

Essential and Employability Skills



Literacy	✓
Numeracy	✓
Digital Literacy	✓
Critical thinking and problem solving	
Planning and organisation	
Creativity and innovation	
Personal effectiveness	✓

- During these lessons you will be developing the following skills
- Skills challenge student guide

ENTERPRISE AND EMPLOYABILITY CHALLENGE 20%

It will involve you carrying out detailed research and develop a clear plan of the steps needed to move on to a realistic destination when you complete your current studies.

Enterprise and Employability Challenge

Where there is no evidence or work is not worthy of credit - 0 marks

Learning Outcomes	Performance Bands		
	Band 1 1 – 3 marks	Band 2 4 – 6 marks	Band 3 7 - 9 marks
LO1 Be able to apply Creativity and Innovation	Evidence of generation and analysis of original ideas. Appropriate and imaginative responses. Detailed evaluation of the application of creativity and innovation.	Detailed and effective generation and analysis of original ideas. Detailed, imaginative and effective responses. Detailed and effective evaluation of the application of creativity and innovation.	Detailed, comprehensive and effective generation and analysis of original ideas. Detailed, imaginative, comprehensive and effective responses. Detailed, comprehensive and effective evaluation of the application of creativity and innovation.
LO2 Understand Personal Effectiveness	Realistic audit and development plan of personal and/or team skills, priorities and goals. Mostly successful management of own role and responsibilities, including time management, appropriate behaviours, relevant skills and working relationships. Detailed evaluation of own personal effectiveness.	Detailed and structured audit and development plan of personal and/or team skills, priorities and goals. Successful management of own role and responsibilities, including time management, appropriate behaviours, relevant skills and working relationships. Detailed and effective evaluation of own personal effectiveness.	Comprehensive, well-structured and effective audit and development plan of personal and/or team skills, priorities and goals. Effective management of own role and responsibilities, including time management, appropriate behaviours, relevant skills and working relationships. Detailed, comprehensive and effective evaluation of own personal effectiveness.
LO3 Be able to apply Numeracy	Some appropriate techniques and methods accurately used to solve problems. Evidence of appropriate analysis of numerical data. Mostly successful interpretation of numerical results.	Appropriate techniques and methods accurately used to solve a variety of problems. Detailed and effective analysis of numerical data. Successful interpretation of numerical results.	Appropriate techniques and methods accurately and effectively used to solve a variety of problems. Detailed, comprehensive, and effective analysis of numerical data. Effective interpretation of numerical results.
LO4 Be able to apply Digital Literacy	Destination Passport demonstrates mostly successful organisation, storage, management, sharing and protection of information. Mostly successful use of digital techniques including social media to present information and numerical data, tables, graphs and diagrams.	Destination Passport demonstrates successful organisation, storage, management, sharing and protection of information. Successful use of digital techniques including social media to present information and numerical data, tables, graphs and diagrams.	Destination Passport demonstrates effective organisation, storage, management, sharing and protection of information. Effective use of digital techniques including social media to present information and numerical data, tables, graphs and diagrams.
LO5 Be able to participate in a Enterprise and Employability Challenge	Clear, structured and mostly effective Innovation Proposal and Presentation. Relevant and detailed Personal Reflection Presentation, including appropriate communication skills.	Detailed, well-structured and effective Innovation Proposal. Clear and effective Presentation. Detailed and effective Personal Reflection Presentation, including clear and appropriate communication skills.	Comprehensive, coherent and effective Innovation Proposal. Well-structured and highly effective Presentation. Comprehensive and effective Personal Reflection Presentation, including clear and appropriate communication skills.

WHAT THE WJEC SAYS...

- identification of two potential career pathways;
- direct contact with employers to enquire about their requirements;
- an up to date CV
- a formal supporting letter of application for a post OR a a personal statement for UCAS application;
- analysis of personal skills and attributes, experiences and qualifications and the gaps which need to be addressed in order to achieve the move to chosen destination;
- a cost analysis of personal financial demands of independent living and life style expectations.

WHERE SHOULD YOU SAVE WORK?

On or before the 3rd April you should the copy and paste these into your Enterprise handing in point

1. Skills audit and detailed action plan
2. CV
3. 2 career profiles (detailed)
4. Evidence of contact with employers for career paths- sort out work experience
5. Competency based questions
6. Pen Portrait (creative ICT skills)
7. Very draft personal statement
8. Cost analysis scenario (Excel plus analysis)

Skills audits

To assess the potential career pathways open to you based on qualifications, experience and skills and ability

TASK 1

- Careers Wales <https://careerswales.gov.wales/plan-your-career/job-matching-quiz>

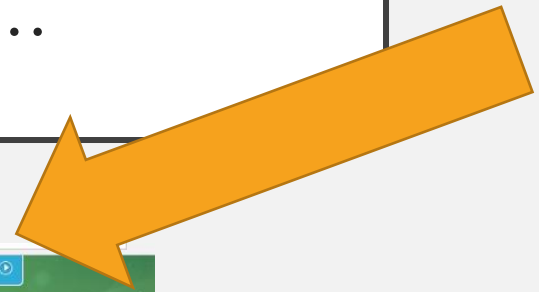
[HTTPS://CAREERSWALES.GOV.WALES/BUZZQUIZ](https://careerswales.gov.wales/buzzquiz)

- ✓ Do the BUZZ quiz
- ✓ Next, do the job matching quiz
- ✓ Screenshot or copy
- ✓ Summarise your results

The screenshot shows a web browser window displaying the Careers Wales website. The page features the 'Gyrfa Cymru Careers Wales' logo and a navigation menu. A prominent banner for the 'Personality Quiz - the Buzz Quiz' is visible, with a call to action 'Take the Buzz Quiz >'. Below the banner, text indicates that the quiz can be completed in under 5 minutes and offers to discover strengths, job links, and celebrity connections. A list of 16 possible animal results is mentioned at the bottom of the visible content.

