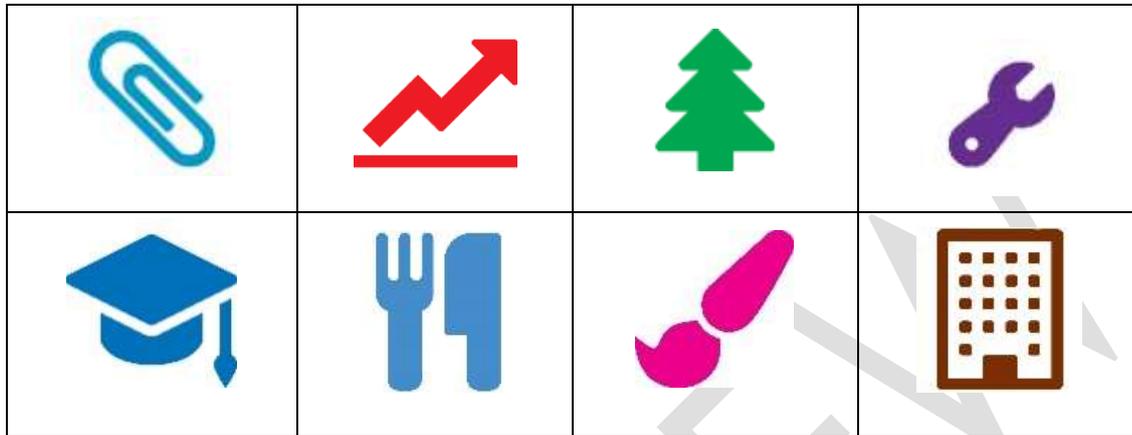
How to play

Individuals or pairs have a Careers Planet Bingo board and enough paper tiles to cover the squares. Teacher projects the Job Families sheet on whiteboard or gives each pupil/pair a colour copy. The teacher calls out a job title from the Job list, picking a job from a different Planet (job family) each time. Depending on the appropriate level of difficulty, the teacher can then either: (a) ask pupils which Planet it belongs to and, once the correct answer has been given, everyone can cover the square if they've got it on their Bingo board (using the Job Families sheet to check the symbol) or (b) each pupil/pair decides for themselves which Planet the job belongs to and covers the appropriate square on their board. You will need to keep a note of the jobs you call out so that you can check that the winning board is correct.

The winner is the first to cover all the squares on their game board correctly and call out 'Bingo'.

Careers Planet Bingo boards

Copies of these boards (23 in total) can be found in the Photocopiable Masters section and through the hyperlink



2. Building and Construction

Being an...Architect



What will I do?

Architecture is the art of science and designing whole buildings, as well as **extensions** and **conversions**.

Architects will meet with their **clients** to find out what their requirements are and agree what is going to be done. This will include agreeing how much the project will cost, what materials are going to be used and how long it will take to complete.

The architect will also work with the builders who are constructing the design.

Where will I work?

Architects will be based in an office where they will complete their designs and reports. They will also visit clients and the locations where their designs are to be built.

Who will I work with?

Architects will often work alongside other architects, as well as with **clients**, builders, **surveyors** and **planners**.

When will I work?

Architects will mainly work during normal office hours (Monday to Friday 9am – 5.30pm) but may need to work evenings and weekends at busy times.