

YEAR 12 LEARNING FOR LIFE AND WORK GCSE

WORK FOR WEEK BEGINNING
MONDAY 30TH MARCH 2020

Hello everyone

- Hope that you are all doing ok, and that you are helping your families out as much as possible.
- I have started to upload your Controlled Assessment marks to the exam board and should have this finished by early next week.
- There is still nothing official about your exam – as soon as CCEA decide what is the format for deciding your final grade, I will let you know.
- In the meantime, we will be continuing to work on Revision for the Employability paper.

E-LEARNING FORMAT

- Each week I will be sending 5 lessons.
- Each lesson should take around 45 minutes.
- Do any written work in your Exercise Books or on file paper.
- Any work that you need to send to me – I will give you my email address and you can send as attachments.

LESSON 1 – SKILLS, QUALITIES & ATTITUDES

- We are going to look at what an employer wants from their employee. On this and the next slide are lists of skills, qualities and attitudes that employers value –
- SKILLS:
- COMMUNICATION – talking, listening, reading, writing
- ICT – email, social media, databases, word processing
- NUMERACY – maths, diagrams
- PROBLEM SOLVING – work through problems to offer solutions
- CRITICAL THINKING – use evidence to work to a solution
- WORKING WITH OTHERS – working in a team together

LESSON 1 – SKILLS, QUALITIES & ATTITUDES

- QUALITIES:
 - PUNCTUALITY – being on time for all parts of your job
 - RESPONSIBILITY – dealing with situations and staying in control
 - INITIATIVE – coming up with new ideas

- ATTITUDES:
 - FLEXIBILITY – being able to adapt skills, time and resources
 - COMMITMENT – sticking with tasks even if difficult
 - RESILIENCE – being able to recover quickly from a setback
 - POSITIVITY – being eager to try and do your best

LESSON 1 – SKILLS, QUALITIES & ATTITUDES

- **ACTIVITY ONE** – choose at least 8 examples from the lists and **EXPLAIN** how you have shown this skill, quality or attitude. Give a real life example. Make sure you choose examples from each of the 3 headings.
- **ACTIVITY TWO** – from the list, choose at least 6 examples and **EXPLAIN** why an employer would want their employee to have this skill, quality or attitude. Make sure you choose examples from each of the 3 headings.

LESSON 2 – LIFELONG LEARNING

- Everyone in employment or looking for employment should be willing to learn throughout their life. This could be learning about new technologies to suit the job they are doing.
- Lifelong Learning is the idea that learning new knowledge, understanding and skills is important throughout your life, both during and beyond school.
- Every day we all learn something new. This is because we can always learn something new or a different and better way of doing something we have been doing for a long while.

LESSON 2 – LIFELONG LEARNING

- LIFELONG SKILLS NEEDED FOR EMPLOYMENT –

- MOTIVATION AND ENTHUSIASM
 - ICT
 - NUMERACY
 - MANAGING YOUR OWN LEARNING
 - PLANNING AND ORGANISATION
 - SHOWING INITIATIVE AND BEING ‘SELF-STARTING’
- FLEXIBILITY
 - TEAM WORKING
 - CUSTOMER CARE
- COMMUNICATION
 - TIME MANAGEMENT
 - PROBLEM SOLVING

LESSON 2 – LIFELONG LEARNING

- ACTIVITY ONE –
- Look at the list of skills on the last slide.
- Choose three that you think are most important to employers.
- For each of these, write a short explanation that includes a DEFINITION, an EXAMPLE, and HOW it can be learned throughout life.
- EXPLAIN and JUSTIFY your thinking and choices.
- An example is on the next slide.

LESSON 2 – LIFELONG LEARNING

- EXAMPLE:
- MOTIVATION AND ENTHUSIASM
- I think motivation and enthusiasm is an important lifelong learning skill for an employer because this skill can help other people in a team or workplace. Motivation and enthusiasm mean that an employee **WANTS** to do well and to be successful. An employee could do extra training to learn more about their job. Employers need their employees to continue to look for motivation in their job so they are always doing a good job.

LESSON 2 – LIFELONG LEARNING

- ACTIVITY TWO –
- ADVANTAGES AND DISADVANTAGES
- Try to think of the good and bad points about lifelong learning and create two lists in your exercise books.
- Some answers are given for you on the next 2 slides – DO NOT CHEAT and do not look at this slide before you try your own answers!

