**SQA EMPLOYABILITY AWARD**

**SCQF Level 4**

**PUPIL BOOKLET**

|  |  |
| --- | --- |
| **Name** |  |
| **Class** |  |
| **School** |  |
| **Scottish Candidate**  **Number** |  |
| **Teacher** |  |

**Unit 1**

**RESPONSIBILITIES**

**OF**

**EMPLOYMENT**

**INTRODUCTION**

**What is this unit all about?**

This unit is to help you move into the world of work and think about what employers will want from you.

In work you have a **responsibility** to act in a particular way and employers also have a responsibility to treat you in a particular way. This is usually described in your **terms and conditions of work**. If you don’t stick to the rules, you may lose your job!

This unit will help to **increase your confidence** so that you will be able to behave the way employers expect you to.

This booklet is your **evidence** to prove that you have passed the unit and should be kept **neat and tidy**.

Your teacher will decide if you pass this unit and make comments at the end

You also have an opportunity to complete an **evaluation** of your work in this unit.



**TASK 1**

To pass this task you have to think about the following:

* *your* ***responsibilities*** *as an* ***employee***
* *what employers should do to* ***treat you properly*** *in the workplace*
* *the* ***differences*** *between how* ***you behave in the work place*** *and how you behave in* ***other places*** *you know.*

**TASK 1a**

**Question 1** - What **responsibilities** do you think you have as an employee?

***Responsibility 1:***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Responsibility 2:***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Question 2** – Identify **two** things employers should do to treat you properly in the work place. You may give examples from: employment contract, health and safety behaviour, others.

***Example 1***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Example 2***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TASK 1b**



*To pass this task you have to think about* ***differences*** *between the workplace and*

*other places.*

***Read*** *the following passage and* ***answer*** *the questions that follow.*

***Highlight*** *your answers before you write them down.*

*There are many rules and regulations at work. You usually sign a contract when you first start work. This gives your terms and conditions at work. It explains how you must behave, the work you must do and how long you must work. For example you may think it is acceptable to swear at home, but find that in most places of work it is unacceptable and may eventually lead to dismissal. The contract also covers health and safety and equal opportunities legislation that you must follow. Some young people smoke and drink alcohol with their friends where they live but know that would be breaking health and safety regulations if they did this at work. If you make sexist or racist remarks to others at work you could be dismissed. At college or school you may not always have followed instructions but if you do this constantly at work you “get the sack”. At home you can wear casual clothes but in some places of work you may have to be dressed smartly or wear a uniform with a company logo or wear a hard hat and steel capped boots.*

*Using the information in the passage, give* ***two******possible******differences*** *between work and other areas of your life.*

**Difference one:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Difference two:**

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**Task 2**

**Behaviour in the workplace**

Think about what might happen to you if you **don’t meet your employer’s expectations.**

To pass this task you have to think about the following:

* ***unacceptable behaviour*** *in the work place*
* ***what an employer might*** *do if you behave in an unacceptable way*
* *what this might mean for* ***your future***

***Read the following passage and answer the questions that follow:***

Martin Wood, the manager of WOODS joinery firm in Aberdeen was hoping to take some of his joiners to Bulgaria to do a big job in a luxury modern hotel. He was not sure who to take. It was a great opportunity for his joiners as they would be learning new skills and as it was a big contract, they would be paid well. He had spoken to his team of joiners about this.

Steve, Ross and Frankie who worked for Martin had been given a deadline to fit a kitchen by the end of the week. In the van on the way to the job, they were all talking about going to Bulgaria. Steve pointed out that Martin hadn’t decided who he was going to take yet! Steve did not like working with Ross and Frankie as the other joiners in the firm had no time for them. They had already had a formal warning from Martin about their poor work output and behaviour. When they arrived at the job Ross and Frankie had decided to muck about in the garden.

Martin, the manager, made a surprise visit to the job.

He found Steve hard at work fitting the kitchen cupboards. Martin looked out the back window and saw Frankie and Ross mucking about with cordless drills in the back garden, Frankie had his drill close to Ross’s head and they were both laughing. Ross made a rude sign at Martin and Frankie screwed up his face in a stupid way. Martin sent them both home.

