



**HAILEY HALL SCHOOL**

Believe | Strive | Achieve

# Hailey Hall School Employability Curriculum Map

## **Employability Curriculum Intent**

Employability is an opportunity for pupils to learn, develop and gain key knowledge that will help in preparation for life after School. It is a set of achievements – skills, understandings and personal attributes that helps pupils to be more socially prepared and likely to gain employment and be successful in their chosen occupations, which benefits themselves, the workforce, the community and the economy. At Hailey Hall, it will provide pupils with the opportunity to learn and think independently, be confident to voice their opinions on certain topics and get an insight into important topics that they will be moving onto in their near future. We aim to, wherever possible, link work to other subjects such as Mathematics, English, Science, Computing, Sports, Humanities and Food technology. All pupils are encouraged to be able to think more independently, feel confident to be able to voice their opinions and ideas in group discussions, showing their understanding of the topics we cover.

The Employability curriculum is planned to enable all pupils to develop skills in the following areas:

- To be able to understand the importance of leading a healthy lifestyle and the importance of exercise at a young age.
- To develop and raise awareness of the dangers around influences while becoming a young adult.

- To get a clear understanding of ways in how we deal with managing our personal finances. ☒ To be able to understand and prepare for how we move onto into the world of work.
- To be able to recognize the importance of being respectful and acting as a leader and role model towards others and younger pupils.

☒

Throughout our programme of study, we aim to always make links to careers and the world of work. We will look at and discuss about the specific links and reinforce the skills and attitudes in which employers will say are important in the workplace.

- Independent and Creative thinking.
- Leadership skills.
- Communicating effectively with others.
- Being respectful towards others views and opinions.
- Showing a willingness to learn and develop new knowledge.
- Teamwork skills.
- Problem solving skills.
- Showing empathy towards others.
- The British values of democracy, the rule of law, individual liberty and mutual respect of those with different faiths and beliefs.

## **YEAR: 10**

### **Why this subject is important:**

Employability gives pupils the opportunity to acquire the knowledge, understanding and skills they need for life in the workplace. The following units have been specially selected for year 10 and 11 pupils, in order to prepare them for subsequent work experience and their future in the working world.

The following programme of learning enables pupils to work towards a Level 2 Certificate in Employability Skills.

### **Intent: What you will learn this year:**

The units below have been selected to enhance the pupil's skills and knowledge when they reach the workplace in the future. They have an opportunity to complete 6 units over the 2 year period to gain the Level 2 Certificate.

This programme of study caters for a range of ability:

Unit name	Topics	Skills and understanding	Skills: Curriculum links
<b>Term: 1</b> <b>Unit: 526 Alcohol Awareness (3 credits)</b>	<p>Describe the difference between soft and alcoholic drinks.</p> <p>Give examples of current laws governing alcohol.</p> <p>State the recommended units for men.</p> <p>State the recommended unites for female.</p> <p>State the unit strength in various alcoholic drinks.</p> <p>Give examples of the effects of alcohol on the human body.</p>	<p>Be able to define what alcohol is.</p> <p>Research task finding out useful information on current laws surrounding alcohol use in UK and recommended units for male/females.</p> <p>Using alcoholic bottles/resources to work the equivalent units in various alcoholic drinks.</p> <p>Identifying through a documentary the effects of alcohol misuse.</p>	<p>To be aware of the dangers around alcohol in the future as they reach adulthood.</p> <p>Useful knowledge and understanding of topics covered.</p> <p>Research tasks useful for future units and preparation for moving onto college.</p> <p>Year 11 preparation for units covered next year.</p>
<b>Term: 1</b> <b>Unit: 526 Alcohol Awareness (3 credits)</b>	<p>Describe the signs of alcohol poisoning.</p> <p>Describe the psychological effects of alcohol.</p> <p>Describe effects of irresponsible drinking.</p> <p>Define social drinking.</p> <p>Describe the impact of alcohol misuse.</p>	<p>Research task to identify and be aware of various signs of alcohol poisoning.</p> <p>Identify through a documentary the psychological effects of alcohol on the body and the impact of alcohol misuse on people's lives.</p> <p>To be able to create a definition for what it</p>	<p>To be aware of the dangers around alcohol in the future as they reach adulthood.</p> <p>Useful knowledge and understanding of topics covered.</p> <p>Research tasks useful for future units and preparation for moving onto college.</p>
	<p>Identify where you can get support, advice and treatment to help overcome alcohol misuse.</p>	<p>means to drink socially.</p>	<p>Year 11 preparation for units covered next year.</p>