Mail - L Davies (Whitmore) Buzz Quiz DaviesL
https://careerswales.gov.wales/buzzquiz
Cymraeg
Gyrfa Cymru Careers Wales
Contact Us Events News
Home Plan your Career Courses and Training Getting a Job Apprenticeships
Home > Buzz Quiz
Personality Quiz - the Buzz Quiz
Find out your personality type and what jobs might suit you.
Take the Buzz Quiz >
In under 5 minutes, discover:
■ Your strengths and what makes you tick
■ Some jobs linked to your personality type
■ Which celebrities share your personality type
There are 16 possible results - each connects to an animal.
Find out which animal your personality type connects to:
https://careerswales.gov.wales/

SIGN UP HERE...



Contact Us Site Map Accessibility Change text size A A A Listen here | Cymraeg Select a site Login Sign up

careerswales.com

Login

Email or username:

Password:

[Login](#)

Forgotten your password?
Enter your email address
We will email you to reset your password
[Reset password](#)

Contact us: Phone: [0800 028 4844](tel:08000284844) From a mobile: [029 2090 6800](tel:02920906800) E-mail Webchat

Useful information <ul style="list-style-type: none">About Careers WalesNews and EventsFeedback and ComplaintsPrivacySupportOur Cookies PolicyTerms and Conditions	Our site <ul style="list-style-type: none">Your CareerJobs and TrainingEducation and CoursesMy FutureEmployersProfessionalsYear 8 OptionsLearning Pathway Plan14 to 19 Networks	Tools <ul style="list-style-type: none">ApprenticeshipsJobs Growth WalesCareer+Work Experience DatabaseCourses in WalesLeafletsCV BuilderCareer SearchYour ProfileSee all tools	Find us online <ul style="list-style-type: none">News and informationJob vacancies <p>© 2004 - 2020 Careers Wales</p>
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Job Matching Quiz

Get career ideas that link to your skills and interests. Whether you are a young person or an adult there is a quiz that is right for you.

Log in or sign up to take the quiz.

- ✓ Match your skills and interests to over 700 job titles and generate personalised career ideas
- ✓ The Job Matching Quiz will show you the reasons why each job is a match for you - so you can explore jobs in more detail
- ✓ Find out the qualifications and work skills you need for that perfect job
- ✓ Search for higher education courses across the UK
- ✓ Search and apply for live job vacancies

Remember you can always [contact us](#) if you need further information and advice.



[Job Matching Quiz - Young People](#)



[Job Matching Quiz - Adults](#)

You will need an e mail address

DESTINATION PLANNING

- Copy and paste your results into a Word Document called “Destination Plan”

TASK 2

- More skills audits

ENTERPRISE CATALYST

WWW.ENTERPRISECATALYST.CO.UK

https://www.enterprise-catalyst.co.uk/

HOME CONTACT BLOG CYMRAEG

enterprise catalyst

SELECT WHO YOU ARE FROM THE OPTIONS BELOW

BEEN HERE BEFORE? LOGIN:
email: password: GO
[Forgotten Password?](#)

WELCOME...
How enterprising are you?
Take 5 minutes to find out. **IT'S FREE!**

I'M AT SCHOOL
I'M IN FURTHER/HIGHER EDUCATION OR TRAINING
I'M A TEACHER OR LECTURER
I'M AN EMPLOYEE: NON EDUCATIONAL
I RUN MY OWN BUSINESS OR I'M AN EMPLOYER
NONE OF THE GROUPS SEEM TO FIT ME

BENCHMARKING REPORTS
• Track the performance of your students
• Understand the impact of your enterprise education initiatives
• Evidence Ofsted submissions
[Find out More](#)

FREE TEACHERS RESOURCES
To make life easier, we have provided a number of **free lesson plans and guides** on how to use the Enterprise Catalyst in a range of different classroom situations.
[Find out More](#)

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Powered by Php Encoder

Open this box and click on Key Stage 5 16 to 18

YOUR DETAILS:

First Name:*
Surname:*
Email/Username:*

Enter full postcode of your school/college. If you don't know, ask your tutor

Enter School/College Post Code:*

Choose a Password

You will need this if you want to return at any point.

Enter Password:*
Confirm Password:*

Additional Information

Gender Self-Identification*
Ethnic background*
Been given a code? Enter it here:

I agree to the Terms & Conditions

start...

WELCOME...

Hi,

Before you begin, all you need to do is tell us a little bit about yourself by answering the questions here. It shouldn't take you long. Thank you

NOT YOU?
RETURN TO HOMEPAGE

You will need an e mail address as a log in and to complete these details.

School post code is CF62 8ZJ



YOUR DETAILS:

First Name:*
Surname:*
Email/Username:*

Enter full postcode of your school/college. If you don't know, ask your tutor

Enter **School/College** Post Code:*

- Barry Comprehensive School
 School/College Not Here?

Choose a Password

You will need this if you want to return at any point.

Enter Password:*
Confirm Password:*

Additional Information

Gender Self-Identification*

Ethnic background*

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NOT YOU?
[RETURN TO HOMEPAGE](#)



[start...](#)

If you don't have an e mail account that has a professional/serious name, please create one now. Gmail is a very easy one to use. You teacher will help you.