LESSON 2 – LIFELONG LEARNING

- ADVANTAGES EXAMPLES

- ADVANTAGES –

- Allows people to develop skills they already have
- Lets people develop new skills
- Allows people to gain more qualifications
- Allows people to meet the needs of the employment market
- Helps people to gain promotion
- Encourages people to feel more self-motivated
- Helps people to feel job satisfaction
- Helps people to have more self-esteem

LESSON 2 – LIFELONG LEARNING

- DISADVANTAGES EXAMPLES –

- It can be expensive
 - It can be time-consuming
 - People may miss out of family and social time
 - Does not always lead to promotion
 - Can leave the learner tired and stressed
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- NOW GO BACK TO YOUR OWN LISTS AND ADD SOME MORE EXAMPLES FROM THE ADVANTAGES AND DISADVANTAGES ON THESE SLIDES

LESSON 3 – HOW DO EMPLOYERS ASSESS YOUR CAPABILITY FOR A JOB?

- There are many ways that employers decide on who will get a job. Employers will post a job advert and you can ask for a job description.
- The most important thing you will need in the first stage of a job application is a CV.
- **ACTIVITY ONE** – from memory, list what you think needs to be included in a CV.

LESSON 3 – HOW DO EMPLOYERS ASSESS YOUR CAPABILITY FOR A JOB?

- A CV needs to have the following information –
 - PERSONAL DETAILS
 - EDUCATION, QUALIFICATIONS AND TRAINING
 - WORK EXPERIENCE
 - SKILLS
 - INTERESTS AND HOBBIES
 - REFEREES
- ACTIVITY TWO – EXPLAIN WHY A CV NEEDS TO INCLUDE THESE SIX HEADINGS

LESSON 3 – HOW DO EMPLOYERS ASSESS YOUR CAPABILITY FOR A JOB?

- ACTIVITY THREE –
- Go to https://www.inspiringthefuture.org/wp-content/uploads/2014/12/examples_of_good_and_bad_cvs.pdf and look at the examples of a bad and a good CV.

Now take a full page in your books and design an information poster explaining the ‘Dos and Don’ts of CVs’.

LESSON 4 – JOB INTERVIEWS

- Preparing for an Interview –
 - You should always do the following:
 - Research the job and employer
 - Prepare answers to possible questions
 - Give examples of your experience and skills in your answers
 - Try a practice interview

LESSON 4 – JOB INTERVIEWS

- TOP TIPS:
- Find out about the business and the employer – what does the business do?
- Think about yourself – what skills are you good at?
- Where is the interview – how will you get there?
- What will you be wearing?
- Organise your papers and records – is it in order?
- Try not to be too nervous
- Behave well – sit up, and smile
- Answer their questions fully
- ASK a question – show that you have researched the business
- Have a good closing statement

LESSON 4 – JOB INTERVIEWS

- ACTIVITY ONE –
- Create an Information Leaflet giving advice and guidance to someone attending an interview.
- Include detail on HOW and WHY they should do certain things.
- Give at least 10 pieces of advice, and EXPLAIN each of these.

LESSON 5 – PRACTICE QUESTIONS

- When you are doing these questions, I would like you to answer in a Word document, and then email it to me as an attachment so that I can assess your work.
- My email is badams596@c2kni.net
- Try to email this to me by the end of the week – it will be good to hear from you.

LESSON 5 – PRACTICE QUESTIONS

- 1. EVALUATE the importance of a job interview in an employee getting a job. (10 marks)
- EVALUATE means –
- Showing your knowledge of a topic
- Weigh up and compare relevant points
- Present a well explained justification for your opinions
- Identify and make a comment on at least four points
- Draw a detailed conclusion

LESSON 5 – PRACTICE QUESTIONS

- **What are the benefits of lifelong learning?**
- There are a number of advantages to this form of studying. Including:
- To gain a new qualification
- To add to your transferable skills
- To increase your employability and promotion prospects
- To earn more money
- To fill a skills gap
- To broaden your knowledge
- To better contribute to the community
- Mental stimulation
- Personal and professional satisfaction
- <https://www.reed.co.uk/career-advice/what-is-lifelong-learning/>
- QUESTION ON NEXT SLIDE!

LESSON 5 – PRACTICE QUESTIONS

- 2. Using the information in the Source ANALYSE the impact on a worker of being a lifelong learner. (6 marks)
- ANALYSE – this means you have to demonstrate your knowledge, select at least 3 points from the Source and explain what they mean, and use your own words – do not just copy the Source.

LESSON 5 – PRACTICE QUESTIONS

- 3. People need to be able to balance their time between work and family and social life. DISCUSS how lifelong learning could make this more difficult for a young person. (6 marks)
- DISCUSS means to show excellent knowledge of the topic. You can use the Source and use your own ideas. Discuss and explain at least 3 points.

MORE NEXT WEEK

- Thank you for doing all this work. I hope it kept you busy.
- I will post more for you soon – please remember to send your practice questions to me at badams596@c2kni.net.
- Remember to do what your families are asking you to.
- Mr Adams