<p><b>Term:2</b> <b>Unit: 402</b> Managing personal finance <b>(3 credits)</b></p>	<p>Identify sources of income.</p> <p>Give examples of how money can be received. Identify the range of outgoings.</p> <p>Give examples of how payments can be made. Problems that occur if expenditure is greater than income.</p> <p>Describe ways of reducing expenditure</p>	<p>Research tasks for sources of income, How money can be received, payments can be made etc.</p> <p>Spider diagrams and brainstorm as a group to come up with current knowledge of topics covered.</p> <p>Creating a list for monthly outgoings for someone renting for a living.</p> <p>Documentaries to help with the understanding of issues around being in debt and what consequences can happen as a result of this.</p>	<p>Helping to understand the importance of different ways to deal with your personal finances.</p> <p>To be aware about the dangers around debt as you get older and reach adulthood</p>
<p><b>Term: 2</b> <b>Unit: 402</b> Managing personal finance <b>(3 credits)</b></p>	<p>List own sources of income.</p> <p>List own sources of outgoings.</p> <p>Produce a personal budget plan.</p> <p>Review the budget plan. Identify financial institutions.</p> <p>Advantages/Disadvantages of borrowing money. Organisations that help with money problems.</p>	<p>Reflection task of their own sources of income and outgoings.</p> <p>Budget task for the pupils to learn to prioritise and understand how to budget for a certain situation and learning to save money.</p> <p>Research task for identifying what a financial institution is and what they offer.</p> <p>Documentary to help student understand the</p>	<p>Helping to understand the importance of different ways to deal with your personal finances.</p> <p>To be aware about the dangers around debt as you get older and reach adulthood.</p>

		<p>advantages/disadvantages of borrowing money.</p> <p>Research task for identifying various places that help with money problems.</p>	
<p><b>Term: 3 Unit 514 Healthy Living (2 credits)</b></p>	<p>Describe the key elements of healthy living.</p> <p>Describe the benefits of healthy living.</p> <p>Explain the consequences of not living a healthy lifestyle.</p> <p>Describe support available.</p>	<p>Research tasks for useful information on the importance of healthy living.</p> <p>Identify through research various institutions that help support people with maintaining a healthy lifestyle.</p>	<p>To identify the importance of maintaining a healthy lifestyle.</p> <p>To identify ways to help improve own healthy living.</p> <p>Useful knowledge and understanding of topics covered.</p> <p>Research tasks useful for future units and preparation for moving onto college.</p> <p>Year 11 preparation for units covered next year.</p>

<b>Term: 3 Unit 514 Healthy Living (2 credits)</b>	Assess own living to identify areas for improvement Select goals to promote own healthy living.  Produce a plan to improve own healthy living Complete a 4-week training programme.  Review the effects of own healthy living.	To be able to reflect on their own lifestyle and self-assess areas for improvement.  Organise and create a timetabled plan to improve their own living over 4 weeks.  Self-reflect on how their plan went.	To identify the importance of maintaining a healthy lifestyle.  To identify ways to help improve own healthy living.  Useful knowledge and understanding of topics covered.  Research tasks useful for future units and preparation for moving onto college.
			Year 11 preparation for units covered next year.