You email should include your name and no reference to computer games, sex, alcohol or anything illegal.



What to do...

There are a number of pairs of statements below on the left and on the right - with four buttons in between. **Please read them.** You might think the statement on the left applies to you, or the one on the right, or somewhere in between. There will be one that best describes you - **click** on the button nearest to it. If it isn't a clear choice, **click** on a button in between.

QUESTIONS:

your progress...



I am able to learn and adapt to new situations

I struggle to adapt to change

I prefer to be with people I know

I enjoy meeting new people and making new friends

Few of my friends seem to be determined to do well

I think my friends are determined to do well

I want to be successful!

Being successful doesn't really interest me

I think it is important to learn and change

I would prefer it if things stayed the same

I will achieve and do well

I can't see myself achieving and doing well

I find it hard to maintain my energy and self-belief

I am determined to keep going and work hard

next...



Complete the test on your own. If you don't understand any questions ask your teacher. Try not to share your answers with the rest of the class as this might influence your results.



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➡ next...



Click the circle closest to the statement that applies to you. There are no wrong answers.



What to do...

Please help us to understand what you are currently doing and what activities you have been involved in or are thinking about. Tick as many boxes as are relevant to you.

QUESTIONS:

your progress...

School/College

- I have attended enterprise events and/or enterprise challenges
- I enjoy learning about enterprise or business
- I am involved in a school based small business or enterprise project
- I am studying enterprise or business

After taking 'business studies' as an option, Sally realised she might be interested in being self-employed so she decided to do business at university.



Business

- I know what running my own business would involve
- Running my own business sounds like a good idea
- My family would think starting my own business was a good idea
- I have what it takes to run my own business
- I have the skills needed to create a business
- I am the type of person who could be self-employed
- I admire successful business people
- My friends would think starting my own business was a good idea
- I have been to a business start up event or spoken with an enterprise advisor
- I am aware of self-employment as a career path

Sally loves photography. She is always asking people if she can take photos and dreams about being a photographer one day.



Work and the future

- I may start my own business in the future
- I intend to create my own business in the next three to five years
- I have put together a business plan
- I am running my own business (maybe part-time)
- I feel well-prepared for the world of work

Jack has a job on a weekend and it has helped him to organise his studies better as he now has to plan more.



Enterprise Activities

- I enjoy buying and selling things
- I have created a product eg jewellery, DVD, candles, cards
- I have offered a service eg car cleaning, dog walking, web-design etc

- I have my own web-site, page on facebook etc
- I have bought and/or sold things on the internet, eBay etc.
- I would like to find out more about running my own business

Sammy plays badminton for his county and helps to train younger kids to play at his local club.



next...

Just click the ones that apply to you. If you came to the event at the Motor Point arena you have attended an enterprise event.

This is your first page of personal feedback and tells you about your overall level of Enterprise Fuel and how you see yourself on the other qualities we have asked you questions about. Read it through and consider what it all means.

YOUR FEEDBACK:

download your pdf report



Lyndsay Davies!
your enterprise fuel...

You need to upgrade your Flash Player

You have a very solid foundation of motivation, self-belief and a willingness to learn and change. These are the core qualities that underpin success in every walk of life. What do you do to ensure you maintain this level of 'enterprise fuel' and direct it towards the things that are really important to you? Do you have priorities that you focus on?



Motivation and Drive

You would like to achieve and do well. School is a way of making that happen, even though it isn't always what you want to be doing! If you have interests outside of school that you are motivated to do well in - great. Success in your career is probably important to you, even if you haven't decided what you want to do. You may get frustrated, fed-up or question if you can be bothered when things don't quite go the way you want or take longer than you want. At these times, keep going and you'll get there.



Capacity to Self Determine

You like to make things happen and believe you can. This is great and underpins success. What you achieve at school and later in life, is down to you! Your determination and self-belief may be because you enjoy what you do, see it as a way of achieving your goals, or simply enabling you to have even more fun? Keep this up - it's a great success factor. You are wise to avoid the trap of looking for excuses - take control of your own life.



Willingness to Learn

You view yourself as being able to adapt to change and willing to take on board new ways of doing things. You are probably a good learner and interested in your school and/or college work. This is a great strength, as every year you are faced with new challenges, courses etc. Think about it like this - 'You are preparing yourself for a world that is changing and at times is quite unpredictable'. The more adaptable you are, the more successful you will be.

Once you have completed the test it will give you a short summary about yourself.

Now download the detailed PDF report

Save this in your area

The screenshot shows a webpage for 'Enterprise Catalyst'. At the top, there's a header with the logo and a photo of a person. Below that, a text block explains that this is the first page of personal feedback. A button labeled 'download your pdf report' is visible. The main content area is titled 'YOUR FEEDBACK:' and features a report for 'Lyndsay Davies! your enterprise fuel...'. A message states 'You need to upgrade your Flash Player'. The report text describes a 'very solid foundation of motivation, self-belief and a willingness to learn and change'. Three key areas are highlighted with icons: 'Motivation and Drive' (runner icon), 'Capacity to Self Determine' (person with flag icon), and 'Willingness to Learn' (book icon). Each area has a short paragraph of feedback. At the bottom, a file dialog box is open, showing the filename 'Your_Enterprise_Catalyst_Report.pdf' and the source 'From: enterprisecatalyst.co.uk'. The dialog has buttons for 'Open', 'Save', and 'Cancel', with an arrow pointing to the 'Save' button.

enterprise catalyst

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What do you want to do with Your_Enterprise_Catalyst_Report.pdf?
From: enterprisecatalyst.co.uk

Open Save ^ Cancel X



your teamrole is:

Engager



- Show or hide toolbar
- Save as
- Read aloud

Engager

Engagers tend to know lots of people and can be quite sociable. They seem to pride themselves upon building a network of useful contacts and knowing who needs to be known. They are often friendly and good to have in teams. They excel in work which involves team work, meetings, getting out and about, but at times can find it difficult to find focus.

