

























































# CEIAG PROGRAMME – EASINGTON ACADEMY - 2023 - 2024

Key aim – to ensure that the careers provision meets the requirements outlined in the Gatsby benchmarks


















|   | Gatsby Benchmark                                   | Statement  | Further Guidance   |
|---|--|--|--|
| 1 | A stable careers programme                         | Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors, and employers.   | <ol style="list-style-type: none"> <li>1. Every school should have a stable, structured careers programme that has the explicit backing of the senior management team and has an identified and appropriately trained person responsible for it.</li> <li>2. The careers programme should be published on the school's website in a way that enables pupils, parents, teachers, and employers to access and understand it.</li> <li>3. The programme should be regularly evaluated with feedback from pupils, parents, teachers, and employers as part of the evaluation process</li> </ol>  |
| 2 | Learning from career and labour market information | Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information   | <ol style="list-style-type: none"> <li>4. By the age of 14, all pupils should have accessed and used information about career paths and the labour market to inform their own decisions on study options.</li> <li>5. Parents should be encouraged to access and use information about labour markets and future study options to inform their support to their children.</li> </ol>   |
| 3 | Addressing the needs of each student               | Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout   | <ol style="list-style-type: none"> <li>6. A school's careers programme should actively seek to challenge stereotypical thinking and raise aspirations.</li> <li>7. Schools should keep systematic records of the individual advice given to each pupil, and subsequent agreed decisions.</li> <li>8. All pupils should have access to these records to support their career development.</li> <li>9. Schools should collect and maintain accurate data for each pupil on their education, training, or employment destinations.</li> </ol>   |
| 4 | Linking curriculum learning to careers             | All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.  | <ol style="list-style-type: none"> <li>10. By the age of 14, every pupil should have had the opportunity to learn how the different STEM subjects help people to gain entry to, and be more effective workers within, a wide range of careers.</li> </ol>  |
| 5 | Encounters with employers and employees            | Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.                           | <ol style="list-style-type: none"> <li>11. Every year, from the age of 11, pupils should participate in at least one meaningful encounter* with an employer.</li> </ol> <p>*A 'meaningful encounter' is one in which the student has an opportunity to learn about what work is like or what it takes to be successful in the workplace</p>  |
| 6 | Experiences of workplaces                          | Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks.  | <ol style="list-style-type: none"> <li>12. By the age of 16, every pupil should have had at least one experience of a workplace, additional to any part-time jobs they may have.</li> <li>13. By the age of 18, every pupil should have had one further such experience, additional to any part-time jobs they may have.</li> </ol>  |
| 7 | Encounters with further and higher education       | All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.  | <ol style="list-style-type: none"> <li>14. By the age of 16, every pupil should have had a meaningful encounter* with providers of the full range of learning opportunities, including Sixth Forms, colleges, universities, and apprenticeship providers. This should include the opportunity to meet both staff and pupils.</li> <li>15. By the age of 18, all pupils who are considering applying for university should have had at least two visits to universities to meet staff and pupils.</li> </ol> <p>*A 'meaningful encounter' is one in which the student has an opportunity to explore what it is like to learn in that environment.</p> |
| 8 | Personal guidance                                  | Every student should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. | <ol style="list-style-type: none"> <li>16. Every pupil should have at least one such interview by the age of 16, and the opportunity for a further interview by the age of 18.</li> </ol>  |













