

### **CERC Catalogue** Careers Education Resource Centre



If you have a query regarding the CERC, publications in this catalogue of classroom materials (or suggestions of other publications to include), loaning and returning items, or you would like further information, please phone either Steve Smith on 01865 328416 or Anna Hossack on 01865328417 at Abingdon Connexions Centre to discuss.

# 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.

There will be 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.

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# Introduction

## Catalogue of classroom materials

The Careers Education Resources Centre (CERC) in Abingdon holds a collection of classroom materials to support the delivery of careers education. Please see the copyright statement on Page 2 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.

If you have a query regarding a publication which is not in the catalogue and you would like further information please phone either Steve Smith on 01865328416 or Anna Hossack on 01865328417 to discuss.

## Booking, borrowing and viewing materials

Materials may be borrowed by:

- Staff in Connexions and IYSS 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 Careers Education Development Team – Anna Hossack on 01865 328417 or Steve Smith on 01865 329416

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

Careers Education Resources Centre  
Abingdon Connexions 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.

## 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](mailto:info@prospects-sales.co.uk)  
[www.prospects-sales.co.uk](http://www.prospects-sales.co.uk)

# Using the Catalogue

## Identifying items

Materials in the resource centre are coded, and allocated a category and colour, to allow them to be quickly identified.

These are the main category codes and colours assigned to materials in the CERC:

Topic	Code	Colour
Careers Education & Management	CEM	Blue
Special Needs	SN	Red
Years 7-8	Y7-8	Orange
Year 9	Y9	
Year 10	Y10	
Year 11	Y11	
Post-16	P16	
World of Work	WW	Green

When you make enquiries about items in the catalogue, please quote the code in full

## Catalogue entries

Catalogue entries are further divided into types of material (e.g. book, game). Entries for each item show title, author and publisher and year published. There is also a brief summary of content including relevant age/ability range against each entry.

If you want to know more about any of the entries in this catalogue, please phone either Steve Smith on 01865328416 or Anna Hossack on 01865328417 to discuss.

# Careers Education – General

Name	Publisher	Date	Description	Code
<b><u>100 Training Games</u></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.	CEM/GEN
<b><u>102 Extra Training Games</u></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.	CEM/GEN
<b><u>Aimhigher - Get into Higher Education: teaching materials for 13-16 year olds</u></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.	CEM/GEN
<b><u>Careers Allsorts</u></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.	CEM/GEN
<b><u>Careers Challenges</u></b>	Highflyers	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.	CEN/GEN
<b><u>Careers Crackers</u></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.	CEM/GEN
<b><u>Careers Education and Citizenship Years 7-11</u></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.	CEM/GEN

<b><u>Careers Target</u></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.	CEM
<b><u>If I Were...</u></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.	CEM
<b><u>Odyssey – support pack for schools and colleges</u></b>	JiIG 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	CEM
<b><u>Stem Choices</u></b>				CEM
<b><u>Something Really Brilliant – a fun way to learn for 14-16 year olds</u></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.	CEM
<b><u>Careers Stuff volumes 1, 2 and 3</u></b>				CEM

# Careers Management

Name	Publisher	Date	Description	Code
<b><u>12 Conversations with young people</u></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.	CEM
<b><u>Anger Management Programme</u></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.	CEM
<b><u>Group Activities for Personal Development</u></b>	Speechmark	2003	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 experienced practitioners.	CEM
<b><u>Life Tracks Improving your Chances</u></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.	
<b><u>The Emotional Intelligence Activities Pack</u></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.	
<b><u>The Essential Interview Video Support Pack</u></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.	
<b><u>The Make it Real Game Facilitators Pack</u></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.	
<b><u>The Real Game Facilitators Pack</u></b>	DfEE	2000	This kit contains a guide and all related materials and documentation required to support the implementation of The Real Game programme.	
<b><u>Think before you act</u></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.	

# Special Needs

<b>Name</b>	<b>Publisher</b>	<b>Date</b>	<b>Description</b>	<b>Code</b>
<b><u>Career Tracks – Special</u></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.	SN
<b><u>Careers Special</u></b>	Highflyers Publishing	2000	This has been designed specifically with pupils for moderate learning difficulties in Years 9, 10 & 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.	SN
<b><u>Checkers – a transition pack for school leavers</u></b>	Connexions Nottinghamshire	2003	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.	SN
<b><u>Click</u></b>	Highflyers Publishing	2000	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.	SN
<b><u>Enrichment Activities for More Able Students</u></b>	Chalkface	2001	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	SN
<b><u>Extra Activities for Gifted and Talented Students</u></b>	Chalkface	2001	This contains a variety of challenging activities which will present students with opportunities to develop problem-solving, thinking, presentation and interpersonal skills.	

