

Employability

Teachers: Vicki Harker

The Employability course enables learners to gain skills that are required within the employment market. Students will complete a portfolio of evidence containing content from each of the units covered.

Schemes of work:

Year 11

Autumn One	Autumn Two	Spring One	Spring Two
<p>Exploring job opportunities</p> <ul style="list-style-type: none"> • Use given information to identify job opportunities • Identify your skills and interests • Identify skills and qualities needed to do a particular job • Identify a job of interest to you • Presenting information about yourself • Communicate information about themselves relevant to the job 	<p>Applying for a job</p> <ul style="list-style-type: none"> • Identify a job you would like to apply for • Identifying skills and qualities required for the job • Apply for the job presenting relevant information • Identify relevant information to talk about in interview • Present information about yourself at an interview 	<p>Customer Service</p> <ul style="list-style-type: none"> • Give examples on how to give good customer service • Identify the customers you work with • Describe the work you do with customers • Greeting customers in an appropriate manner • Respond to questions in a professional manner 	<p>Enterprise Skills</p> <ul style="list-style-type: none"> • Identifying entrepreneurs and what they do • List skills and qualities that are needed to be a successful entrepreneur • Examples of how an enterprising person behaves • Identify own strengths in terms of being enterprising including attitudes and qualities • Reflecting on ways to improve and practice enterprise skills.

Syllabus materials KS4:

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