## Easington Academy – CEIAG Programme – Fixed elements

| Year Group | Careers Journey                                | Event   | Location                             | BM             | Term  | Notes   |
|------------|--|---|--------------------------------------|----------------|---|---|
| 7          | Discover the world of work and personal skills | Parent/Carers Careers Information Evening<br>   | Auditorium                           | 1,2,3, 4,5,7   | Autumn 12 <sup>th</sup> Sept 23                     | Representatives from: College – Vocational Courses, 6 <sup>th</sup> Form – A Levels, Apprenticeship/T Levels University - HE  |
|            |  | Careers Café<br>     | KS4 Servery                          | 1,2,3, 4,5,7   | Weekly Tuesdays                                     | Representatives from: College – Vocational Courses, 6 <sup>th</sup> Form – A Levels, Apprenticeship/T Levels University – HE, Employers, NCS                          |
|            |  | Job of the Week<br>    | Online                               | 1,2,4          | Weekly  | Looking at a wide range of careers and being aware of the range of possible jobs. Identifying common sources of information about the labour market education system. |
|            |  | Careers Newsletter<br>     | Online                               | 1,2,4          | Monthly   | Monthly look at careers events overview and labour market information. Essential information for all stakeholders.  |
|            |  | World Ready Career Lessons<br>              | Class                                | 1,2,3, 4,5     | Throughout Year                                     | Refer to World Ready Programme.   |
|            |  | Green Careers Week<br>     | Class/KS4 Servery<br>Online          | 1,2,3, 4,5,6,7 | Autumn 7 <sup>th</sup> to 12 <sup>th</sup> Nov 23   | Looking at a wide range of green careers and meeting employers who work in this sector.   |
|            |  | Introduction to Careers<br>    | Class                                | 1,2,3, 4,8     | Autumn  | Meeting CEIAG team, learning about the resources available and completing Future Skills Questionnaire.  |
|            |  | NHS Theatre<br>    | Auditorium                           | 1,2,3, 4,5,7   | Term 2 January                                      | Discover the careers within the NHS.  |
|            |  | World of Work Week<br>              | Auditorium                           | 1,2,3, 4,5     | Spring 22 <sup>nd</sup> to 26 <sup>th</sup> Jan 24  | Sector specific workshops delivered by external employers.  |
|            |  | National Apprenticeship Week<br>    | Assemblies/ KS4 Servery/Online/Class | 1,2,3, 4,5,7   | Spring 5 <sup>th</sup> to 9 <sup>th</sup> Feb 24    | Opportunity to discover and showcase the benefits of apprenticeships.   |
|            |  | National Careers Week<br>           | Assemblies/ KS4 Servery/Online/Class | 1,2,3, 4,5,7,8 | Spring 4 <sup>th</sup> to 8 <sup>th</sup> March 24  | Students get involved in careers-based activities throughout the week.  |
|            |  | British Science Week<br>     | Class/Online                         | 1,2,3, 4,7     | Spring 8 <sup>th</sup> to 17 <sup>th</sup> March 24 | STEM activities throughout the week.  |
|            |  | Careers Knowledge Audit<br>    | Online                               | 1,2,3 4        | Summer  | Students to complete evaluation/audit to measure careers knowledge and understanding and impact of programme.   |

| Year Group | Careers Journey                               | Event  | Location                             | BM             | Term  | Notes   |
|------------|---|--|--------------------------------------|----------------|---|---|
| 8          | Explore the world of work and personal skills | Parent/Carers Careers Information Evening<br> | Auditorium                           | 1,2,3, 4,5,7   | Autumn 12 <sup>th</sup> Sept 23                     | Representatives from: College – Vocational Courses 6 <sup>th</sup> Form – A Levels, Apprenticeship/T Levels University - HE   |
|            |   | Careers Café<br>                              | KS4 Servery                          | 1,2,3, 4,5,7   | Weekly Tuesdays                                     | Representatives from: College – Vocational Courses 6 <sup>th</sup> Form – A Levels, Apprenticeship/T Levels, University – HE Employers, NCS                           |
|            |   | Job of the Week<br>                           | Online                               | 1,2,4          | Weekly  | Looking at a wide range of careers and being aware of the range of possible jobs. Identifying common sources of information about the labour market education system. |
|            |   | Careers Newsletter<br>                        | Online                               | 1,2,4          | Monthly   | Monthly look at careers events overview and labour market information. Essential information for all stakeholders.  |
|            |   | World Ready Career Lessons<br>                | Class                                | 1,2,3, 4,5     | Throughout Year                                     | Refer to World Ready Programme.   |
|            |   | Green Careers Week<br>                        | Class<br>KS4 Servery<br>Online       | 1,2,3, 4,5,6,7 | Autumn 7 <sup>th</sup> to 12 <sup>th</sup> Nov 23   | Looking at a wide range of green careers and meeting employers who work in this sector.   |
|            |   | Introduction to Careers<br>                   | Class                                | 1,2,3, 4,8     | Autumn  | Meeting CEIAG team, learning about the resources available and completing Future Skills Questionnaire.  |
|            |   | Lego Engineering<br>                          | Auditorium                           | 1,2,3, 4,7     | Term 2  | Discover the world of engineering through activity-based workshop.  |
|            |   | University Visit<br>                        | External                             | 1,2,3, 4,7     | Autumn/Spring                                       | Tour of university and workshops.   |
|            |   | World of Work Week<br>                      | Auditorium                           | 1,2,3, 4,5     | Spring 22 <sup>nd</sup> to 26 <sup>th</sup> Jan 24  | Sector specific workshops delivered by external employers.  |
|            |   | National Apprenticeship Week<br>            | Assemblies/ KS4 Servery/Online/Class | 1,2,3, 4,5,7   | Spring 5 <sup>th</sup> to 9 <sup>th</sup> Feb 24    | Opportunity to discover and showcase the benefits of apprenticeships.   |
|            |   | National Careers Week<br>                   | Assemblies/ KS4 Servery/Online/Class | 1,2,3, 4,5,7,8 | Spring 4 <sup>th</sup> to 8 <sup>th</sup> March 24  | Students get involved in careers-based activities throughout the week.  |
|            |   | British Science Week<br>                    | Class/Online                         | 1,2,3, 4,7     | Spring 8 <sup>th</sup> to 17 <sup>th</sup> March 24 | STEM activities throughout the week.  |
|            |   | Careers Knowledge Audit<br>                 | Online                               | 1,2,3 4        | Summer  | Students to complete evaluation/audit to measure careers knowledge and understanding and impact of programme.   |

