



ASPIRE • BELIEVE • ACHIEVE



### Curriculum Overview: Traineeship

Year 12 Summer Term 3			
What are we learning?	What knowledge, understanding and skills will we gain?	What does excellence look like?	What additional resources are available?
<b>Job Search Skills</b>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Know how to develop a personal career plan</li> <li>• Know how to assess their individual prospects against potential opportunities</li> </ul> <p><b>Understanding</b></p> <ul style="list-style-type: none"> <li>• Understand where and how to search for jobs</li> </ul> <p><b>Skills</b></p> <p>1.1 Describe 3 possible sources of job vacancies and provide examples from each. One of these sources should be accessed via the internet</p> <p>1.2 Describe the support networks that are available to them to help them find work or training</p> <p>1.3 Provide an example of a job vacancy or training opportunity that interests them that has been found by accessing one of the support</p>	<p>Ability of learners to carry out searches for jobs and make applications.</p> <p>Ability of learners to identify the best places to look for suitable job opportunities, using job-searching resources and knowing who can support them to look for work.</p> <p>Ability of learners to career plan and review</p> <p>Ability of learners to explore the different ways to find work.</p> <p>Ability of learners to review the local job market and assess their individual prospects.</p>	<p><a href="http://www.bbcbitese.co.uk">www.bbcbitese.co.uk</a></p>

<p><b>Job Application Skills</b></p>	<p>networks and acting on the advice and guidance given</p> <p>2.1 Describe the purpose of a career plan and detail the types of information it needs to contain</p> <p>2.2 Create a career plan for themselves following appropriate conventions regarding content and layout</p> <p>3.1 Create and present an appraisal of the job and/or training prospects available to them and their readiness to take advantage of any opportunities available. The appraisal addresses: • their achievement and work experience to date • any further study or learning needed</p> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Know how to complete a job application form and write a covering letter</li> </ul> <p><b>Understanding</b></p> <ul style="list-style-type: none"> <li>• Understand the type of information that job applications usually ask for</li> </ul> <p><b>Skills</b></p>	<p>Ability of learners to assess the sort of information needed for a job application</p> <p>Ability of learners to complete a straightforward job application form and write a covering letter.</p> <p>Ability of learners to present information appropriately for the audience and purpose using formal</p>	
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	<p>1.1 Collect 4 different job applications, at least one of which is online, and describe the different types of information they ask for</p> <p>1.2 Assemble a personal file containing the types of information normally needed when completing applications</p> <p>1.3 Describe what the implications are for completing online applications, looking at:</p> <ul style="list-style-type: none"><li>• information retrieval</li><li>• storage of completed forms</li></ul> <p>2.1 Complete one job application and write a covering letter for a current vacancy, showing appropriate use of language and formality</p> <p>2.2 Review the completed application form and letter and comment on how both could be improved</p>	<p>letter writing and including for electronic applications.</p>	
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