

Year 11 Employability Skills															
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15
	Autumn 1 – ‘Equality & Diversity’								Autumn 2 – ‘Living in the Wider World’						
	Subject Area Topic: Unit 01 Understanding mindset (J/506/7234)								Subject Area Topic: Unit 07 Managing your time (K/502/3596)						
	Understand how mindset can improve employability	State what mindset qualities are attractive to employers	Identify what qualities they already have	Outline why honesty, commitment, flexibility and accountability are key qualities to employers	Give examples of when they have been honest, committed, flexible and accountable	Outline how own mindset qualities could affect their employability	Identify actions to improve own mindset qualities	Complete and sign off workbook	Give 2 examples of how time can be managed in a place of work	Review own time management and identify areas where they could improve	Plan own work activity, with appropriate support from others	Carry out a work activity within planned timescale	Describe 2 different time-related problems that can lead to disruption in a place of work	Identify where they can access support when they run into difficulties with time management	
	Notes/Links/Interleaving			Additional Higher Content					Notes/Links/Interleaving			Additional Higher Content			
	Spring 1 – ‘The Circle of Life’								Spring 2 – ‘Conflict’						
	Subject Area Topic: Unit 17 ICT for employment (M/502/3602)								Subject Area Topic: Unit 17 ICT for employment (M/502/3602)						
	Give examples of why punctuality is important in the place of work, identifying the consequences of not being punctual	Identify what is meant by reliability in each of the following • work-related contexts: • production • customer service	Complete and sign off workbook	Identify the technology skills needed to work in 2 job roles that interest them	Recognise how their own ICT skills and familiarity with technology compares with the different technology used in the job roles chosen	Identify how they could develop their skills and experience further to help improve their chances of potentially working in their chosen job roles	Demonstrate safe and appropriate use of: • a photocopier • computer and printer		Demonstrate the ability to create a simple word processing document that is appropriately titled, saved and printed out		Demonstrate the ability to use email (or webmail) effectively, including being able to: • send email • open an email and respond appropriately		Complete and sign off workbook		
	Notes/Links/Interleaving			Additional Higher Content					Notes/Links/Interleaving			Additional Higher Content			
	EXAMS								EXAMS						
	Subject Area Topic: Digital & Interactive Media								Subject Area Topic: Final Assessments						

	Notes/Links/Interleaving	Additional Higher Content					Notes/Links/Interleaving	Additional Higher Content	