

Employability and Management Skills (EMS)

Curriculum map

KS4

| | AUTUMN 1 | AUTUMN 2 | SPRING 1 | SPRING 2 | SUMMER 1 | SUMMER 2 |
|-----|---|--|---|--|--|--|
| KS4 | <p>Introduction to EMS Unit 01 Mindsets Unit 14 Problem Solving in a Place of Work</p> <ul style="list-style-type: none"> Define what EMS is and why it is useful in the working world Mindset qualities Describe why honesty, commitment, flexibility, and accountability are key qualities in a potential employee How own mindset qualities could affect their employability Produce an action plan to improve own mindset qualities Exploring main problems that can arise in the place of work in each of the following areas: people, tasks, resources Impact that these problems can have on a business Main ways that businesses deal with problems related to people, tasks, resources Method they consider to be the most effective way to deal with the problem, giving reasons to justify their choice How a business could resolve the problem by identifying the options available, implications of choosing each option How the business would know the problem had been resolved <p>Self-assess using unit tracker and catch up</p> | <p>Unit 24 – Planning a Budget Unit 02- Business and Customer Awareness</p> <ul style="list-style-type: none"> Describe the features of a basic budget Describe why setting and monitoring a budget is important Set up and follow a basic budget, monitoring the budget at appropriate intervals Maintain an accurate log or record, updated at regular intervals to show an accurate budget position Develop skills of excel by representing their budget on a spreadsheet, demonstrating the basic function of totalling a series of cells Research 3 different businesses local to them Describe what each business is about, showing: what it does, how it is owned, the type of people it employs, and the skills needed to work there, the type of customer it has Describe the types of qualities that employers expect in their staff giving a reason why it is important to have staff with the right qualities Describe how the different types of business and organisations may require different qualities depending on their purpose and customers <p>Self-assess using unit tracker and catch up</p> | <p>Unit 15 ICT for employment</p> <ul style="list-style-type: none"> How technology skills requirements can vary from job role to job role giving 3 examples of different job roles that they could apply for and showing what technology skills each requires The range of technology likely to be used in an employment sector they would like to work in Carry out a self-audit of own ICT skills and familiarity with different technology used in the sector chosen Demonstrate the ability to use word processing software effectively to produce a 3-page report that is appropriately titled, saved, and printed out. The report will include use of the spell-checking tool, a table, use of titling, appropriate use of a header and/ or footer <p>Self-assess using unit tracker and catch up</p> | <p>Unit 13 – Presenting yourself Unit 32 -Job search skills</p> <ul style="list-style-type: none"> The effect layouts and formats that can be used to create a CV Create a paper-based CV using a particular layout that they feel is effective and fit for purpose Why appropriate use and accuracy of use of language is important when presenting themselves on paper Present themselves in a way that would be appropriate for a specific place of work for 5 continuous days Conduct 2 telephone conversations with different people about work-related matters in an appropriate 3 possible sources of job vacancies and provide examples from each. These sources should be accessed via internet What support networks are and the support networks that are available to them to help them find work or training The purpose of a career plan and detail the types of information it needs to contain Create a career plan for themselves following appropriate conventions regarding content and layout <p>Self-assess using unit tracker and catch up</p> | <p>Unit 33 – Job application skills Unit 34 -Interview skills</p> <ul style="list-style-type: none"> Collect 4 different job applications, at least one of which is online, and describe the different types of information they ask for Assemble a personal file containing the types of information normally needed when completing applications What the implications are for completing online applications, looking at: information retrieval and storage of completed forms One job application and write a cover letter for a current vacancy, showing appropriate use of language and formality The types of questions that are asked at interview including: job itself, working conditions and candidate The type of preparation that needs to take place in the run-up to an interview including where to go and how to get there in good time, how to present themselves, anticipating what may be asked and how to respond, questions the candidate might want to ask Prepare to take part in an interview situation, rehearsing what they will say and how they will say it Conduct themselves appropriately in an interview situation, showing you can demonstrate appropriate use of language, use of body language, dress sense, punctuality, and formality Review their performance in an interview situation, identifying where there might be a room for improvement Describe how this appraisal can be used to inform the preparation stage next time they take part in the interview process <p>Self-assess using unit tracker and catch up</p> | <p>Catch up of all units /corrections /Authentication declaration/Printing out work</p> <ul style="list-style-type: none"> Complete green pen exercise and read feedback from units. Revisit units and individual components necessary to pass whole unit and EMS qualification |