#### How you will be assessed:

Employability units are all coursework based against clear criteria. Pupils need 15 credits over the two-year period to receive a Level 2 Award in Employability skills.

#### How parents / carers can help:

Provide pupils with a quiet place to do homework and revision.  
Watch the news together with your child at least twice per week.

#### Useful website and details of course books

- <http://www.cityandguilds.com/qualifications-and-apprenticeships/skills-for-work-and-life/employability-personal-and-social-development/5546-employability-skills#tab=information>
- [http://cdn.cityandguilds.com/ProductDocuments/Skills\\_for\\_Work\\_and\\_Life/Employability\\_Personal\\_and\\_Social\\_Development/5546/Level%202/Centre\\_Documents/5546\\_L2\\_logbook\\_v5-0.pdf](http://cdn.cityandguilds.com/ProductDocuments/Skills_for_Work_and_Life/Employability_Personal_and_Social_Development/5546/Level%202/Centre_Documents/5546_L2_logbook_v5-0.pdf)
- [http://cdn.cityandguilds.com/ProductDocuments/Skills\\_for\\_Work\\_and\\_Life/Employability\\_Personal\\_and\\_Social\\_Development/5546/Level%202/Centre\\_Documents/5546\\_L2\\_logbook\\_v5-0.pdf](http://cdn.cityandguilds.com/ProductDocuments/Skills_for_Work_and_Life/Employability_Personal_and_Social_Development/5546/Level%202/Centre_Documents/5546_L2_logbook_v5-0.pdf)

### Progression routes and career opportunities

- The employability skills award is recognised by colleges and further education establishments.
- The employability skills course gives pupils vital tools to successfully write CV's, personal statements and complete application forms.

### Who to contact and how if you have a query regarding your child

Name	Position	Email Address	Telephone
Ms Rachel Fletcher	Subject Leader- Employability	rfletcher@haileyhall.herts.sch.uk	01992 465208

### YEAR: 11

#### Why this subject is important:

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The following programme of learning enables pupils to work towards a Level 2 award in Employability Skills.

#### Intent: What you will learn this year:

The units below have been selected to enhance the pupil's skills and knowledge when they reach the workplace in the future. They have an opportunity to complete 6 units over the 2 year period to gain the Level 2 Award.

This programme of study caters for a range of ability:

Unit name	Topics	Skills and understanding	Skills: Curriculum links
<b>Term: 1</b> <b>Unit:</b> <b>526 Drug Awareness (3 credits)</b>	<p>What is a drug?</p> <p>To identify various illegal drugs</p> <p>To identify various legal drugs</p> <p>To identify the difference between classifications of drugs.</p>	<p>To be able to identify and research specifically what a drug is and how it impacts the body in different ways.</p> <p>To be able to research and find out key information around various illegal drugs.</p> <p>To be able to research and find out key information around various legal drugs.</p> <p>To be aware of the consequences around drug use, drug supplying and producing.</p>	<p>To be aware of the dangers around the use of drugs.</p> <p>To be made aware of various drugs and the effects they can have on the body.</p> <p>To be made aware of the consequences to be around illegal drugs.</p>
<b>Term: 1</b>	<p>To identify a drug from each classification</p>	<p>To be able to identify a drug from each class.</p>	<p>To be aware of drugs from</p>

