

Curriculum Mapping in the Department of Employability		
	Year 10	Year 11
Autumn 1	<p>Topic: Money management (Financial service, earning money) Topic: Work Experience (ongoing throughout year, dependant on placement)</p> <p>Knowledge: MM Learning outcome 1. Know about banking services. WE Learning outcome 1. Understand the value of work experience. MM Learning outcome 2. Know about deductions from earnings. WE learning outcome 2 be able to plan for safe work experience 3. Be able to complete a safe work experience placement. 4. Be able to review WE</p> <p>Skills: Research, compare, list, state, outline, example, explain, elicit pre-existing financial vocabulary, understand, plan (work experience skills will vary dependant on placement)</p> <p>Objectives covered: MM 1.1 Compare financial services offered by different types of provider, 1.2 List personal documents which may be required to open a bank or building society account, 1.3 Compare the advantages and disadvantages of different ways of borrowing money, 1.4 State some consequences of not repaying loans, 1.5 Outline different ways you could save money, 2.1 Give</p>	<p>Topic: Work Experience (ongoing throughout year, dependant on placement) Topic: Planning for personal development (Needs and targets)</p> <p>Knowledge: WE Learning outcome 1. Understand the value of work experience. WE learning outcome 2 be able to plan for safe work experience 3. Be able to complete a safe work experience placement. 4. Be able to review WE PD LO 1 be able to identify to identify own personal development needs PD LO 2 be able to plan own personal development</p> <p>Skills: Plan, SMART targets, describe, produce, explain, identify (work experience skills will vary dependant on placement)</p> <p>Objectives covered: PD 1.1 describe personal strengths 1.2 describe areas for personal development 2.1 Identify SMART targets for personal development 2.2 produce an action plan with dates for reviewing personal development 2.3 explain factors that could help or hinder progress towards meeting personal development targets. WE 1.1 described the benefits of attending a placement, 1.2 compare advantages/ disadvantages of different options for WE, 2.1 apply for work ex, 2.2 describes skills you hope to gain, 2.3 plan journey to WE, 2.4 Identify who to report to, identify where H&S</p>

	<p>examples of different types of deductions from earnings, 2.2 Explain the reasons why these deductions are made WE 1.1 described the benefits of attending a placement, 1.2 compare advantages/ disadvantages of different options for WE, 2.1 apply for work ex, 2.2 describes skills you hope to gain, 2.3 plan journey to WE, 2.4 Identify who to report to, identify where H&S information can be found, 3.2 arrive on time, 3.3 describe the tasks responsible for, 3.4 explain task unable to undertake, 3.5 follow instructions safely, 3.6 Communicate appropriately, 4.1 describe what was enjoyed, 4.2 explain improvements that can be made, 4.3 describe skills developed, 4.4 explain how We has helped in your future.</p>	<p>information can be found, 3.2 arrive on time, 3.3 describe the tasks responsible for, 3.4 explain task unable to undertake, 3.5 follow instructions safely, 3.6 Communicate appropriately, 4.1 describe what was enjoyed, 4.2 explain improvements that can be made, 4.3 describe skills developed, 4.4 explain how We has helped in your future.</p>
<p>Cross curricular link</p>	<p>Maths- Percentage English – state, list, compare, outline, example, explain, spelling, punctuation and grammar</p>	<p>English – state, list, compare, outline, example, explain, spelling, punctuation and grammar</p>
<p>Autumn 2</p>	<p>Topic: Money management (managing own money) Topic: Digital skills (e-safety)</p> <p>Knowledge: MM learning outcome 3 Understand the importance of own money management DS Learning outcome 1. Understand E-safety</p> <p>Skills: Compile, budget, example, explain, state. Describe positive and negative consequences, understand secure passwords</p> <p>Objectives covered MM:3.1 compile a basic budget, 3.2 Give examples, with costs, of personal needs and wants, 3.3 Explain the importance of personal budgeting, 3.4 Explain how a personal budget can be monitored, 3.5 State</p>	<p>Topic: Personal project (select, plan project) Topic: Planning for personal development (review)</p> <p>Knowledge: PP LO1 Be able to select a project to be undertaken as an individual LO2 be able to plan the project to meet the aims PD LO3 be able to review personal development plan</p> <p>Skills: Describe, Outline, Explain, Identify, state, produce, review</p> <p>Objectives covered: 1.1 describe the project that has been chosen, 1.2 outline the aims of the project, 1.3 explain the personal learning objective for the project.</p>

	<p>the services that are offered by organisations that provide help and advice on money management</p> <p>DS: 1.1 explain what is meant by “E-safety”, 1.2 Describe the consequences of positive and negative online behaviour, 1.3 explain what makes a password secure.</p>	<p>2.1 identify the tasks needed to complete the project, 2.2 state the resources needed to complete the project. 2.3 explain why the resources are required are required to complete the project. 2.4 Produce a detailed plan for the project</p> <p>3.1 review progress and achievement regularly against plan.</p>
Cross curricular link	<p>Maths- Budgeting, adding, subtracting, estimation</p> <p>English – state, list, compare, outline, example, explain, spelling, punctuation and grammar</p> <p>PSHE- E-safety</p> <p>ICT – E-safety, password creation, online behaviour</p>	<p>English – state, list, compare, outline, example, explain, state, spelling, punctuation and grammar</p>
	Year 10	Year 11
Spring 1	<p>Topic: Digital skills (in the workplace)</p> <p>Knowledge: LO 2 understand uses of digital skills and tools LO 3 Be able to use digital tools to find and present information</p> <p>Skills: ICT, Microsoft office application, Describing, descriptive writing, explaining</p> <p>Objectives covered: 2.1 describe tasks that require digital skills 2.2 explaining the advantages and disadvantages of different digital communication tools 3.2 Present information using digital tools</p>	<p>Topic: Personal project (carry out project and review) Topic: Planning for personal development (review)</p> <p>Knowledge: PP LO 3 be able to carry out the project LO4 be able to review the project. PD LO3 be able to review personal development plan</p> <p>Skills: identify, complete tasks, review, present, obtain, evaluate.</p> <p>Objectives covered: 3.1 complete the task identified to carry out the project. 4.1 present the project to an audience using an appropriate format 4.2 obtain feedback on the project 4.3 review whether the project met the aims 4.4 evaluate own learning and performance. 3.1 review progress and achievement regularly against plan.</p>
Cross curricular link	<p>SPAG, descriptive writing, explaining, ICT</p>	<p>English – state, list, compare, outline, example, explain, state, spelling, punctuation and grammar</p>

