

SILS / KS4 / Employability Skills / 2019-20 → WHOLE YEAR TOPICS OVERVIEW

<h1>Years 10 and 11</h1>	AUTUMN 1	AUTUMN 2	SPRING 1	SPRING 2	SUMMER 1	SUMMER 2
	<p>Understanding Mindset → How does mindset improve employability? → Being able to describe and demonstrate the different mindset qualities in the context of both employment and their own behaviour.</p> <p>Problem solving in a place of work → Describe different problems in the workplace and the ways businesses deal with them → Being able to identify a potential problem and possible solutions</p>	<p>ICT for Employment → Describe the variety of way technology is used in different workplaces. → Being able to independently produce a professional looking multiple page report to a target audience.</p> <p>Managing a Project → Plan a small scale group project that organised specific roles and responsibilities and sets a timeline → Be able to demonstrate the ability to run and monitor the progress of a project in a report and to be able to evaluate the project once it is completed.</p>	<p>Taking Number Problems → Being able to solve common financial problems in a place of work context, especially to do with quantities</p> <p>Planning a Budget → Understand what basic budget involves and being able to set up and run a basic budget using appropriate software.</p>	<p>Business and Customer Awareness → Research local businesses and describe various aspect of them, including the identification of personal qualities they look for in employees</p> <p>→ Describe the types of personal qualities that employers expect, the importance of those qualities.</p> <p>→ Additionally, describe how different business will look for and expect different qualities</p>	<p>Preparing For Work Cluster</p> <p>JOB SEARCH SKILLS → Understand where and how to look for job vacancies and be able to self assess individual skills compared to potential job opportunities.</p> <p>JOB APPLICATION SKILLS → Demonstrate understanding of the types of information job applications ask for by completing a job application form and producing a covering letter</p>	<p>Preparing For Work Cluster</p> <p>INTERVIEW SKILLS → Describe what is required (questions and conduct) before taking part in an interview. → Conduct an interview and reflect upon interview performance.</p> <p>(The last few weeks of term will be used to ensure all coursework is completed)</p>

→ Classwork will be differentiated based on students starting points, ability, needs and level of engagement