

Available in September 2011

Three themes (mini-awards) from
7546 Employability and Personal
Development = Support for the PSD
element of Foundation Learning!

What is Foundation Learning?

- Foundation learning is a programme which is made up of a vocational qualification, Functional skills and a Personal and Social development element. These new materials cover the PSD element as they support the new mini-awards in Employability and Personal Development
- That means they are *ALSO* suitable for anyone taking 7546 Employability and Personal Development, or any of the mini-awards within it.

What are the mini awards?

There are now six themes within 7546 which contain all the units from 7546 and have subsumed 7577. There are no longer any mandatory units.

The themes are:

- Preparing for life and work
- Preparing for employment
- Succeeding at work
- Community involvement
- Lifestyle
- Enterprise

What are the mini awards?

We are supporting three of these themes:

- Preparing for employment (live now)
- Preparing for life and work (launching Sept 8th)
- Enterprise (launching Sept 8th)

What you get for every theme:

Each theme is made up of several units across Entry level 3, Level 1 and Level 2. We have support for the **Level 1** units of each theme.

We have also provided mappings which show how the Level 1 units correspond to the Entry level 3 and Level 2 units.

What you get for each unit:

Schemes of work	<ul style="list-style-type: none">• Summary of the learning outcomes, activities and resources covered in each mission
Learning outcomes	<ul style="list-style-type: none">• Lists the aim of the unit and all the learning outcomes for that unit
Learning review	<ul style="list-style-type: none">• A place for learners to keep track of which learning outcomes they have covered in their missions
Missions*	<ul style="list-style-type: none">• Activities and support materials that enable learners to cover the learning outcomes for the unit

*There are 74 missions for Preparing for employment, 18 for Preparing for work and life, and 7 for Enterprise.

What you get for each mission:

Powerpoints	<ul style="list-style-type: none">• Tutor-led• Explain key points of the mission• Explain activities within the mission
Learner workbook	<ul style="list-style-type: none">• Contains the worksheets for the mission• Learners record answers here and keep as a portfolio of evidence• Provides the aim of the unit and the learning outcomes covered in the worksheets
Handouts/ resources	<ul style="list-style-type: none">• Any handouts or resources needed to complete the missions
Lesson plans	<ul style="list-style-type: none">• One lesson plan per mission• Tips on how to deliver the content• Timings• Resources provided/needed• Indication of the learning outcome covered by each activity

What you get for Employability and PSD (Foundation Learning) as a whole (**FREE!**):

Icebreakers	<ul style="list-style-type: none">• Activities that can be used at the start of a course or start of a session to get learners warmed up and interacting with each other
Learning outcome mappings	<ul style="list-style-type: none">• Mappings which show how the Level 1 learning outcomes correspond to the Entry level 3 and Level 2 learning outcomes, for each theme.
Tutor forum	<ul style="list-style-type: none">• A place for tutors to share their views, best practice and comments on the material
Resources & Glossary	<ul style="list-style-type: none">• list of useful websites or books specific to Employability and glossary of terms that learners may come across

Sample: Outcome mapping

Effective skills, qualities and attitudes for learning and work		
302	402	502
Outcome 1 Demonstrate a range of positive qualities, attitudes and behaviour for learning and work	Outcome 1 Demonstrate a range of positive qualities, attitudes and behaviour for learning and work	Outcome 1 Demonstrate a range of positive qualities, attitudes and behaviours for learning and work
1.1 give examples of positive behaviour	1.1 explain the importance of positive and appropriate behaviour	1.1 explain the importance of positive qualities, attitudes and behaviours for employment
1.2 demonstrate behaviours appropriate to learning and work	1.2 consistently demonstrate appropriate codes of conduct	1.2 consistently demonstrate appropriate codes of conduct
1.3 demonstrate adaptability and flexibility (eg adapt to changes in requirements or information)	1.3 demonstrate adaptability and flexibility	1.3 demonstrate his/her adaptability and flexibility
1.4 demonstrate motivation	1.4 demonstrate motivation and enthusiasm	1.4 demonstrate his/her motivation and enthusiasm
1.5 demonstrate commitment.	1.5 demonstrate commitment and professionalism.	1.5 demonstrate his/her commitment and professionalism
		1.6 reflect on his/her positive qualities, attitudes and behaviours for learning and work.
Outcome 2 Understand why effective communication is important	Outcome 2 Understand why effective communication is important	Outcome 2 Understand why effective communication is important
2.1 give examples of appropriate and inappropriate verbal communication		
2.2 give examples of appropriate and inappropriate non-verbal communication	2.1 explain the importance of effective verbal and non verbal communication	2.1 explain the importance of effective verbal and non-verbal communication
2.3 use positive body language	2.4 use positive body language	
	2.2 demonstrate effective communication on a one-to-one basis with a colleague or customer	2.2 demonstrate effective face-to-face communication with colleagues or customers
2.4 respond to questions and requests from colleagues and/or customers.	2.3 demonstrate effective communication with more than one other person	2.3 demonstrate effective communication with colleagues or customers who are not present
		2.4 explain and discuss ideas using technical language where appropriate
		2.5 give examples of different forms of written communication and when they are used
		2.6 describe the possible impact of inappropriate use of social network sites.
Outcome 3 Work effectively under frequent supervision	Outcome 3 Work effectively	Outcome 3 Work effectively
3.1 receive and respond to instructions	3.1 receive and respond to instructions	
3.2 check own understanding of instructions	3.2 check own understanding of instructions	
		3.1 identify the tasks that need to be done and

Sample: Learner workbook

Unit 409 Work-based experience

MISSION 1

Learner workbook

Aim(s): To help develop skills in, and understanding of, the workplace using work experience:

- preparing for
- attending and
- reviewing.
- suggest options for or agree suitable work experience
- state how this work experience relates to his/her employment and/or learning goals.



Unit 409: Work-based experience (1.1)

Worksheet 1: Work experience consideration

Complete this worksheet on things to think about when looking at different work experience options.

My interests are

Careers I am considering.....

My transport options
are....

Locations I am able to travel to....

Anything else???

Length of placement needed...

Sample: PowerPoint

SmartScreen.co.uk
Dedicated online support

Preparation for work

Mission 2 - Activity 2



Achievements



- On the worksheet provided list your proudest achievements/ accomplishments.
 - o eg Passing your driving test, passing an exam, winning a football trophy, etc.
- Describe how you felt at the time.

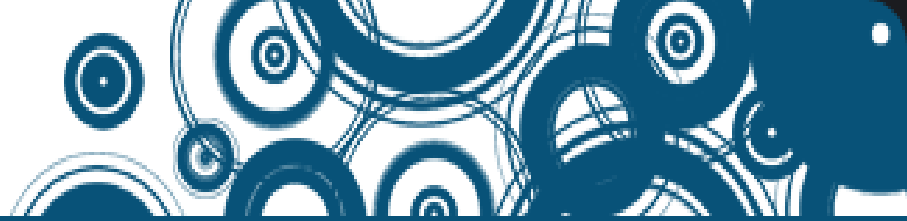
Worksheet 7: Achievements

You have 15 minutes to complete this activity...



TIME'S UP!!!





For costs or more info, please contact:
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