Right click, save as in your folder.

Call it "Your name, Enterprise Catalyst"

your teamrole is:

Engager



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Your detailed report will give you lots of information about yourself.

Create a PowerPoint called “Skills Audits”

- Identify your strengths and weaknesses from your report.
- Screen shot the diagrams from your report
- Identify any gaps in your skills and experience
- What could you do between now and Christmas to improve?

TASK 3

Fill in A3 Skills Audit Summary

COMPLETE THE A3 SKILLS AUDIT

Your personal skills audit

SKILL	SUMMARY	CONFIDENCE / COMPETENCE	EXAMPLES	HOW TO DEVELOP
Written communication	I can write clearly and concisely in a range of different formats to communicate messages effectively to varied audiences.	1 2 3 4 5	<ul style="list-style-type: none"> > I can write professionally when sending an email. > I can produce an essay for my History AS level. 	<ul style="list-style-type: none"> > Re-learn from using abbreviations while writing. > Proof-reading.
Oral communication / presentation skills	I can summarise and communicate information effectively when speaking with people or delivering presentations.	1 2 3 4 5	<ul style="list-style-type: none"> > I have taught year 8 pupils about the Holocaust effectively. > I made a presentation for my Sri Lanka interview. 	<ul style="list-style-type: none"> > Communicate with children in Sri Lanka who cannot speak English. > Practice interviews.
Time management	I can manage my time and prioritise my workload to ensure that I produce high-quality work within set deadlines.	1 2 3 4 5	<ul style="list-style-type: none"> > I can prepare for exams effectively to achieve good results. > In my part-time job I can get everything done on time without leaving my boss / customers disappointed. 	<ul style="list-style-type: none"> > Create revision time tables to ensure I can stick to all deadlines.
Problem-solving	I know how to find logical, constructive, and realistic solutions when I am presented with complex problems.	1 2 3 4 5	<ul style="list-style-type: none"> > In my global citizenship challenge, I chose an easy solution, without conducting further research. > During exams I can sometimes think outside of the box to find the answer. 	<ul style="list-style-type: none"> > When teaching in Sri Lanka I must be innovative. > Research deeper into my studies to get better solutions.
Teamwork	I am able to work effectively as a member of a team in order to help my team achieve its goals.	1 2 3 4 5	<ul style="list-style-type: none"> > I can get along with lots of different people and enjoy being the organiser of the team. > I worked well to achieve my Duke of Edinburgh. 	<ul style="list-style-type: none"> > Going to Sri Lanka I must work with a team of 12. > Welsh-Bacc enterprise challenge.
Leadership	I am able to use a range of approaches and techniques to lead a team towards its goals.	1 2 3 4 5	<ul style="list-style-type: none"> > When fundraising for Sri Lanka I often organise the group and resolve disagreements. 	<ul style="list-style-type: none"> > I need to work on stepping back and not taking all responsibilities.
IT skills	<p>I can use IT packages (e.g. Word, Excel, and Access).</p> <p>I can use specialist IT packages that are specific to my particular subjects (if applicable).</p>	1 2 3 4 5	<ul style="list-style-type: none"> > I managed to make an interactive game online at GCSE. > I can make a powerpoint to teach younger groups. 	<ul style="list-style-type: none"> > I need to improve my excel skills for my Welsh-Bacc vocational skills.
Information skills	<p>I am able to find sources of information (including online sources) quickly and easily.</p> <p>I am able to evaluate different sources of information to determine their reliability.</p>	1 2 3 4 5	<ul style="list-style-type: none"> > I can skim read resources effectively for my History AS level. > I researched different sources for my global citizenship challenge. 	<ul style="list-style-type: none"> > Improve sourcing important materials from others. > Proof-reading.
Independent learning	I am able to manage my own workload and complete tasks on my own with minimal input or supervision from my teachers.	1 2 3 4 5	<ul style="list-style-type: none"> > I took study-leave and revised independently for my GCSE exams and achieved good results. 	<ul style="list-style-type: none"> > Learn how to get less distracted by things.

WANT TO KNOW MORE ABOUT YOURSELF?

Everyone has one of 16 personalities ... which one are you?

<https://www.16personalities.com/free-personality-test>

What is your character? Find out more...