<b>Unit:526</b> <b>Drug Awareness (3 credits)</b>	<p>To be able to identify the effects of drugs misuse.</p> <p>To be able to identify the impact of drug misuse</p> <p>Identify places that you can obtain information for treatment and support to help overcome drug misuse?</p>	<p>A,B and C, gathering key information around each drug chosen.</p> <p>To be able to explain in detail the impact that drug misuse can have on people's lives.</p> <p>To be able to successfully identify three places that help to overcome drug misuse and what these places offer.</p>	<p>different classification linked to the consequences around using them.</p> <p>To be made aware of the impact of drug misuse to people's lives.</p> <p>To be aware of places that can offer help and advice for drug misuse problems.</p>
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<p><b>Term: 2</b> <b>Unit:</b> <b>506</b> Applying for a job. <b>(3 credits)</b></p>	<p>Describe different ways of applying for a job.</p> <p>Different types of job application</p> <p>Outline key components of a CV.</p> <p>Produce 2 clearly structured CV's for different jobs.</p> <p>Describe a range of information required in a cover letter.</p>	<p>Research tasks for ways to apply for a job, job applications and key components of a CV.</p> <p>YouTube videos to help with demonstration of how to create a CV and cover letter.</p> <p>Pupils to design their own CV's and cover letter for a specific job of choice.</p>	<p>To be able to look into potential career paths for the future.</p> <p>To prepare the pupils for the future in the world of work.</p> <p>To create a CV for future job opportunities.</p>
<p><b>Term 2:</b> <b>Unit:</b> <b>506</b> Applying for a job. <b>(2 credits)</b></p>	<p>The importance of a cover letter.</p> <p>Produce a formal cover letter.</p> <p>Assess own skills and experience relevant to the job specifications.</p> <p>Complete an application form.</p>	<p>Research the importance of a cover letter to show an interest of a job.</p> <p>Complete an application form for a job of choice.</p> <p>Self-assess and identify their own skills and attributes towards a job.</p>	<p>To be able to look into potential career paths for the future.</p> <p>To prepare the pupils for the future in the world of work.</p> <p>To create a CV for future job opportunities.</p>
<p><b>Term: 3</b> <b>Unit 511</b> <b>The</b></p>	<p>To be able to define the purpose of coaching</p>	<p>Research and be able to explain why people coach.</p>	<p>To be able to explain why</p>
<p><b>introduction</b> <b>the</b> <b>importance</b> <b>of coaching</b> <b>(1 credits)</b></p>	<p>To be able to describe various situations when coaching is used.</p> <p>To be able to describe the benefits of coaching</p>	<p>To be able to provide various examples of situation and scenarios when coaching is being used.</p> <p>Research and provide various examples to why coaching is beneficial to the coach and those being coached.</p>	<p>people choose to coach.</p> <p>To be able to identify examples of when coaching is being used.</p> <p>To be able to understand how coaching is beneficial to the coaches and those being coached.</p>

<b>Term: 3</b> <b>Unit 511</b> <b>The introduction to the importance of mentoring (1 credits)</b>	. To be able to define the purpose of mentoring  To be able to describe various situations when mentoring is used.  To be able to describe the benefits of mentoring	Research and be able to explain why people mentor.  To be able to provide various examples of situation and scenarios when mentoring is being used.  Research and provide various examples to why coaching is beneficial to the mentor and those being mentored.	To be able to explain why people choose to mentor.  To be able to identify examples of when mentoring is being used.  To be able to understand how coaching is beneficial to the mentor and those being mentored.
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- [http://cdn.cityandguilds.com/ProductDocuments/Skills\\_for\\_Work\\_and\\_Life/Employability\\_Personal\\_and\\_Social\\_Development/5546/Level%202/Centre\\_Documents/5546\\_L2\\_logbook\\_v5-0.pdf](http://cdn.cityandguilds.com/ProductDocuments/Skills_for_Work_and_Life/Employability_Personal_and_Social_Development/5546/Level%202/Centre_Documents/5546_L2_logbook_v5-0.pdf)
- [http://cdn.cityandguilds.com/ProductDocuments/Skills\\_for\\_Work\\_and\\_Life/Employability\\_Personal\\_and\\_Social\\_Development/5546/Level%202/Centre\\_Documents/5546\\_L2\\_logbook\\_v5-0.pdf](http://cdn.cityandguilds.com/ProductDocuments/Skills_for_Work_and_Life/Employability_Personal_and_Social_Development/5546/Level%202/Centre_Documents/5546_L2_logbook_v5-0.pdf)

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