| Year Group | Careers Journey                                   | Event   | Location                             | BM            | Term  | Notes   |
|------------|---|---|--------------------------------------|---------------|---|---|
| 9          | Understanding career pathways and personal skills | Parent/Carers Careers Information Evening 🗣️📺 | Auditorium                           | 1,2,3,4,5,7   | Autumn 12 <sup>th</sup> Sept 23                     | Representatives from: College – Vocational Courses 6 <sup>th</sup> Form – A Levels, Apprenticeship/T Levels, University   |
|            |   | Careers Café 🗣️📺📺                             | KS4 Servery                          | 1,2,3,4,5,7   | Weekly Tuesdays                                     | Representatives from: College – Vocational Courses 6 <sup>th</sup> Form – A Levels, Apprenticeship/T Levels, University – HE, Employers, NCS                          |
|            |   | Job of the Week 🗣️📺📺                          | Online                               | 1,2,4         | Weekly  | Looking at a wide range of careers and being aware of the range of possible jobs. Identifying common sources of information about the labour market education system. |
|            |   | Careers Newsletter 🗣️📺📺                       | Online                               | 1,2,4         | Monthly   | Monthly look at careers events overview and labour market information. Essential information for all stakeholders.  |
|            |   | World Ready Career Lessons 🗣️📺📺📺              | Class                                | 1,2,3,4,5     | Throughout Year                                     | Refer to World Ready Programme.   |
|            |   | Green Careers Week 🗣️📺📺                       | Class<br>KS4 Servery/Online          | 1,2,3,4,5,6,7 | Autumn 7 <sup>th</sup> to 12 <sup>th</sup> Nov 23   | Looking at a wide range of green careers and meeting employers who work in this sector.   |
|            |   | Introduction to Careers 🗣️📺📺                  | Class                                | 1,2,3,4,8     | Autumn  | Meeting CEIAG team, learning about the resources available and completing Future Skills Questionnaire.  |
|            |   | Bronze DofE Award 🏅🏅                          | Auditorium/Class                     | 1,2           | Autumn  | Gain essential skills and attributes for work and life.   |
|            |   | University Visit 🗣️📺📺                         | External                             | 1,2,3,4,7     | Autumn/Summer                                       | Tour of university and workshops. (Possibilities Durham, Oxford, Cambridge)   |
|            |   | World of Work Week 🗣️📺📺📺📺                     | Auditorium                           | 1,2,3,4,5     | Spring 22 <sup>nd</sup> to 26 <sup>th</sup> Jan 24  | Sector specific workshops delivered by external employers.  |
|            |   | National Apprenticeship Week 🗣️📺📺             | Assemblies/ KS4 Servery/Online/Class | 1,2,3,4,5,7   | Spring 5 <sup>th</sup> to 9 <sup>th</sup> Feb 24    | Opportunity to discover and showcase the benefits of apprenticeships.   |
|            |   | National Careers Week 🗣️📺📺                    | Assemblies/ KS4 Servery/Online/Class | 1,2,3,4,5,7,8 | Spring 4 <sup>th</sup> to 8 <sup>th</sup> March 24  | Students get involved in careers-based activities throughout the week.  |
|            |   | National Women's Day                          | Class/Online                         | 1,2,3,4,5,6   | Spring 8 <sup>th</sup> March 24                     | Discover the world of work and equal opportunities for all.   |
|            |   | Options Evening 🗣️📺📺📺📺                        | Assemblies/School                    |               | Spring 20 <sup>th</sup> March 23                    | Providers invited to evening, assemblies  |
|            |   | Options Evening 🗣️📺📺📺📺                        | Auditorium                           | 1,2,3,4,5,8   | 13 <sup>th</sup> Dec 23                             | Representatives from: College – Vocational Courses 6 <sup>th</sup> Form – A Levels, Apprenticeship/T Levels, University   |
|            |   | 1:1 Careers Guidance Meetings 🗣️📺📺📺           | Careers Hub                          | 1,2,3,4,8     | Spring/Summer                                       | 1:1 Career Guidance relating to GCSE option choices.  |
|            |   | British Science Week 🗣️📺📺                     | Class/Online                         | 1,2,3,4,7     | Spring 8 <sup>th</sup> to 17 <sup>th</sup> March 24 | STEM activities throughout the week.  |