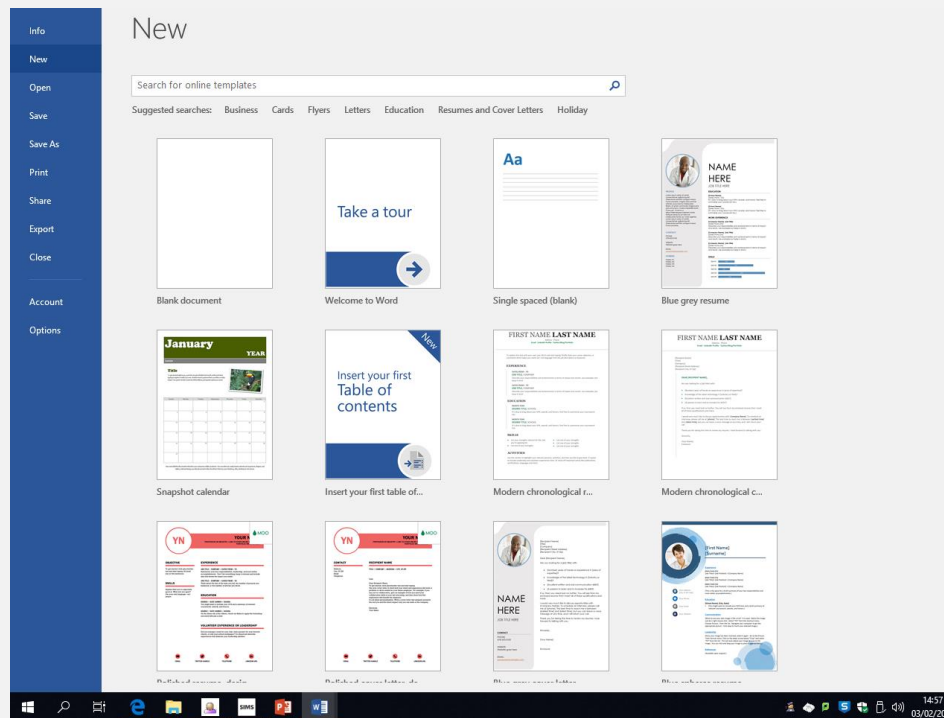
<https://www.viacharacter.org/survey/account/register>

CV & PEN PORTRAIT

- CV
- Use Word Templates

CV

- Create a professional looking CV



PEN PORTRAIT

- Design a creative and interesting pen portrait about yourself
- You are aiming to show ICT skills and creativity
- <https://www.canva.com> is a creative and easy way to do it
- Should be completed by 3rd April



PERSONAL PROFILE

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to come up with interesting ideas for a variety of infrastructures with unique and contrasting features.

CONTACT

19 GEORGE STREET, BARRY, VALE OF CLAWSON, GOSWELL

01498 036688

EDUCATION

WHITMORE HIGH SCHOOL'S A-LEVEL, STUDYING ART, PRODUCT DESIGN, MATHEMATICS AND SOCIOLOGY

AUTOBIOGRAPHY

Brandon Stevens is an aspiring young adult who is currently studying his A-Levels at Whitmore high school. His subjects consist of Art, Product Design, Mathematics and sociology. Brandon has a focused mind-set driven to succeed in later life. His ambition is to become a highly rated architect. His personal goal is to develop relevant structures that can positively affect the environment, helping to reduce the results of global warming. Whilst watching the Olympics in 2016, Brandon was inspired by the unique characteristics of the stadium and its cage like design. This contemporary and modern design is something in which Brandon symbolises. Currently, he is working towards achieving high A-level grades. In particular, he is driven to pushing him to acquire an A* in Art and Product Design. As a result of having an advanced imagination, he is able to think outside the box and approach tasks from a different perspective. This allows for an overall view of many academic scenarios.

WORK EXPERIENCE

Whilst in a working environment outside of school, Brandon is seen to be hardworking and challenges himself to be reliable and completely independent. He tackles relevant tasks to the best of his abilities. Brandon currently works in a local Barber Shop (Joseph Barber Shop) as well as a highly awarded hotel in Cardiff (Cathedral 73). Due to the dealing with various customers Brandon has developed strong communication skills as well as listening skills which have helped him to become more of a team player when presented problems in a group of individuals. Subsequently, improving his problem solving. In addition, Brandon's determination to do well has led to acquire a strong work ethic. Whilst working at Cathedral 73, Brandon's willingness to learn has led him to subsequently receive mass amounts of criticism in which he can improve his adaptabilities. As a result, his multi-tasking ability and resiliency have become a strong skill of Brandon's.

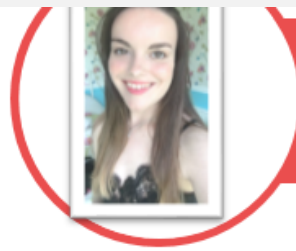
LEISURE & COMMUNITY

Whilst in his down time Brandon often finds himself helping others within the local community as he has been a vital part to raising events such as school's fete and water skills. His role as a part of a Scouts group (St. Barry Sea Scouts) enabled him to communicate with such events and organize activities for youngsters and adults. Most recently, Brandon submitted his Artwork for 'wall to Barry's local library in hopes of inspiring people to become more creative and think of ways to promote change to the global warming crisis. Whilst on Saturday mornings he will often find Brandon keeping fit with many others in the Barry Strain at Barry Island.

Brandon has recently had hands on experience with leading architects and engineers of both ATKINS and Morgan Sindell regarding the development and build of the new school for Whitmore high school. His professional addressed himself in a calm and collective manner gaining great initiative into what requirements are needed for the development of such a facility. In addition, he was able to receive contact information of certain project managers and designers for hands on experience in the future. As well as, on site, experience.

