

# KS4 NCFE Entry Level Employability

Entry Level 3 Award 6 Credits

THE CAREERS &  
ENTERPRISE  
COMPANY

## Vision Statement

Manor House School aims to provide pupils with an education that is personalised, engaging and will encompass a purposeful and balanced curriculum.

Contact: Pippa Mundy

Email: [Philippa.Mundy@acornmanorhouse.school.co.uk](mailto:Philippa.Mundy@acornmanorhouse.school.co.uk)

Telephone:

## Milestones and Learning Outcomes

### Unit 25: Getting ready for interviews 1 Credit Optional Unit 3-4 lessons

CDI Framework Aims: [Explore Possibilities, Manage Career and See the Big Picture](#)

Focus: **Preparing for job interviews**

- Be able to prepare for a job interview
- Understand how to find out information about the recruiting organisation.
- Identify appropriate clothing to wear for an information.
  - Practice speaking and listening skills

### Unit 24: Completing an application form 1 Credit Optional Unit 3-4 lessons

CDI Framework Aims: [Manage Career, Explore Possibilities, Create Opportunities, Balance Life and Work](#)

Focus: **Completing an application form**

- Be able to recognize the types of information on a job application form.
- Be able to prepare information for a straightforward application
- Know how to complete an application form correctly

### Unit 06: Work Awareness 2 Credits Optional Unit 6-8 lessons

CDI Framework Aims: [Explore Possibilities, Manage Career, Create opportunities, Balance Life and Work, See the Big Picture](#)

Focus: **Work Awareness**

- Know about the types of employer that are found in their local area.
- Identify 3 types of employer in the local area and identify how 1 employer makes money or is funded.
- Understand the expectations that employers have of employees.
- Be able to relate employer expectations to their own activities.

### Unit 01: Mindset 2 Credits Mandatory Unit 6-8 lessons

CDI Framework Aims: [Grow throughout life, Explore Possibilities, Manage Career, Create Opportunities, Balance Life and Work, See the Big Picture.](#)

Focus: **Mindset: How mindset can improve Employability**

- **Honesty, Commitment, Flexibility, Accountability (definitions)**
- **Why these mindset qualities are attractive to employers**
- **Give examples of when they have displayed these mindset qualities.**
  - Identify a mindset quality they can improve.
  - State how they will improve this quality.

## Key Events and Experiences

### Unit 25- T/502/4315

- Evidence for this unit might include:
- Reflective account/diary
- Workbook
- Questioning
- Notes
- Observation/Role Play.

### Unit 24- M/502/4314

- Evidence for this unit might include:
- Reflective account/diary
- Workbook
- Questioning
- Projects
- Observation
- Completed application forms.

### Unit 06- Y/506/7254

Evidence for this unit might include:

- Reflective account/diary
- Notes
- Workbook
- Photographs
- Project work/poster
- Case studies
- Short response tests
- Discussions in class.

### Unit 01- F/506/7216

Evidence for this unit might include;

- Reflective accounts
- Workbook/questioning
- Projects and assignments
- Short answer tests
- Notes
- Questioning.

Inspiring and preparing young people for the world of work.

# KS4 NCFE Level 1 Employability

Level 1 Award 6 Credits

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## Vision Statement

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## Milestones and Learning Outcomes

## Key Events and Experiences

### Unit 20: Understanding Personal Finance

2 Credits

Optional Unit 6-8 lessons

CDI Framework Aims: [Explore Possibilities, Manage Career and See the Big Picture](#)

Focus: **Personal finance linked to the work environment.**

- Understanding and checking your payslip
- What deductions might be made and why, how wages/salaries are paid.
- The difference between gross and net income.
- How to manage budget to cover work-related expenses, eg travel
- Know how to create a budget to cover work-related expenses

### Unit 33: Writing a CV

2 Credits

Optional Unit 6-8 lessons

CDI Framework Aims: [Manage Career, Explore Possibilities, Create Opportunities, Balance Life and Work](#)

Focus: **How a CV is created and what information needs to be included. For learners to create their own CV**

- Be able to identify the information needed for a CV, collect the information they need and keep it up to date
- Identify 2 people they could use as referees and be able to identify 2 people who would not be suitable referees.
- Choose a suitable layout for a CV and produce an accurately and appropriately set out CV using IT.

### Unit 01: Mindset

2 Credits

Mandatory Unit 6-8 lessons

CDI Framework Aims: [Grow throughout life, Explore Possibilities, Manage Career, Create Opportunities, Balance Life and Work, See the Big Picture.](#)

Focus: **Mindset: How mindset can improve Employability**

- **Honesty, Commitment, Flexibility, Accountability (definitions)**
- **Why these mindset qualities are attractive to employers**
- **Give examples of when they have displayed these mindset qualities.**
  - Identify a mindset quality they can improve.
  - State how they will improve this quality.

### Unit 25- J/502/3606

- Evidence for this unit might include:
- Reflective account/diary
- Workbook
- Questioning
- Notes
- Observation/Role Play
- Simulated tasks.

### Unit 33-(J/502/3038)

Evidence for this unit might include:

- Reflective account/diary
- Notes
- Workbook
- Photographs
- Project work/poster
- Case studies
- Simulated tasks
- Discussions in class.

### Unit 01- (J/506/7234)

Evidence for this unit might include;

- Reflective accounts
- Workbook/questioning
- Projects and assignments
- Short answer tests
- Notes
- Questioning.

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