### **Scheme of Work**

**COURSE:** ABE Level 4 Employability and Self-development

| **Element, LO and AC** | **Session title** | **Topics covered** | **Approx.**  **duration** | **Session Plan** | **Resource** | **Formative Activity** |
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| Element 1  LO1  1.1 | **The concept of employability and which skills are most frequently sought by employers** | What employers look for in prospective employees  Value of employability skills to employers  How can ‘soft skills’ be acquired? | 2-2.5 hours | SESSION PLAN Element 1 LO1 Session 1 | RESOURCE Element 1 LO1, AC1.1 | ACTIVITY Element 1 –  Group Activity 1  Group Activity 2  Homework Activity 3 |
| Element 1  LO1  1.2 | **Why employability skills are now part of selection criteria** | Selection criteria and how they are used in recruitment and selection  How employability skills help to differentiate between candidates | 2-2.5 hours | SESSION PLAN Element 1 LO1 Session 2 | RESOURCE Element 1 LO1, AC1.2 | ACTIVITY Element 1 –  Group Activity 4  Homework Activity 5 |
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| Element 2  LO2  2.1 | **Assessing own skillset in terms of employability; identifying strengths, preferences and gaps, and writing a PDP** | Benefits of assessing own skillset  Assessing own skillset  Career Autobiography and personal SWOT  Personal Development Plans (PDPs) | 2-2.5 hours | SESSION PLAN Element 2 LO2 Session 3 | RESOURCE Element 2 LO2 | ACTIVITY - Element 2 –  Individual Activity 1  Individual Activity 2  Homework Activity 3 |
| Element 2  LO2  2.2 | **Utilising skillset to complete generic documents required for job applications** | PDPs and closing gaps  Curriculum Vitae and résumés  Writing a CV | 2-2.5 hours | SESSION PLAN Element 2 LO2 Session 4 | RESOURCE Element 2 LO2 | ACTIVITY - Element 2 –  Individual Activity 4  Homework Activity 5 |
| Element 2  LO2  2.2 | **Searching for jobs and matching application documents to specific job roles** | CV and LinkedIn Profile  Looking for jobs  Screening potential jobs  Desk research  Covering letters and emails  Matching documents to role profiles | 2-2.5 hours | SESSION PLAN Element 2 LO2 Session 5 | RESOURCE Element 2 LO2 | ACTIVITY Element 2 –  Paired Activity 6  Paired Activity 7  Homework Activity 8 |
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| Element 3  LO3  3.1 | **Aptitude and personality tests** | Screening processes  Personality tests  Aptitude tests | 3 hours | SESSION PLAN Element 3 LO3 Session 6 | RESOURCE Element 3 LO3 | ACTIVITY Element 3 –  Individual Activity 1  Individual Activity 2  Homework Activity 3 |
| **Assessment centres and presentations for interviews** | Aptitude testing  Presentations  In-tray activities  Group exercises | 3 hours | SESSION PLAN Element 3 LO3 Session 7 | RESOURCE Element 3 LO3 | ACTIVITY Element 3 –  Class Activity 4  Homework Activity 5 |
| Element 3  LO3  3.2 | **Preparing for interviews by matching skillset/ competences to those sought** | Interviews  Competency-based Interviews  Addressing skillset gaps at interview | 3 hours | SESSION PLAN Element 3 LO3 Session 8 | RESOURCE Element 3 LO3 | ACTIVITY Element 3 –  Individual/Paired Activity 6  Homework Activity 7 |
| **Interviewing skills and presenting yourself for interview** | Evidencing competences in interview situations  Interviewing skills | 3 hours | SESSION PLAN Element 3 LO3 Session 9 | RESOURCE Element 3 LO3 | ACTIVITY Element 3 –  Activity 8  Activity 9  Homework Activity 10 |
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| Element 4  LO4  4.1 | **Making a good first impression** | Making a good impression  Becoming part of the team | 3 hours | SESSION PLAN Element 4 LO4 Session 10 | RESOURCE Element 4 LO4 | ACTIVITY Element 4 –  Activity 1  Homework Activity 2 |
| **Making a positive contribution and working to achieve probationary goals** | Making a positive contribution  Corporate culture  Working towards probationary goals | 3 hours | SESSION PLAN Element 4 LO4 Session 11 | RESOURCE Element 4 LO4 | ACTIVITY Element 4 –  Activity 3  Homework Activity 4 |
| Element 4  LO4  4.2 | **Settling into the role and working effectively** | Corporate norms and expectations  Integrating and becoming an effective contributor  Using skills effectively  Valuing diversity | 3 hours | SESSION PLAN Element 4 LO4 Session 12 | RESOURCE Element 4 LO4 | ACTIVITY Element 4 –  Activity 5  Homework Activity 6 |
| **Learning from others and responding positively to feedback** | Belbin team roles  Learning from others | 3 hours | SESSION PLAN Element 4 LO4 Session 13 | RESOURCE Element 4 | ACTIVITY - Element 4 –  Paired Activity 7  Homework Activity 8 |
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| Element 5  LO5  5.1 | **Utilising feedback to maximise potential as an employee** | Developing self-awareness  Increasing your value as an employee  Striving for excellence | 2-2.5 hours | SESSION PLAN Element 5 LO5 Session 14 | RESOURCE Element 5 LO5 | ACTIVITY Element 5 –  Activity 1  Homework Activity 2 |
| Element 5  LO5  5.2 | **Utilising feedback for own career goals and aspirations** | Career goals and aspirations  Career development plans  Acquiring skills to change direction | 2-2.5 hours | SESSION PLAN Element 5 LO5 Session 15 | RESOURCE Element 5 LO5 | ACTIVITY Element 5 –  Activity 3 |