IN THE FUTURE

In the near future, Brandon plans to take his running further and complete in a half marathon on behalf of his late grandfather, who competed in multiple marathons and was a highly praised runner. Sadly, he passed away and has been a motivation for Brandon from a young age. After completing his A-Levels, Brandon wishes to find



ERIN MOUNTER

PROFESSION OR INDUSTRY | LINK TO OTHER ONLINE PROPERTIES: PORTFOLIO/WEBSITE/BLOG

OBJECTIVE

Phone Number: 07366 561251

Email:erin.mounter1@gmail.com

SKILLS

The skills that Erin is provided with by her chosen subjects are very vast for example, IT gives her the ability to be able to confidently use a computer and use a large variety of different software's within the system. Additionally, history provides her with skills such as analysis as well as debating which resources could be most beneficial etc. History also allows Erin to improve and develop her essay writing skills, which also helps her improve her English skills as well. What helps most of all is that Erin is passionate about her chosen subjects, meaning her enthusiasm and dedication is

EXPERIENCE

FONTYGARY INN • COMPANY • 15/04/2018 – PRESENT

In her spare time Erin maintains a part time job at the Fontygary Inn pub, which is situated in Rhose Village where she lives. At the Fonty she is not only required to help prepare food but also engage with the people that she is serving. This job allows Erin to improve not only her communication and people skills but also her confidence and ability at working in a team. Furthermore, Erin also helps her local community by aiding her gran in working and helping elderly people with their shopping and putting cleaning their houses etc. This means that Erin possesses a lot of patience and people skills which reward her with the ability to relate and communicate with a large range of people.

LOCAL COMMUNITY WORK AND VOLUNTEERING

Furthermore, Erin also helps her local community by aiding her gran in working and helping elderly people with their shopping and cleaning their houses etc. This means that Erin possesses patience and people skills, which reward her with the ability to relate and communicate with a large range of people.

Erin has also undertaken a large variety of volunteering over the summer. In particular she has volunteered at Rhose Library where she was required to help young children with their reading skills, as well as help the PR department of the library in creating advertisements and displays for events held at the library.

Erin has also done volunteering in the form of her dance classes, where she has helped her dance teacher hold classes with younger children from the ages of about 4. All of this volunteering work has provided Erin with good communication skills as well as

CURRICULUM VITAE

OBJECTIVES **AMCANION DYSGU**

- To create an up to date CV providing a chronological account of qualifications, experiences and employment history



RECAP: CREATING A CV

- Look online to find examples of a good CV
- What makes them look professional?

RECAP: WHAT IS A CV

- The term 'Curriculum Vitae', commonly abbreviated to CV, can be literally translated as 'course of life'.
- Sometimes referred to as a résumé, it's a summary of your career history that is often the first phase in getting yourself noticed by potential employers.



WHY CVS ARE REQUESTED?

- When a vacancy opens, employers will put together a person specification; a list of the skills and experience they want the ideal candidate to possess. From this list, the job advert is created, which is where they will ask you to send them your CV.
- How closely your CV matches the person specification is the key factor in determining whether they see you as a suitable person to join their company.
- Unlike an application form, a CV allows you to decide which information is most relevant to each role you apply for.

WHAT SHOULD A CV INCLUDE?

- Personal details
- Education
- Experience
- Skills
- Hobbies and interests
- References

LINKING YOUR SKILLS TO YOUR CV

Ideally, you will be able to link your key skills to workplace experience, but if this is not possible then try to link ways in which you have used them outside of employment situations.

Most key skills fall into one of three categories:

- **Transferable skills** – skills acquired in one setting but can be used in many different sorts of businesses.
- **Job-related skills** - skills which are specific to a certain line of employment and may require you to have received training to perform.
- **Adaptive skills.** These sorts of aptitudes are sometimes less obvious and harder to quantify because they rely on personality traits rather than learning.

COMMON MISTAKES TO AVOID

- [Advice on the mistakes not to make](#)
- https://www.youtube.com/watch?v=_fP43gcBywU



HOW TO WRITE THE PERFECT CV

- <https://www.youtube.com/watch?v=WYVwhLChAG8>

Consider:

- Layout
- The typeface
- The font size



POTENTIAL CAREER PATHWAYS



You have some important decisions to make in the next year regarding your future plans.

When deciding on the best career pathway for you need to take several factors in to account including your interests and your capabilities.

Start at the end- what careers have you discussed so far?