<p>Spring 2</p>	<p>Topic: Digital skills (in the work place)</p> <p>Knowledge: DS LO 3 Be able to use digital tools to find and present information, DS LO 4 be able to review own digital skills and identify areas for development.</p> <p>Skills: ICT, Microsoft office application, Presenting, internet researching</p> <p>Objectives covered: 3.1 Use the internet to find information on a subject form different subject. 4.1 Give examples of own digital skills that need to be developed 4.2 Describe ways these digital skills can be developed.</p>	<p>Topic: Planning for personal development (review) Topic Team work skills (importance of team work, understanding team relationships)</p> <p>Knowledge: TS LO 1 understand the importance of team work. TS LO2 understand roles and relationships within a team PD LO3 be able to review personal development plan</p> <p>Skills: review, describe, explain, outline,</p> <p>Objectives covered: PD 3.1 review progress and achievement regularly against plan. TS 1.1 describe the advantages of working as a team 1.2 describe the problems that occur when working as a team. 1.3 explain why teamwork is essential in two situations. 2.1 outline characteristics of an effective team 2.2 describe different roles for team members whilst completing an activity. 2.3 explain the need for different roles within a team. 2.4 describe different ways of making decisions in a team. 2.5 describe different ways to resolve conflict within a team.</p>
<p>Cross curricular link</p>	<p>SPAG, descriptive writing, explaining, ICT</p>	<p>English – state, list, compare, outline, example, explain, state, spelling, punctuation and grammar</p>
	<p>Year 10</p>	<p>Year 11</p>
<p>Summer 1</p>	<p>Topic: Career Planning (recognise jobs or training opportunities, and Understand how to apply)</p> <p>Knowledge: LO 1 Be able to recognise jobs or training opportunities. LO 2 Understand how to apply for training or job opportunities.</p>	<p>Topic: Planning for personal development (reviewing progress and plans) Topic: teamwork skills (take part and evaluate)</p> <p>Knowledge: PD LO3 be able to review personal development plans TS LO3 be able to take part in team activities</p>

	<p>Skills: internet research, word processing, CV creation, application forms, cover letters.</p> <p>Objectives covered: 1.1 Identify sources of careers advice and guidance 1.2 Give examples of career options relevant to own interests 1.3 Compare advantages and disadvantages of the identified career options 1.4 Outline training and educational needs for a preferred option 1.5 Describe your suitability for the preferred option 2.1 Produce a personal CV in a format appropriate for seeking employment 2.2 Produce a covering letter to support your CV for a specific job 2.3 Complete an application form to an appropriate standard for submission</p>	<p>TS LO4 Be able to evaluate own performance</p> <p>Skills: Review, Obtain, give examples, feedback, Revise, outline participate, explain, lead, feedback</p> <p>Objectives covered: PD3.1 Review progress and achievement regularly against plan 3.2 obtain feedback form others on performance 3.3 give examples of successful outcomes from following the personal development plan. 3.4 revise personal development plan to reflect future SMART targets for development. TS 3.1 outline the objectives of different team activities 3.2 participate in team activities 3.3 explain your role within the team activities 3.4 give constructive feedback to different team members 3.5 obtain constructive feedback from different team members 4.1 explain how the team worked well 4.2 describe skills you have developed while working as a team. 4.3 describe ways to improve own team working skills.</p>
<p>Cross curricular link</p>	<p>SPAG, descriptive writing, explaining, ICT, persuasive writing.</p>	<p>English – state, list, compare, outline, example, explain, state, spelling, punctuation and grammar</p>
<p>Summer 2</p>	<p>Topic: Career Planning (Interview skills, and Understand how to apply)</p> <p>Knowledge: LO 2 Understand how to apply for training or job opportunities. LO 3 be able to take part in an interview</p>	<p>Topic: Revision/ catch up on course work evidence</p> <p>Knowledge:</p> <p>Skills:</p>

	<p>Skills: internet research, word processing, CV creation, application forms, cover letters, body language, communication.</p> <p>Objectives covered: 2.1 Produce a personal CV in a format appropriate for seeking employment 2.2 Produce a covering letter to support your CV for a specific job 2.3 Complete an application form to an appropriate standard for submission 3.1 Explain what needs to be considered when preparing for an interview 3.2 Prepare responses to potential interview questions 3.3 Give examples of questions you would ask at an interview 3.4 Take part in a real or simulated interview 3.5 Review personal strengths and areas for improvement following an interview</p>	<p>Objectives covered:</p>
<p>Cross curricular link</p>	<p>SPAG, descriptive writing, explaining, ICT, persuasive writing, communication.</p>	