

Employability and Work skills OVERVIEW
2020 – 2021

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7
Autumn 1	Introduction to qualification Inset 2 days		Types of Post School Options			Personal Development	Data collection
Autumn 2	CV's and application Letters Inset 1 days					Lifelong Learning	
Spring 1	Careers Booklet – Careers Advice – Visits				Reports	Job Preparation Tips	Data Collection
Spring 2	Personal Finances Inset 1 day					Wage slips and Deductions	Data Collection
Summer 1	Mock Job Interviews and Interview Preparation			Job applications			Assessment
Summer 2	Apprenticeships Part 1 Inset 1 day			Apprenticeships Part 2			

KEY	Topic	Staff Training	Teacher	Data	School Reports	Examinations
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