**Question 1**

Ross and Frankie **behaved in an**

**unacceptable way**. Write down:

1. a **behaviour** problem:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. a **health and safety** problem:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Question 2**

1. What might happen to you if **you behaved in an unacceptable way** at work?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How could this affect you **in the future**?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**EVALUATION**

**Pupil Comment:**

How much effort do you think you put into this unit?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explain your answer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What’s the most important thing you have learnt from this unit?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How could you have improved your work in this unit?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pupil Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Teacher Comment:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PASS / FAIL *(circle appropriate one)*

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assessment record sheets**

Learner Unit assessment record

Employability: Responsibilities of Employment (SCQF Level 4)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Class** |  | | | **Group** | |  |
| **Learner name** |  | | | **Learner ID** | |  |
| **Record of performance** | | | | | | |
| **Tasks** | | **\*Achieved/ not achieved** | | | **Comments** | |
| **Instrument of Assessment 1**  Two distinct activities for each part. These may be combined into a single piece of evidence. | |  | | |  | |
| **Instrument of Assessment 2**  Two distinct activities for each part. These may be combined into a single piece of evidence. | |  | | |  | |
| \*(Enter A or NA in the box to indicate whether the learner has achieved or not achieved each Outcome. The comments column can be used to highlight any reassessment that may be needed.) | | | | | | |
| **Overall comments** | | | | | | |
| **Assessor name** | | | | | | |
| **Assessor signature** | | | **Date** | | | |

**Unit 2**

**PREPARING**

**FOR**

**EMPLOYMENT**

**INTRODUCTION**

**What is this unit all about?**

This Unit is designed to prepare you to enter the world of work. It is about looking at your experience so far and identifying your qualities and what you can do.

This Unit is important because it will help you to prepare to move into employment. Employers look at what qualities people have when deciding whether to offer jobs to them. If you can show employers what you have done and what you can do you will be in a better position to get a job.

The knowledge and skills involved in this Unit will make you more confident as you start thinking about the world of work, the skills you have at the moment and the extra skills that you might need.

In this Unit you will think about and discuss your previous and current experience. This will help you to identify the qualities which you have developed so far and will help you think about what you wish to do in the future.

This will help you to prepare for the move into employment.



**TASK 1**

To pass this task you have to think about your **past and present experiences.**

* Describe the things you have done **in the past** that have allowed you to **develop skills and understanding.**
* Describe the things that you are doing **in the present** that allow you to **develop skills and understanding.**

Complete the table below:

|  |  |  |
| --- | --- | --- |
| Example | Your activities | Skills developed |
| Chores you do at home, tasks, responsibilities you have at home, eg babysitting, grandparents, pets etc |  |  |
| Fund raising activities you have been involved in – school, sports clubs, charity events etc |  |  |
| Work experience placement  (JET and any other appropriate work) |  |  |

|  |  |  |
| --- | --- | --- |
| Example | Your activities | Skills developed |
| Physical activities – sports you play – fitness classes you attend etc |  |  |
| Hobbies or interests – army cadets, fishing, art and crafts, dance classes, skateboarding, cycling etc |  |  |
| Any other certificates and/or achievements eg first aid, sport, music, examinations or qualifications |  |  |
| Anything else you have taken part in or achieved which you think have helped you to build skills for your future. |  |  |

**Task 2**

Draw conclusions on how your **past and present experience** can help you enter the **world of work**.

To achieve this assessment the following activities must be completed.

## Think about the things from your past and present experience which you like doing and which may help you enter the world of work.

## Think about the skills and qualities you have and think about how they may help you to enter the world of work.

|  |  |  |
| --- | --- | --- |
|  | What I am good at | Conclusions:  This will help me in the world of work because…… |
| What you think you are good at in school, e.g. Maths, English, Science, Practical subjects |  |  |
| What are you good at in your personal life – i.e. talking to people, team player in sport, caring for others |  |  |
| What have others (parents, friends, teachers) said you are good at, e.g. tidy, reliable, always on time, good sense of humour. |  |  |
| How do you see yourself as an employee, e.g. hardworking, loyal, punctual, reliable, honest. |  |  |
| How do you see yourself as a friend, e.g. loyal, kind, cheerful, supportive, can be trusted. |  |  |

|  |
| --- |
|  |
| List your top 5 qualities which you think are the most important for employment? |
|  |
|  |
|  |
|  |
|  |



Task 3

Find out about yourself and the world of work.

To achieve this assessment the following must be completed:

## Identify the things that you want from a job.

## Identify the kinds of jobs that will fit in with what you want from a job.

## Identify what you will need to offer to get and keep the jobs that you would like to have.

Task 3 

The type of job I want

Answer these questions by ticking the answer you wish to give.

You may wish to choose more than one answer.

