

Year 10 Personal Development

Unit 2 – Employability Skills

What will I learn about this term?

This term you will start to develop an understanding of the skills that colleges, apprenticeship providers and future employers look for when you leave school. You will learn about creating a CV, conducting an interview and how to manage your online presence. The term will finish with you producing your first CV, writing a practice letter to prospective work placements and conducting a mock job interview.

Key Words	Meaning
CV	An organised list of skills, qualifications and personality traits that you have to offer to an employer
Covering letter	A short letter sent at the beginning of your CV telling an employer why you want the job and the skills that you have to offer.
Work Placement	An unpaid opportunity to experience different types of workplace.
Interview	A formal question and answer conversation with a prospective employer that gives you an opportunity to highlight your ability to do the job they have available.
Remote Work	Working from home, with a computer, conducting meetings and tasks online.
Hybrid Work	Splitting your time between home and a workplace environment
In person Work	Working entirely from an office, shop or other workplace environment.
Workplace wellbeing	Workplace Wellbeing relates to all aspects of working life, from the quality and safety of the physical environment, to how workers feel about their work, their working environment, the climate at work and work organization.

