

Year 7-8: Employability Skills and Development

Note: All sections are taken from ASDAN's Employability Skills Development workbooks. There are 7 tasks per section. The number and detail of tasks will vary to be individual to the learner.

Year 7	
Autumn 1	Section 1: Self-management
Autumn 2	Section 2: Team working
Spring 1	Section 3: Business and enterprise
Spring 2	Section 4: Customer awareness
Summer 1	Section 5: Problem solving
Summer 2	Section 6: Communication
Year 8	
Autumn 1	Section 7: Working with numbers
Autumn 2	Section 8: IT in the workplace
Spring 1	Section 9: Applying for a job
Spring 2	Section 10: Exploring job opportunities
Summer 1	Section 11: Rights and responsibilities at work
Summer 2	Section 12: Health and safety in the workplace