Interests

Capabilities

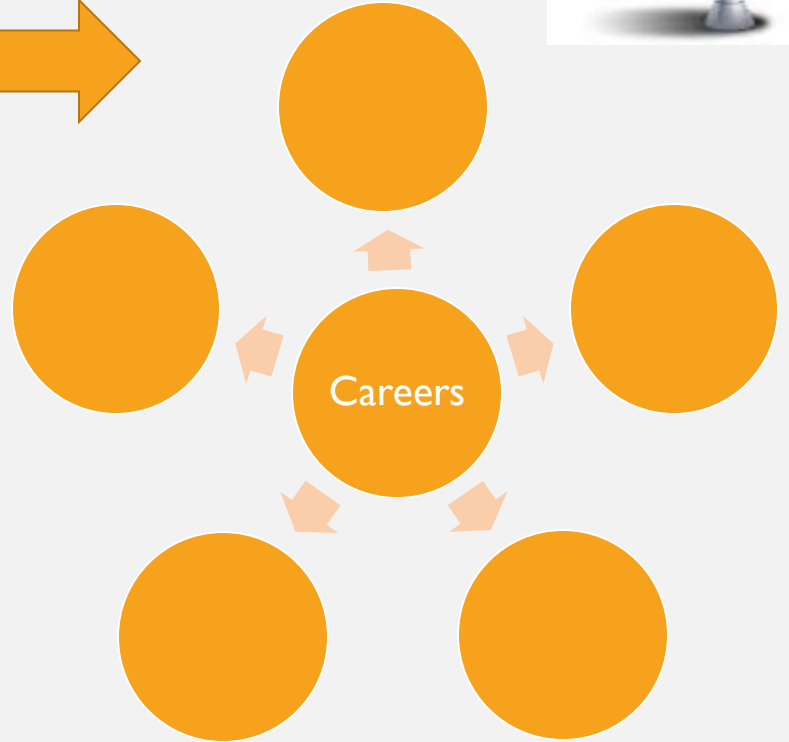
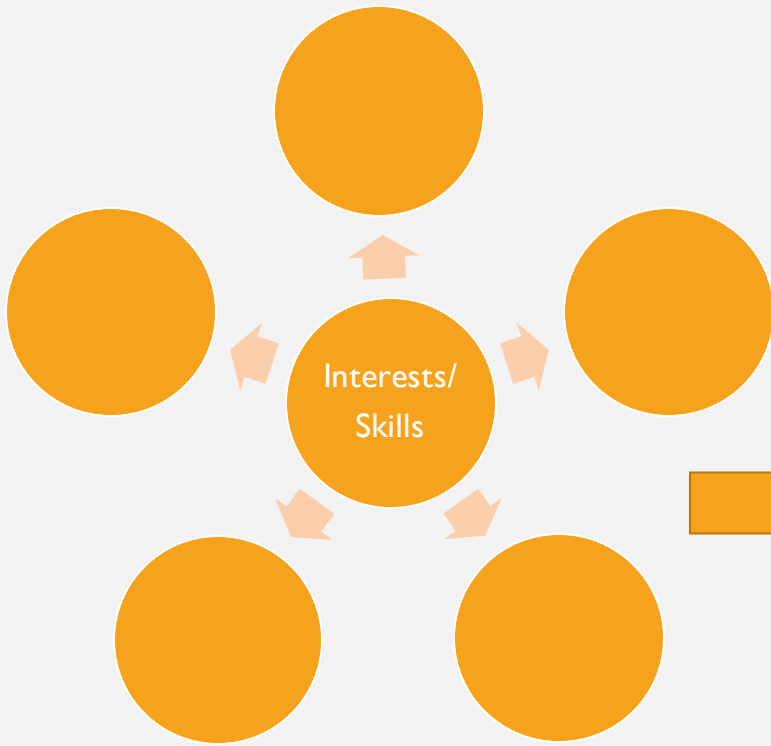
Career Pathway

CERTAIN JOBS WILL REQUIRE CERTAIN SKILLS

- Attitude – understanding yourself and your motivation and setting and achieving your goals
- Creativity - generating ideas, solving problems and creating opportunities
- Relationships – expressing your own views and ideas, understanding others' viewpoints and working co-operatively
- Organisation – being able to make decisions and fulfill your objectives by planning and managing situations, opportunities and risk

TASK I

- Brainstorm your interests, skills and results of the job matching quiz
- What careers would you like to research?



CAREER PATHWAYS

SPECIFIC SKILLS REQUIRED

DESIRABLE ATTRIBUTES

REQUIREMENTS LINKED TO

EXPERIENCE

QUALIFICATIONS NEEDED

You will need to write in detail about two careers.

Use the template to help you



Career Pathway 1 Teacher

Specific Skills

Blank area for listing specific skills.



Attributes

Blank area for listing attributes.



Experience

Blank area for listing experience.



Qualifications required

Blank area for listing qualifications required.



Specific Skills



Attributes

-



Experience



Qualifications required



EXAMPLES

Welsh Bacc Career Pathways

Career Pathway 1: Aerospace Engineer

Specific Skills

To become an aerospace engineer, I will need to have:

- Strong problem solving skills
- Excellent maths and IT skills
- Knowledge of computer aided design (CAD) and computer aided manufacture (CAM).
- Good communication skills
- Excellent technical knowledge
- The ability to plan, prioritise and manage projects effectively
- The ability to work within budgets
- A commitment to keeping up to date with new developments
- A comprehensive understanding of engineering licence regulations

Attributes

I will need to be a great critical thinker by using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. I will also need to use scientific rules and methods to solve these problems.

I will need to use my communication skills by giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. This also includes communicating in my writing and using mathematical skills to solve problems.

When completing my work and tasks I will need to be thorough and care about the detailing.

I will need to be reliable, responsible, dependable and flexible in the way I work. I am required to be open to change and to introduce variety into the workspace. If there are obstacles I can adapt and be persistent in order to complete and master challenging tasks. I can be creative and think alternatively in order to develop new ideas and answer work related problems. I am able to cooperate and show integrity by being honest and pleasant with others to maintain a cooperative attitude.

Experience

I have carried out a week of successful work experience at British Airways Aircraft Maintenance.

Qualifications Required

In GCSE I will need a C or higher in mathematics and English language. I will also need a B or higher in a modern foreign language. In A Level I will need an A*AA combination. I am required to obtain an A Level in mathematics and physics with at least one being an A*.

This example is okay, but lacks the specific details the one on the next page has.

- ✓ Named universities or apprenticeship programmes
- ✓ Details about qualifications
- ✓ What experience would you need in order to compete?

Career pathway 1: ARCHITECT.

What is it an architect does?

Architects design and create plans and technical drawings of buildings which are used in the construction industry. Also work on the restoration and renovation of existing buildings, for example designing a new extension for a house. You may be working on commercial buildings or residential projects. You could work in a number of different places and in different areas of architecture.

- an architect working on commercial buildings, like shopping centres or supermarkets
- working for a housing developer, designing plans for housing estates
- self-employed, working on residential projects like building extensions or converting attics

UCAS – explain you need to be creative and have good maths and numeracy skills to become an architect.

ARCHITECTURE REQUIREMENTS:

To take a recognised degree you will need: **five GCSEs A*- C including English, maths and science and three A levels.** Some universities prefer a maths or a science subject. Many also require a portfolio of work, so an art & design based **A** level can be helpful.

