### **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 1LO1 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 1Group Activity 2Homework Activity 3 |
| Element 1LO11.2 | **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 4Homework Activity 5 |
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| Element 2LO22.1 | **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 SWOTPersonal Development Plans (PDPs) | 2-2.5 hours | SESSION PLAN Element 2 LO2 Session 3 | RESOURCE Element 2 LO2  | ACTIVITY - Element 2 – Individual Activity 1Individual Activity 2Homework Activity 3 |
| Element 2LO22.2 | **Utilising skillset to complete generic documents required for job applications** | PDPs and closing gaps Curriculum Vitae and résumésWriting a CV | 2-2.5 hours | SESSION PLAN Element 2 LO2 Session 4 | RESOURCE Element 2 LO2  | ACTIVITY - Element 2 – Individual Activity 4Homework Activity 5 |
| Element 2LO22.2 | **Searching for jobs and matching application documents to specific job roles** | CV and LinkedIn Profile Looking for jobsScreening potential jobsDesk researchCovering letters and emailsMatching documents to role profiles | 2-2.5 hours | SESSION PLAN Element 2 LO2 Session 5 | RESOURCE Element 2 LO2  | ACTIVITY Element 2 – Paired Activity 6Paired Activity 7Homework Activity 8 |
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| Element 3LO33.1 | **Aptitude and personality tests** | Screening processes Personality testsAptitude tests | 3 hours | SESSION PLAN Element 3 LO3 Session 6 | RESOURCE Element 3 LO3  | ACTIVITY Element 3 – Individual Activity 1Individual Activity 2Homework Activity 3 |
| **Assessment centres and presentations for interviews** | Aptitude testing PresentationsIn-tray activitiesGroup exercises | 3 hours | SESSION PLAN Element 3 LO3 Session 7 | RESOURCE Element 3 LO3  | ACTIVITY Element 3 – Class Activity 4Homework Activity 5 |
| Element 3LO33.2 | **Preparing for interviews by matching skillset/ competences to those sought** | Interviews Competency-based InterviewsAddressing skillset gaps at interview | 3 hours | SESSION PLAN Element 3 LO3 Session 8 | RESOURCE Element 3 LO3  | ACTIVITY Element 3 –Individual/Paired Activity 6Homework Activity 7 |
| **Interviewing skills and presenting yourself for interview** | Evidencing competences in interview situationsInterviewing skills | 3 hours | SESSION PLAN Element 3 LO3 Session 9 | RESOURCE Element 3 LO3  | ACTIVITY Element 3 – Activity 8Activity 9Homework Activity 10 |
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| Element 4LO44.1 | **Making a good first impression** | Making a good impressionBecoming part of the team | 3 hours | SESSION PLAN Element 4 LO4 Session 10 | RESOURCE Element 4 LO4  | ACTIVITY Element 4 – Activity 1Homework Activity 2 |
| **Making a positive contribution and working to achieve probationary goals** | Making a positive contributionCorporate cultureWorking towards probationary goals | 3 hours | SESSION PLAN Element 4 LO4 Session 11 | RESOURCE Element 4 LO4  | ACTIVITY Element 4 – Activity 3Homework Activity 4 |
| Element 4LO44.2 | **Settling into the role and working effectively** | Corporate norms and expectationsIntegrating and becoming an effective contributorUsing skills effectivelyValuing diversity | 3 hours | SESSION PLAN Element 4 LO4 Session 12 | RESOURCE Element 4 LO4  | ACTIVITY Element 4 –Activity 5Homework Activity 6 |
| **Learning from others and responding positively to feedback** | Belbin team rolesLearning from others | 3 hours | SESSION PLAN Element 4 LO4 Session 13 | RESOURCE Element 4  | ACTIVITY - Element 4 –Paired Activity 7Homework Activity 8 |
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| Element 5LO55.1 | **Utilising feedback to maximise potential as an employee** | Developing self-awareness Increasing your value as an employeeStriving for excellence | 2-2.5 hours | SESSION PLAN Element 5 LO5 Session 14 | RESOURCE Element 5 LO5  | ACTIVITY Element 5 – Activity 1Homework Activity 2 |
| Element 5LO55.2 | **Utilising feedback for own career goals and aspirations** | Career goals and aspirationsCareer development plansAcquiring skills to change direction | 2-2.5 hours | SESSION PLAN Element 5 LO5 Session 15 | RESOURCE Element 5 LO5  | ACTIVITY Element 5 –Activity 3 |