| Year Group | Careers Journey            | Event   | Location                             | BM             | Term  | Notes   |
|------------|----------------------------|---|--------------------------------------|----------------|---|---|
| 10         | Build on employment Skills | Parent/Carers Careers Information Evening  | Auditorium                           | 1,2,3, 4,5,7   | Autumn 12 <sup>th</sup> Sept 23                     | Representatives from: College – Vocational Courses 6 <sup>th</sup> Form – A Levels, Apprenticeship/T Levels, University   |
|            |                            | Careers Café                               | KS4 Servery                          | 1,2,3, 4,5,7   | Weekly Tuesdays                                     | Representatives from: College – Vocational Courses 6 <sup>th</sup> Form – A Levels, Apprenticeship/T Levels University – HE, Employers, NCS                           |
|            |                            | Careers Fair                               | Auditorium/Sports Hall               | 1,2,4          | Autumn 26 <sup>th</sup> Sept 23                     | Invite: Employers, FE/HE Providers, Training Providers Apprenticeship Providers, Student Support Service.   |
|            |                            | Job of the Week                            | Online                               | 1,2,4          | Weekly  | Looking at a wide range of careers and being aware of the range of possible jobs. Identifying common sources of information about the labour market education system. |
|            |                            | Careers Newsletter                         | Online                               | 1,2,4          | Monthly   | Monthly look at careers events and labour market information. Essential information for all stakeholders.   |
|            |                            | World Ready Career Lessons                 | Class                                | 1,2,3, 4,5     | Throughout Year                                     | Refer to World Ready Programme.   |
|            |                            | Green Careers Week                         | Class/ KS4 Servery Online            | 1,2,3, 4,5,6,7 | Autumn 7 <sup>th</sup> to 12 <sup>th</sup> Nov 23   | Looking at a wide range of green careers and meeting employers who work in this sector.   |
|            |                            | Silver DofE Award                          | Auditorium/Class                     | 1,2            | Autumn  | Gain essential skills and attributes for work and life.   |
|            |                            | World of Work Week                         | Auditorium                           | 1,2,3, 4,5     | Spring 22 <sup>nd</sup> to 26 <sup>th</sup> Jan 24  | Sector specific workshops delivered by external employers.  |
|            |                            | National Apprenticeship Week               | Assemblies/ KS4 Servery/Online/Class | 1,2,3, 4,5,7   | Spring 5 <sup>th</sup> to 9 <sup>th</sup> Feb 24    | Opportunity to discover and showcase the benefits of apprenticeships.   |
|            |                            | National Careers Week                     | Assemblies/ KS4 Servery/Online/Class | 1,2,3, 4,5,7,8 | Spring 4 <sup>th</sup> to 8 <sup>th</sup> March 24  | Students get involved in careers-based activities throughout the week.  |
|            |                            | British Science Week                     | Class/Online                         | 1,2,3, 4,7     | Spring 8 <sup>th</sup> to 17 <sup>th</sup> March 24 | STEM activities throughout the week.  |
|            |                            | Parents Evening                          | Auditorium                           | 1,2,3, 4,5,8   | 1 <sup>st</sup> May 23                              | Representatives from: College – Vocational Courses 6 <sup>th</sup> Form – A Levels, Apprenticeship/T Levels, University   |
|            |                            | 1:1 Careers Guidance Meetings            | Careers Hub                          | 1,2,3, 4,8     | Summer  | 1:1 Career Guidance.  |
|            |                            | Careers Fair                             | Auditorium/Sports Hall               | 1,2,3, 4,5,7,8 | Autumn  | Invite: Employers, FE/HE Providers, Training Providers Apprenticeship Providers, Student Support Service.   |
|            |                            | CV Creation Lesson                       | Class/World Ready                    | 1,2,3, 4,8     | Summer  | Students create CV with follow up optional sessions.  |
|            |                            | Work Experience Placement                | External placements                  | 1,2,3, 4,5,6   | Summer  | All students attend external work placement.  |