<b><u>It's My Life and My Work</u></b>	CfBT.	2007		SN
<b><u>Able Ambitions</u></b>	virtual		Developing Careers Education and information for gifted and talented students.	SN
<b><u>Just Stop... and Think!</u></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.	SN
<b><u>On the spot job cards</u></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.	SN
<b><u>On the Spot Leaflets</u></b>	Highflyers publishing			SN
<b><u>On the Spot Life Cards</u></b>	Highflyers publishing			SN
<b><u>I Can't Do That, Can I?</u></b>	virtual			SN
<b><u>Working With Young Offenders</u></b>	virtual			SN
<b><u>Out of the Ordinary – Developing Careers Education for Young People with Complex Learning Needs</u></b>				SN

# Special Needs Games

<b>Name</b>	<b>Publisher</b>	<b>Date</b>	<b>Description</b>	<b>Code</b>
<b><u>Colour Cards: Emotions</u></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.	SN
<b><u>Emotions vocabulary Flashcards</u></b>	Wellness Reproductions & publishing	2000	Contains 63 flashcards and reference guide. They are designed to enhance emotion identification and awareness programming for both youth and adults.	SN
<b><u>Yarhoo!</u></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.	SN

# Years 7-8 – Careers Education

<b>Name</b>	<b>Publisher</b>	<b>Date</b>	<b>Description</b>	<b>Code</b>
<b><u>Career Tracks - Teaching Resources Careers Education and Guidance Years 7 &amp; 8</u></b>	Career Productions	2000	This provides an introduction for students in Years 7 & 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”.	CE
<b><u>Lifetracks Key stage 3 – Year 7</u></b>	Career Productions	2003	This resource aims to help teachers provide an integrated PSHE, citizenship, careers education and work related learning programme.	CE
<b><u>Lifetracks Key stage 3 – Year 8</u></b>	Career Productions	2003	This resource aims to help teachers provide an integrated PSHE, citizenship, careers education and work related learning programme.	CE
<b><u>Me, You and Them</u></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.	CE
<b><u>Supporting the Personal Development Curriculum Year 7 education</u></b>	Highflyers	2006	An integrated programme of PSHE, citizenship & careers for Key Stage 3.	CE

# Year 9 – Careers Education

<b>Name</b>	<b>Publisher</b>	<b>Date</b>	<b>Description</b>	<b>Code</b>
<b><u>Career Tracks. Teaching Resources Careers Education and Guidance Year 9</u></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.	CE
<b><u>Lifetracks Year 9</u></b>	Career Productions	2004	This resource aims to help teachers provide an integrated PSHE, citizenship, careers education and work related learning programme.	CE
<b><u>Key Stage 3 Careers Education and Guidance</u></b>			A resource pack of activities to support CEG with students at Key Stage 3.	CE

# Year 10 – Careers Education

Name	Publisher	Date	Description	Code
<b><u>14+ Pathways to success</u></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.	CE
<b><u>Career Tracks. Teaching Resources Careers Education and Guidance Year 10</u></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.	CE
<b><u>Lifetracks Key Stage 4 - Year 10</u></b>	Career Productions	2005	This resource aims to help teachers provide an integrated PSHE, citizenship, careers education and work related learning programme.	CE

# Year 11 – Careers Education

Name	Publisher	Date	Description	Code
Career Tracks - Teaching Resources Careers Education and Guidance Year 11	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.	CE
Lifetracks Key Stage 4 Year 11	Career Productions	2005	This resource aims to help teachers provide an integrated PSHE, citizenship, careers education and work related learning programme.	CE

# Post 16 – Careers Education

Name	Publisher	Date	Description	Code
<b><u>Careers Express – a two year careers programme for Post-16 students</u></b>	Highflyers Publishing	2000	Written by Careers Advisers it provides a lesson a week, every week, in years 12 & 13. It contains clear and simple lesson plans and a wealth of supporting materials to enrich and existing tutorial programme.	CE
<b><u>If only I'd known (making the most of higher education)</u></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.	CE
<b><u>MAP – 8th Edition</u></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.	CE
<b><u>Working Documents: Careers Education and Work Placements for 16 – 19 Year Old Students and Adult Students</u></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.	CE
<b><u>Lessons for Life</u></b>				CE

# World of Work

Name	Publisher	Date	Description	Code
<b><u>Inspire</u></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.	WW
<b><u>Jobs &amp; Careers Quiz</u></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.	WW
<b><u>The World of Work</u></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.	WW
<b><u>Up for Enterprise</u></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	WW

			during their primary school years and prepare them for the opportunities in enterprise education that are provided in the S3-S6 curriculum.	
<b><u>Working on Enterprise</u></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.	WW
<b><u>Work the Experience</u></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.	WW