

Careers and Workskills Year 9 - 11

Note: Timescales, level, learning outcomes and assessment criteria. Will vary for each student throughout this course so it fits with the individual need of the learner.

The course will also be punctuated by chunks of hands on, interactive learning, e.g. Visits to potential employers and colleges, Guest speakers, work experience etc.

Year 9

Unit 7 - Managing your own money

Learning outcomes	Assessment criteria
1 Know different sources of income	1.1 Identify different sources of income
2 Be able to buy goods and services using cash	2.1 In a given role, have sufficient money to pay for goods and services 2.2 Check that the correct change has been received when paying for goods and services
3 Know the benefits of saving money	3.1 Identify benefits of saving money
4 Know how to save money	4.1 Identify different ways of making savings in daily life 4.2 Identify where saved money can be kept

Unit 23 – Self Assessment

Learning outcomes	Assessment criteria
1 Know personal strengths and weaknesses	1.1 List own personal strengths 1.2 Identify areas of personal weakness
2 Know the benefits of own skills and qualities	2.1 Identify own skills and qualities Identify how own skills and qualities can be 2.2 helpful for career or personal life
3 Know how to set personal goals	3.1 Identify a personal long-term goal 3.2 Identify personal short-term goals 3.3 Identify how short-term goals may be achieved

Unit 2 - Applying for Jobs

Learning outcomes	Assessment criteria
1 Know sources of information for potential employment	1.1 Outline different sources of information about potential employment
2 Know own skills, abilities and interests for employment	2.1 Identify own skills, abilities and interests for employment 2.2 Outline suitable job roles to match skills, abilities and interests
3 Be able to search for suitable job vacancies	3.1 List job vacancies that match own skills, abilities and interests from suitable sources of information 3.2 Identify the key features of a job from published information
4 Be able to complete a job application	4.1 Describe three different methods of applying for a job 4.2 Collect information needed for a job application form 4.3 Present required information for a job application form in draft form 4.4 Summarise feedback on draft application 4.5 Submit a suitable job application

Year 10

Unit 26 – Using a CV and covering letter to apply for a job

Learning outcomes	Assessment criteria
1 Know the purpose of a CV and covering letter	1.1 Describe the purpose of a CV when applying for a job 1.2 Describe the purpose of a covering letter when applying for a job
2 Know the type of information usually included in a CV and covering letter	2.1 Identify the type of information appropriate to include in a CV 2.2 Identify the type of information appropriate to include in a covering letter
3 Know the importance of references in a CV	3.1 Outline the importance of references in a CV 3.2 Describe what makes a referee suitable for including in a CV
4 Be able to produce a CV and covering letter for a job application	4.1 Identify a suitable layout for a CV 4.2 Produce a CV appropriate for a job application 4.3 Produce a covering letter appropriate for a job application

Unit 22 - Achieving Success at Interview

Learning outcomes	Assessment criteria
1 Prepare effectively for the interview	1.1 Assess how own skills match to those of the job role 1.2 Outline the purpose and main activities of the interviewing company 1.3 Identify key issues that affect the chosen industry
2 Plan effectively for the interview	2.1 Outline different types of job interview 2.2 Produce a plan for an interview 2.3 Identify potential question themes with responses, that could be asked during the interview 2.4 Identify suitable questions to ask the interviewer during an interview
3 Practically demonstrate effective interview performance	3.1 Present self appropriately at the interview 3.2 Give detailed and informed answers to questions posed by the interviewer 3.3 Demonstrate attention through use of non-verbal communication
4 Review the effectiveness of own interview performance	4.1 Summarise own interview performance 4.2 Identify aspects of the interview that could be improved

Year 11

Unit 58 – Preparing for Work Placement

Learning outcomes	Assessment criteria
1 Know the company or organisation where the work placement is planned	1.1 Describe the company or organisation providing the work placement 1.2 Describe the key purpose of company or organisation
2 Know the information needed before starting the work placement	2.1 Describe the terms and conditions of the work placement 2.2 Describe the tasks to be performed as part of the work placement
3 Know what the company or organisation expects of the learner during the work placement	3.1 Describe why workplace values are important for success at the work placement 3.2 Describe personal presentation requirements appropriate to the work placement 3.3 Describe how to deal effectively with situations of emotional stress, difficulty or confusion during the work placement
4 Be able to set goals relating to the work placement	4.1 Set goals for skills development relating to the work placement 4.2 Set goals for personal development relating to the work placement

Unit 59 - Learning from Work Placement

Learning outcomes	Assessment criteria
1 Be able to reflect on what was learnt on the work placement	1.1 Maintain a log of work placement tasks and personal development 1.2 Describe skills and knowledge gained during the work placement
2 Know how to improve the work placement experience	2.1 Identify aspects of the work placement experience that could have been improved 2.2 Describe how improvements could be made to tasks carried out during work placement
3 Be able to use learning from the work placement to set career-related goals	3.1 Describe how the work placement experience might assist them in making choices about a future career 3.2 Set short-term and long-term goals which build on own learning from the work placement