| Year Group | Careers Journey                        | Event  | Location                             | BM             | Term  | Notes   |
|------------|--|--|--------------------------------------|----------------|---|---|
| 11         | Reflect on Next Steps and Career Goals | Parent/Carers Careers Information Evening<br> | Auditorium                           | 1,2,3, 4,5,7   | Autumn 12 <sup>th</sup> Sept 23                     | Representatives from: College – Vocational Courses 6 <sup>th</sup> Form – A Levels, Apprenticeship/T Levels, University – HE  |
|            |  | Careers Café<br>                              | KS4 Servery                          | 1,2,3, 4,5,7   | Weekly Tuesdays                                     | Representatives from: College – Vocational Courses 6 <sup>th</sup> Form – A Levels, Apprenticeship/T Levels, University – HE, Employers, NCS                          |
|            |  | 1:1 Careers Guidance<br>                      | Careers Hub                          | 1,2,3, 4,8     | Autumn/Spring                                       | 1:1 Career Guidance.  |
|            |  | Careers Fair   | Auditorium/Sports Hall               | 1,2,3, 4,5,7,8 | Autumn 26 <sup>th</sup> Sept 23                     | Invite: Employers, FE/HE Providers, Training Providers Apprenticeship Providers, Student Support Service.   |
|            |  | Parents Evening<br>                           | Auditorium                           | 1,2,3, 4,5,8   | 13 <sup>th</sup> Dec 23                             | Representatives from: College – Vocational Courses 6 <sup>th</sup> Form – A Levels, Apprenticeship/T Levels, University   |
|            |  | Job of the Week<br>                           | Online                               | 1,2,4          | Weekly  | Looking at a wide range of careers and being aware of the range of possible jobs. Identifying common sources of information about the labour market education system. |
|            |  | Careers Newsletter<br>                        | Online                               | 1,2,4          | Monthly   | Monthly look at careers events overview and labour market information. Essential information for all stakeholders.  |
|            |  | World Ready Career Lessons<br>                | Class                                | 1,2,3, 4,5     | Throughout Year                                     | Refer to World Ready Programme.   |
|            |  | Green Careers Week<br>                       | Class<br>KS4 Servery<br>Online       | 1,2,3, 4,5,6,7 | Autumn 7 <sup>th</sup> to 12 <sup>th</sup> Nov 23   | Looking at a wide range of green careers and meeting employers who work in this sector.   |
|            |  | World of Work Week<br>                      | Auditorium                           | 1,2,3, 4,5     | Spring 22 <sup>nd</sup> to 26 <sup>th</sup> Jan 24  | Sector specific workshops delivered by external employers.  |
|            |  | National Apprenticeship Week<br>            | Assemblies/ KS4 Servery/Online/Class | 1,2,3, 4,5,7   | Spring 5 <sup>th</sup> to 9 <sup>th</sup> Feb 24    | Opportunity to discover and showcase the benefits of apprenticeships.   |
|            |  | National Careers Week<br>                   | Assemblies/ KS4 Servery/Online/Class | 1,2,3, 4,5,7,8 | Spring 4 <sup>th</sup> to 8 <sup>th</sup> March 24  | Students get involved in careers-based activities throughout the week.  |
|            |  | British Science Week<br>                    | Class/Online                         | 1,2,3, 4,7     | Spring 8 <sup>th</sup> to 17 <sup>th</sup> March 24 | STEM activities throughout the week.  |