1 Do you want to work? Full time 🞏 Part time 🞏

2 Are you prepared to work?

Shifts 🞏 Set hours 🞏

Days only 🞏

Evenings 🞏

Weekends 🞏

Any hours 🞏

3 Where do you want to work?

Outdoors 🞏 Indoors 🞏

Don’t mind 🞏 Mixture of both 🞏

4 Who would you prefer to work with?

On your own 🞏

Small team 🞏

Large team 🞏

5 Do you want to work with the public?

Yes 🞏 No 🞏

6 How much would you like to earn?

£10K - £15K 🞏 £15K - £20K 🞏

£20K - £25K 🞏 Over £25K 🞏

## Task 3

## 

Where I am now and what do I do next?

|  |  |
| --- | --- |
| Skills – things I am good at. | Skills – things I need to develop further. |
|  |  |
| Qualities – attributes I already have. | Qualities – attributes I need to learn to be better at. |
|  |  |
| Jobs – these are some of the jobs I am interested in. | |
| What I am going to do next - Show a clear plan of next steps – i.e. what are you going to do after you complete JET/ school? | |

**EVALUATION**

**Pupil Comment:**

How much effort do you think you put into this unit?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explain your answer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What’s the most important thing you have learnt from this unit?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How could you have improved your work in this unit?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pupil Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Teacher Comment:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PASS / FAIL *(circle appropriate one)*

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assessment record sheets**

Learner Unit assessment record

Employability: Preparing for Employment: First Steps (SCQF Level 4)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Class** |  | | | **Group** | |  |
| **Learner name** |  | | | **Learner ID** | |  |
| **Record of performance** | | | | | | |
| **Tasks** | | **\*Achieved/ not achieved** | | | **Comments** | |
| **Instrument of Assessment 1**  All parts of this task completed. A single piece of evidence may be adequate. | |  | | |  | |
| **Instrument of Assessment 2**  All parts of this task completed. A single piece of evidence may be adequate. | |  | | |  | |
| **Instrument of Assessment 3**  All parts of this task completed. A single piece of evidence may be adequate. | |  | | |  | |
| \*(Enter A or NA in the box to indicate whether the learner has achieved or not achieved each task. The comments column can be used to highlight any reassessment that may be needed.) | | | | | | |
| **Overall comments** | | | | | | |
| **Assessor name** | | | | | | |
| **Assessor signature** | | | **Date** | | | |

**Unit 3**

**BUILDING YOUR**

**OWN**

**EMPLOYALIBITY**

**SKILLS**

**INTRODUCTION**



**What is this unit all about?**

This unit is to help you to prepare for entering the world of work.

The skills you will be developing include finding out about job opportunities, contacting employers and applying for jobs.

This unit will help to show you how to research for jobs and think about how to match your skills and qualities to various jobs.

This booklet is your **evidence** to prove that you have passed the unit and should be kept **neat and tidy**.

Your teacher will decide if you pass this unit and make comments at the end

You also have an opportunity to complete an **evaluation** of your work in this unit.

**TASK 1a**



**Employment Research**

To pass this task you have to:

*Carry out research about employment opportunities that may be suitable for you.*

**To pass this assessment you must complete the following:**

1. **Write down at least two sources you can use to find a job**
2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **Write down 3 examples of jobs you found during your research**
5. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
6. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
7. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
8. **Write down the names of two employers who you would like to work for:**
9. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
10. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task 1b**

Pick one job you found online and fill in the following form to provide more information about it:

**Company name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_\_\_**

**Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **Type of person required :** |
| **Hours and wages :** |
| **Duties :** |
| **Experience required :** |
| **How do you apply :** |
| **Things I like about this job :** |
| **Things I don’t like about this job:** |
| **The skills and qualities I have to do this job are :** |

**Task 2**

In this task you are required to carry out the following:

* *Prepare a curriculum vitae*



* *Fill in a job application*



* *Prepare for a job interview*



* *Act as an interviewee in a job interview*

**Task 2a**

**Curriculum Vitae**

|  |
| --- |
| Name:  Address:  Telephone: Mobile:  E-mail: |
| Personal Statement |
| Education |
| Employment/ work experience |
| Referees |

**Task 2b**

**Job Application Form**

***Job Vacancy*** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Personal Details**

|  |  |
| --- | --- |
| **Surname:** | **First name:** |
| **Address:**  **Postcode:** | **Home Tel:**  **Mobile:**  **Email:** |

**Education**

|  |  |
| --- | --- |
| **School:** | **From:** |
|  |  |
| **Subjects studied:** | **Level and grade:** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Previous employment/ work experience**

|  |  |  |
| --- | --- | --- |
| **Employer** | **Position & duties** | **Start & end dates** |
|  |  |  |
|  |  |  |
|  |  |  |

**Additional Information in support of your application**

|  |
| --- |
| Please list any skills, previous experience, hobbies or interests that may support your application for this position: |

**Referees**

|  |  |
| --- | --- |
| **Name:** | **Name:** |
| **Organisation:** | **Organisation:** |
| **Address:** | **Address:** |
| **Telephone:** | **Telephone:** |
| **Relationship to applicant:** | **Relationship to applicant:** |

**Task 2c**

**Preparing for a Job Interview**

* You may be asked questions like these in a job interview.
* Think about how you would answer these and write notes about your answers in the spaces provided.

