

WORK EXPERIENCE

Learning Objectives	Entry Level 3 Learning Outcomes
	(*with support) Students will be able to:
<p>Career Insight: To gain valuable insights into potential career paths, helping to make informed decisions about future educational and professional choices.</p>	<ul style="list-style-type: none"> • Participate in work-related activities to gain exposure to different work environments • Discuss basic workplace expectations • Show interest in learning about different work settings and tasks
<p>Professional Communication: To enhance their verbal and written communication skills in a professional/work setting.</p>	<ul style="list-style-type: none"> • Hold appropriate conversations at work • Complete a written task to communicate at work • Respond to basic questions in conversations
<p>Team Collaboration: To develop teamwork and collaboration skills by actively participating in group projects, discussions, and problem-solving activities.</p>	<ul style="list-style-type: none"> • Engage in group activities to collaborate with others • Participate in discussions and contribute their own thoughts • Work with peers to solve basic problems
<p>Time Management: To develop skills in organising tasks, setting priorities, and meeting deadlines in a real-world work environment.</p>	<ul style="list-style-type: none"> • Plan task order with guidance • Complete tasks within set deadlines
<p>Adaptability: To adapt to new challenges and changes within the workplace, increasing flexibility and resilience in evolving work situations,</p>	<ul style="list-style-type: none"> • Engage with informed routine changes • Access new settings/environments • Recognise stress, and ask for support
<p>Problem-Solving: To identify and resolve issues that can arise during work tasks, and contribute to problem-solving.</p>	<ul style="list-style-type: none"> • Recognise basic problems/ challenges • Contribute to solving simple problems • Explore solutions using some critical thinking
<p>Professional Etiquette: To develop a sense of professional etiquette, including appropriate behaviour, dress code, and workplace conduct.</p>	<ul style="list-style-type: none"> • Follow the workplace dress code • Recognise workplace behaviours • Discuss why behaviour at work is different from behaviour at school/home/college
<p>Customer Service: To understand customer needs and expectations, and learn to provide excellent customer service, whether internal or external.</p>	<ul style="list-style-type: none"> • Discuss good customer service • Observe others interact with customers • Discuss the importance of meeting customer needs
<p>Networking: To expand professional networks by interacting with advisers, and industry professionals, potentially opening doors for future opportunities.</p>	<ul style="list-style-type: none"> • Participate in discussions, to build work connections • Discuss the value of professional networks

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Learning Objectives	Level 1 Learning Outcomes
	(*with prompts) Students will be able to:
<p>Career Insight: To gain valuable insights into potential career paths, helping to make informed decisions about future educational and professional choices.</p>	<ul style="list-style-type: none"> Engage in work experiences in more than one setting to explore different roles Identify key responsibilities for specific work roles Begin connecting personal skills with practical work tasks/responsibilities
<p>Professional Communication: To enhance their verbal and written communication skills in a professional/work setting.</p>	<ul style="list-style-type: none"> Communicate thoughts/ideas in conversations Produce written communication with some structure Participate actively in workplace discussions
<p>Team Collaboration: To develop teamwork and collaboration skills by actively participating in group projects, discussions, and problem-solving activities.</p>	<ul style="list-style-type: none"> Collaborate within teams, sharing ideas and actively listening to peers Identify roles and responsibilities within a team Work with peers to discuss solutions
<p>Time Management: To develop skills in organising tasks, setting priorities, and meeting deadlines in a real-world work environment.</p>	<ul style="list-style-type: none"> Recognise the importance of task planning for time management List and complete tasks in order of priority
<p>Adaptability: To adapt to new challenges and changes within the workplace, increasing flexibility and resilience in evolving work situations,</p>	<ul style="list-style-type: none"> Adapt to changes in routine and tasks positively Navigate new environments and work settings Use self-regulating skills to reduce stress
<p>Problem-Solving: To identify and resolve issues that can arise during work tasks, and contribute to problem-solving.</p>	<ul style="list-style-type: none"> Discuss challenges to identify issues Offer solutions to problems Apply problem-solving strategies to work situations and use some evaluation process
<p>Professional Etiquette: To develop a sense of professional etiquette, including appropriate behaviour, dress code, and workplace conduct.</p>	<ul style="list-style-type: none"> Adhere to workplace conduct and dress expectations Explain workplace etiquette Identify how workplace etiquette impacts the team
<p>Customer Service: To understand customer needs and expectations, and learn to provide excellent customer service, whether internal or external.</p>	<ul style="list-style-type: none"> Explain the importance of good service Observe good customer service in the workplace Explain how quality customer service contributes to positive experiences
<p>Networking: To expand professional networks by interacting with advisers, and industry professionals, potentially opening doors for future opportunities.</p>	<ul style="list-style-type: none"> Attend directed events/activities related to the industry to expand professional networks Identify the benefits of building professional relationships Initiate conversations to create professional relationships

WORK EXPERIENCE

Learning Objectives	Level 2 Learning Outcomes
	(*Independently) Students will be able to:
<p>Career Insight: To gain valuable insights into potential career paths, helping to make informed decisions about future educational and professional choices.</p>	<ul style="list-style-type: none"> Engage in diverse work tasks, in various work setting Apply personal skills effectively in different work scenarios. Make informed decisions/choices based on work experiences, personal skills, and interests
<p>Professional Communication: To enhance their verbal and written communication skills in a professional/ work setting.</p>	<ul style="list-style-type: none"> Communicate thoughts fluently in conversations Produce well-structured written communication Actively contribute to discussions using appropriate language
<p>Team Collaboration: To develop teamwork and collaboration skills by actively participating in group projects, discussions, and problem-solving activities.</p>	<ul style="list-style-type: none"> Demonstrate active listening ensuring everyone has a voice Recognise own role and responsibilities to the team Collaborate with peers to offer solutions to problems
<p>Time Management: To develop skills in organising tasks, setting priorities, and meeting deadlines in a real-world work environment.</p>	<ul style="list-style-type: none"> Independently plan tasks to manage and order task priorities Complete multiple tasks efficiently, managing time effectively in varied activities
<p>Adaptability: To adapt to new challenges and changes within the workplace, increasing flexibility and resilience in evolving work situations,</p>	<ul style="list-style-type: none"> Adapt to changes, demonstrating flexibility Navigate new environments with some confidence Apply self-regulating skills to new challenges, adapting strategies as needed when in the workplace
<p>Problem-Solving: To identify and resolve issues that can arise during work tasks, and contribute to problem-solving.</p>	<ul style="list-style-type: none"> Analyse problems/ challenges, identifying the cause Generate creative solutions to solve problems Implement problem-solving strategies and evaluate outcomes
<p>Professional Etiquette: To develop a sense of professional etiquette, including appropriate behaviour, dress code, and workplace conduct.</p>	<ul style="list-style-type: none"> Demonstrate consistent professional behaviour and adhere to workplace norms Discuss and explain workplace etiquette's role in positive organisational culture Lead by modelling professional behaviour for others
<p>Customer Service: To understand customer needs and expectations, and learn to provide excellent customer service, whether internal or external.</p>	<ul style="list-style-type: none"> Engage effectively with customers Apply customer service techniques in real-world scenarios Recognise and explain how customer service influences satisfaction and loyalty
<p>Networking: To expand professional networks by interacting with advisers, and industry professionals, potentially opening doors for future opportunities.</p>	<ul style="list-style-type: none"> Research and attend events/activities related to the industry to expand professional networks Recognise and explain networking's significance in creating opportunities Actively initiate communication with advisers and professionals to expand professional networks