## Links to useful Careers related information and guidance:

- **Easington Academy OneNote Careers Information** – all students have been emailed a link to Office 365 OneNote document which provides easy access to all relevant careers information as well as links to all local post 16 providers.
- **Websites for choosing A levels** These are the combined views of 24 of the top universities on which A levels they want for different degrees  
<https://www.russellgroup.ac.uk/for-students/school-and-college-in-the-uk/subject-choices-at-school-and-college/>
- **UCAS provides a handy summary on A level choices:** <https://www.ucas.com/further-education/post-16-qualifications/qualifications-you-can-take/levels>
- **National Careers Service:** <https://nationalcareersservice.direct.gov.uk/>
- **Labour Market for all:** <https://www.lmiforall.org.uk/cm2/>
- **National Careers Service:** <https://nationalcareersservice.direct.gov.uk/>
- **Career planning SEND** <https://www.nidirect.gov.uk/articles/career-planning-young-people-special-educational-needs>
- **All About Careers** <https://www.allaboutschoolleavers.co.uk/school-leaver-options>
- **Apprenticeships** <https://www.apprenticeships.gov.uk/#>

## Curriculum learning LMO TO CHECK

1. Each subject area to deliver 2 career-based lessons in Year 7 and 8, and 1 in Year 9 before the options process.
  - a. These should explicitly link the subject to a chosen profession or professions in an engaging way for students.
  - b. Students should have evidence of these lessons in their exercise books or have mapped them into their curriculum plans.
  - c. In STEM subjects the development of confidence in girls to study science and maths is a priority. (46. From DfE guidance).

## Evaluation

1. Following each key career event, a questionnaire will be used to evaluate the quality of the provision and to inform developments.
2. Update destination data when information is provided by Local authority / IDSR / performance tables / analyse school performance.
3. Share individual career guidance records and information with students through OneDrive.

## SEND Provision

1. 1:1 career guidance meeting annually from Year 7
2. Adaptive Career Programme KS3
3. Bespoke meetings with post 16 providers from Year 10
4. Qualified careers advisors will be available to meet with SEND students regarding careers guidance and information.
5. Encounters with employers – work experience, workshops, and assemblies
6. Careers Advisor will attend all necessary reviews



## Fluid elements

1. Easington Academy is open to allow providers and employees access to students to enhance their careers programme. A provider access policy is posted on the school website to facilitate this.
2. Parents evenings will provide further opportunities for access to pupils and / or parents / carers.
3. During parents' evenings the SENDCO will meet with vulnerable students to review academic progress holistically and to have bespoke conversations regarding careers advice. Conversations will be captured and copied as appropriate and stored in student's OneDrive folder.

### CDI career development framework

| Grow throughout life   | Explore possibilities   | Manage career   |
|--|---|---|
|                 |    |                                      |
| Grow throughout life by learning and reflecting on yourself, your background and your strengths. | Explore the full range of possibilities open to you and learn about recruitment processes and the culture of different workplaces.          | Manage your career actively, make the most of opportunities and learn from setbacks.                                    |
| Create opportunities   | Balance life and work   | See the big picture   |
|                |   |                                     |
| Create opportunities by being productive and building positive relationships with others.        | Balance your life as a worker and/or entrepreneur with your wellbeing, other interests and your involvement with your family and community. | See the big picture by paying attention to how the economy, politics and society connect with your own life and career. |