**Question 1**

|  |
| --- |
| *Tell me a little about yourself* |
|  |

**Question 2**

|  |
| --- |
| *What skills or qualities can you bring to this job?* |
|  |

**Question 3**

|  |
| --- |
| *What experience, if any, have you had of this type of work?* |
|  |

**Question 4**

|  |
| --- |
| *Give an example of when you worked as part of a team* |
|  |

**Question 5**

|  |
| --- |
| *Have you any questions you would like to ask?* |
|  |

**Mock Interview**

Pupil Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of interview \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Criteria | Tutor Comments |
| Makes a good first impression  YES 🞏 NO 🞏 |  |
| Speaks clearly and audibly  YES 🞏 NO 🞏 |  |
| Appropriate body language  YES 🞏 NO 🞏 |  |
| Maintains eye contact  YES 🞏 NO 🞏 |  |
| Appropriate responses to questions  YES 🞏 NO 🞏 |  |
| Relates experience, skills, qualities to the questions being asked  YES 🞏 NO 🞏 |  |
| Mentions JET Work Experience Placement and any other relevant experience  YES 🞏 NO 🞏 |  |
| Asks appropriate questions  YES 🞏 NO 🞏 |  |

Tutor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EVALUATION**

**Pupil Comment:**

How much effort do you think you put into this unit?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explain your answer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What’s the most important thing you have learnt from this unit?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How could you have improved your work in this unit?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pupil Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Teacher Comment:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PASS / FAIL *(circle appropriate one)*

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assessment record sheets**

Learner Unit assessment record

Employability: Building Own Employability Skills (SCQF Level 4)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Class** |  | | | **Group** | |  |
| **Learner name** |  | | | **Learner ID** | |  |
| **Record of performance** | | | | | | |
| **Tasks** | | **\*Achieved/ not achieved** | | | **Comments** | |
| **Instrument of Assessment 1**  All parts of this task completed. A single piece of evidence may be adequate. | |  | | |  | |
| **Instrument of Assessment 2** At least one distinct item of evidence has been produced for each of the two tasks chosen. | |  | | |  | |
| \*(Enter A or NA in the box to indicate whether the learner has achieved or not achieved each Outcome. The comments column can be used to highlight any reassessment that may be needed.) | | | | | | |
| **Overall comments** | | | | | | |
| **Assessor name** | | | | | | |
| **Assessor signature** | | | **Date** | | | |

**Dealing with work Situations**

**INTRODUCTION**



**What is this unit all about?**

This unit is to help to deal with work situations.

The skills you will be developing include Identify the different types of people you could work with. Know how to behave towards other people at work. Know how other people should behave towards you.

This unit will to understand situation that arise in the work place and to overcome them in a professional manor.

This booklet is your **evidence** to prove that you have passed the unit and should be kept **neat and tidy**.

Your teacher will decide if you pass this unit and make comments at the end

You also have an opportunity to complete an **evaluation** of your work in this unit.

**Task 1**

|  |
| --- |
| 1 For a local employer or organisation give examples of at least two jobs different  people do. |
| Name of organisation –  Person 1 –  Person 2 – |

|  |
| --- |
| 2 It is important to behave properly at work. Can you give two examples of  behaving properly at work. |
| Example 1:  Example 2 : |

|  |
| --- |
| 3 It is important that you are treated well at work. Give two examples of how  other people at work should treat you. |
| Example 1:  Example 2: |

**Task 2**

|  |
| --- |
| Read the following passage and answer the questions that follow. |
| Kylie was showing Phil how to put new brake pads on a car. He had not done this job before and was keen to learn a new skill. He listened to Kylie's instructions and watched carefully as she replaced an old worn brake pad with a new one. He asked her questions as he watched. Afterwards she asked him if he wanted to have a go at changing the next brake pad himself. They agreed that Phil would call her over if he got stuck. They had also agreed that he would try and finish the job by 4pm. He did complete the job and did it well. Later, another employee, Emma, kept trying to annoy him by chucking oily rags at him. He decided the best thing to do was not to lose his temper or get upset. He realised if he retaliated and swore or shouted at her he might get into trouble. He didn't want to risk the chance of not getting an apprenticeship. He went and had a coffee to calm down and decided the best plan of action was to report her behaviour to Kylie so she could deal with it. |

In this passage you are told Phil did the job well. This is because he showed good skills when he was learning and talking with Kylie.

|  |
| --- |
| 1. List two things he did which helped him complete the job well. |
| Example 1:  Example 2: |

|  |
| --- |
| 2. Apart from reporting Emma to Kylie how did Phil deal with the conflict  situation? Give two things he did to avoid conflict. |
| Example 1:  Example 2: |

|  |
| --- |
| 3. Phil dealt with the situation well. State two consequences for him if he  had not dealt with it as well as he did. |
| Example 1:  Example 2: |