Knowing this, I set about doing A-levels around such career path. I took for my A levels.

- ✓ Art
- ✓ Product design
- ✓ Mathematics
- ✓ Sociology
- ✓ Welsh baccalaureate

UCAS recommend that people apply for a career in architecture have these relevant skills. This is important for me to note as these skills will make me a better architect long term and improve my chances to pass competition in obtaining a university entry or apprenticeship.

Related Skills

- Ability to understand technical plans
- Attention to detail
- Business management
- Communication
- Creativity
- Interpersonal skills
- Leadership
- Numeracy
- Teamwork
- Time management

Academic route

- A levels in science, art & design-based

In addition, I would need to undertake essential qualifications recognised by ARB (Architect Regulation Board) these would allow me to become self-employed and further my position a career as an architect.

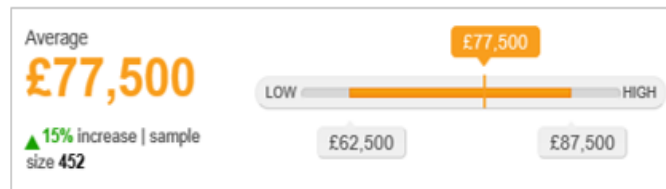
Essential qualifications

- Architecture degree recognised by the ARB
- Two years of professional experience

I could work towards these qualifications via a university or apprenticeship. It would be more efficient to part take in an apprenticeship course as I could do both essential skills at the same time.

Salaries for an Architect:

The average salary for Architect jobs is £77,500. In February 2019, the average salary for Architect jobs rose by £3,635 (15%).



How do Architect jobs salaries vary across industries?

The industry with the highest salary for Architect jobs is Contract. The average Contract salary for Architect jobs is £106,836. In the last month, the salary has fallen by 4 per cent.

Industry/sector	Average	Range	Monthly change*	Jobs*
Contract	£106,836	£81,185-£117,271	- 5%	view jobs (42)
Permanent	£72,500	£57,500-£82,500	- 7%	view jobs (404)

*compared to the previous month. A minus figure means the salary has gone down. Job counts are based on last month's totals.

How much do Architect jobs pay in different locations?

Location	Average	Range	Monthly change*	Jobs*
City of London	£87,500	£72,500-£92,500	- 8%	view jobs (53)
Leeds, West Yorkshire	£77,500	£67,500-£83,750	- 7%	view jobs (24)
Manchester	£72,500	£56,250-£82,500	- 16%	view jobs (24)
Bristol	£72,500	£60,000-£82,500	- 28%	view jobs (10)
Birmingham	£70,000	£61,250-£80,750	+ 4%	view jobs (16)

*compared to the previous month. A minus figure means the salary has gone down. Job counts are based on last month's totals.

Universities within the UK that study architecture, all of which is recognised by the ARB:

These universities are all potential possibilities,

1. [University of Sheffield](#)
2. [University of Cambridge](#)
3. [University of Bath](#)
4. [University College London](#)
5. [University of Nottingham](#)
6. [University of Manchester](#)
7. [University of Lincoln](#)
8. [Strathclyde University](#)
9. [Coventry University](#)
10. [UWE Bristol](#)

Apprenticeships within the UK that offer work experience and learning for an aspiring architect, all of which is recognized by the ARB:

These apprenticeship firms are all potential possibilities,

- ✓ <https://www.architecture.com/campaign/apprenticeships>
- ✓ <https://www.indeed.co.uk/Trainee-Architect-jobs>

NEXT STAGE- WORK EXPERIENCE

You are required to make direct contact with employers to enquire about their requirements.

Produce an action plan with dates and detailed comments:

- Potential employers to contact
- How are you going to contact them?
- What questions are you going to ask?
- 13th July to 17th July



**ANALYSIS OF PERSONAL SKILLS
AND ATTRIBUTES, EXPERIENCES
AND QUALIFICATIONS SKILLS**

BRIDGING THE GAP

- Some of the careers paths which you will have identified will require certain skills.
- It is important that at an early stage you identify what is required so that you can bridge the gap. You wouldn't apply for a job as a takeaway driver if you couldn't ride a motor bike or drive a car. The same applies for your career path

ACTION PLAN TASK

Create a detailed action plan for development of your skills. This will need to include:

- Dates for skills
- Action points to improve the skills

COST ANALYSIS

COST ANALYSIS

- To complete a detailed cost analysis of personal financial demands of independent living and life style expectations



BUDGETING

- In life you may want to get a job to earn money so that you can move out from your family home and start being more independent.
- You will have to learn to budget your money so that you can pay for rent, food, household products, travel expenses and you may also want to save some money aside for later life.

**LEARNERS SHOULD PRODUCE:
A COST ANALYSIS OF PERSONAL FINANCIAL
DEMANDS OF INDEPENDENT LIVING AND LIFE
STYLE EXPECTATIONS.'**

Select one of the following scenarios and carry out a cost analysis of the financial demands involved.

- You are moving away from home and need to decide which is the best accommodation option for you. The first step on your journey to becoming a homeowner is to decide whether you should *rent or buy* your home?
- You are starting university or a new job which involves travelling a distance on a daily basis. The first step is to decide whether you need a car to drive to your destination or whether to use public transport. Compare running costs of 2 different cars. Compare costs of driving with public transportation.
- Consider the financial demands related to borrowing money to make a substantial purchase required for the future destination of university or a new job. Evaluate different options for borrowing money.

REQUIREMENTS

- A word based report document with an excel spread sheet/ excel formula to support your decision
- Double check your figures - Sources your figures