

EAL Newman Catholic College ASDAN EMPLOYABILITY

Tackling problems at work (TPW)

Working with others (WWO)

Applying for a job (AJBE3)

Exploring job opportunities (EJOE3)

Working with Numbers

Rights and Responsibilities in the Workplace

Exploring Job Opportunities

Communicating With Others in the Workplace



To follow a given procedure in response to a problem

Tackling a problem following a given procedure

Recognizing workplace problems

Identify innovative ideas to flourish and help in conceiving and executing various problem-solving approaches.



Summer term

Take appropriate and prompt action when they meet a problem

Explain the importance of taking prompt action to deal with a problem in the workplace

How do you support teams to problem solve issues themselves

Describe problems they might meet in a place of work



Identify possible workplace communication problems and explain what they mean

Identify tasks that need to be done

Identify responsibilities within the group task

To review work with others



Ground rules for working with others

Give and receive feedback from peers or other team members in order to perform the task.

How to carry out activities to meet your responsibilities

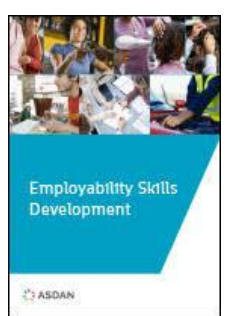
Taking part in an real or simulated interview and learn from the experience

Prepare an interview using the common questions

Read and understand as much background information about the interviewees and their organization as much as possible

Completing a skills/qualities audit for a job

Spring term



Completing resources sheets and collate/produce other evidence.

Examine job adverts and match with their own skills and personal qualities

Preparing key information for chosen job.

Research options related to your skills and interests

Identifying suitable job opportunities

Review of the factors that will impact their choices

Discussions about a range of jobs describing why a particular job option is a suitable one for themselves.

Autumn term



Stating who to see and where to go for help with job choices

Identifying how their own skills, qualities and interest match a job requirement

Understand how to relate your skills and interests to potential job opportunities



Discuss and give examples of how numbers are used in the workplace

Carry out simple numerical calculations

Explain consequences of ignoring the rights and responsibilities

Research the rights and responsibilities of employers and employees

Follow instructions to complete given tasks safely

Exploring and calculating household bills

Do practical tasks to show /gain skills in household budgeting

Discuss real-life situations taken from the media. Give advice on what to do in given situations

List the most important rights and responsibilities of employer/employee

Identify workplace protective clothing and equipment and explain their uses

Identify hazards and explain how to prevent accidents at work

Explore qualifications needed for various jobs

Identify their own skills and personal qualities

Use various media to research job opportunities

Research and print UK's workplace Health and Safety Law

Identify workplace health and safety signs and explain what they mean

Spring term

Discuss and describe skills and personal qualities

Match various jobs to compatible skills and personal qualities

Examine job adverts and match with their own skills and personal qualities

Watch video, identify and discuss health and safety issues arising

Importance of following health and safety rules



Explore qualifications needed for various jobs

Identify different ways of communicating in the workplace

Make relevant contributions to class discussions

Using the internet to research topics of interest

Identify main points in text Follow instructions

Using PowerPoint to present information to class

Autumn term

Entry Level 2

The Employability Skills Development course is an activity-based approach to raising your awareness about employer expectations and the working environment. It is a program of activities to support you in preparation for vocational training and to improve your knowledge and understanding of the workplace.

"Everyone Counts, Everyone Contributes, Everyone Succeeds"