

KS5 Curriculum Overview **EMPLOYABILITY SKILLS**

Year 12 (FOUNDATION)

TERM 1 TOPIC/s	*Key Skills/Subject Links	*Career links & BV
<p style="text-align: center;"><u>DIGITAL SKILLS (27GLH)</u></p> <ol style="list-style-type: none"> Understand e-safety Understand appropriate online behaviour Understand uses of digital tools Be able to review own digital skills and identify areas for development <p style="text-align: center;"><u>PRESENTATION SKILLS (30GLH)</u></p> <ol style="list-style-type: none"> Understand the purpose of presentations Be able to prepare for a presentation 	<p>Key Skills:</p> <ul style="list-style-type: none"> Digital literacy Communication Problem solving Ethical and legal awareness Collaboration Teamwork <p>Subject Links:</p> <ul style="list-style-type: none"> ICT Business 	<p>BV: Rule of Law Students will learn about the skills needed to be safe online, following laws such as GDPR.</p> <p>Career Links:</p> <ul style="list-style-type: none"> ICT Manager Teacher Software developer Social Media Manager
TERM 2 TOPIC/s	*Key Skills/Subject Links	*Career links & BV
<p style="text-align: center;"><u>PRESENTATION SKILLS (30GLH)</u></p> <ol style="list-style-type: none"> Be able to deliver a presentation Be able to review own presentation skills <p style="text-align: center;"><u>MANAGING MONEY (27GLH)</u></p> <ol style="list-style-type: none"> Know about saving and borrowing options 	<p>Key Skills:</p> <ul style="list-style-type: none"> Communication Confidence Organisation Presentation Time management Audience awareness Technology <p>Subject Links:</p> <ul style="list-style-type: none"> Business Public services ICT 	<p>BV: Democracy Students will develop skills on contributing ideas, engaging in debates and how this can be communicated through presentation skills.</p> <p>Career Links:</p> <ul style="list-style-type: none"> Teacher Software developer Social Media Manager Content creator App developer
TERM 3 TOPIC/s	*Key Skills/Subject Links	*Career links & BV
<p style="text-align: center;"><u>MANAGING MONEY (27GLH)</u></p> <ol style="list-style-type: none"> Understand money matters in the world of work Understand the importance of own money management <p style="text-align: center;"><u>PREPARING FOR THE WORLD OF WORK (27GLH)</u></p> <ol style="list-style-type: none"> Understand the value of work Understand the world of work 	<p>Key Skills:</p> <ul style="list-style-type: none"> Time management Problem solving Maths Communication Goal setting Decision making <p>Subject Links:</p> <ul style="list-style-type: none"> Maths Business Finance 	<p>BV: Rule of Law Students will learn about the financial laws and regulations of money, including; taxation, investments and transactions.</p> <p>Career Links:</p> <ul style="list-style-type: none"> Banker Finance manager Financial advisor Accountant
TERM 4 TOPIC/s	*Key Skills/Subject Links	*Career links & BV

<p><u>PREPARING FOR THE WORLD OF WORK (27GLH)</u></p> <p>4. Understand the knowledge, skills and attributes that are valued in the workplace</p> <p><u>CUSTOMER EXPERIENCE (27GLH)</u></p> <p>1. Understand features of good customer experience</p> <p>2. Understand customer needs and how different organisations try to meet them</p>	<p>Key Skills:</p> <ul style="list-style-type: none"> • Communication • Emotional awareness • Ethical decision making • Presentation • Professionalism • Cultural competence • Emotional intelligence <p>Subject Links:</p> <ul style="list-style-type: none"> • Business • Finance • Maths • Psychology • Sociology 	<p>BV:</p> <p>Mutual respect and tolerance</p> <p>Students will learn about the various backgrounds and perspectives of others in order to develop mutual respect and tolerance in the workplace, whilst valuing diversity.</p> <p>Career Links:</p> <ul style="list-style-type: none"> • Sales assistant • Store manager • Business owner
TERM 5 TOPIC/s	*Key Skills/Subject Links	*Career links & BV
<p><u>CUSTOMER EXPERIENCE (27GLH)</u></p> <p>3. Be able to review examples of customer service</p> <p><u>WELLBEING (27GLH)</u></p> <p>1. Be able to understand emotional wellbeing</p> <p>2. Be able to understand physical wellbeing</p> <p>3. Be able to understand how to respond positively to stress</p> <p>4. Be able to take action to improve own wellbeing</p>	<p>Key Skills:</p> <ul style="list-style-type: none"> • Self-awareness • Cultural competence • Time management • Stress management • Resilience • Empathy • Active listening <p>Subject Links:</p> <ul style="list-style-type: none"> • Health and social care • Child development • Business • Finance • Psychology • Public services 	<p>BV:</p> <p>Individual Liberty</p> <p>Students will learn about the importance of understanding ones mental health and the strategies individuals may use of suit their own personal emotional needs.</p> <p>Career Links:</p> <ul style="list-style-type: none"> • Counsellor • Psychologist • Social worker • Teacher • Care assistant