Centre name: Impact Education North West Centre number: 38780

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| **Assessment plan – PSD Entry 3****Preparation for work PWE3 Credits: 2** |
| **Outcome:** | **Assessment criteria** | **Assessment activity/opportunity**  | **Assessment method** | **When** | **Evidence** |
| PWE3.1Understand the skills and qualities needed for a working life | E3.1.1 Describe some personal skills and qualities that people need\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E3.1.2 Identify how their own skills and qualities compare with the skills and qualities employers need | Relevant lessons prior to assessment activities teaching skills and qualities needed for a workplace environment – good timekeeping, honesty, personal skills and ability to work with others. Students to discuss their personal skills and strengths and highlight areas they could develop. Each individual to discuss with the tutor an area they need to improve for working life. Student to then agree a short term goal to work towards in order to achieve the chosen skills.  | .A mind map/ poster showing skills and qualities needed in the workplace. Review of written work and Q & A.A personal profile identifying their own skills and qualities. This will be verified by a witness in order to check it is accurate. Review of personal profile. | By March 2022 |  Notes from the sessions showing skills and qualities needed in the workplace environment.Observations from tutor recording discussions for each individual. Mind map/ poster and personal profile.  |
| E3.1.3 Identify areas for development  |
| E3.2 Investigate personal career opportunities | E3.2.1 Find out about potential job roles which interest them\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E3.2.2 Identify a suitable job role\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E3.2.3 Prepare key personal information needed to apply for the job role | Students to be taught about different work life environments – inside, outside, working alone and working with others. Videos showing different job roles will be shown.Students to think about job roles that would be suitable for them and to complete their own independent research on a computer looking at the role of the job and the skills needed. | Students to investigate key local employers and find out the job opportunities available for them. Students to look through a collection of job adverts from the internet and to highlight why it interests them. Tutor to confirm if the role is suitable for the candidate.Students to complete a CV/ application form applying for a job that interests them. Review of CV. | By April 2022 | Discussions regarding different work environmentsJob adverts highlighted and notes added to show areas that interest them and how they are suitable.Completed CV for a suitable job. Tutor to check this is a job that suits the student.  |

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| Agreed by:  | Job role: *(e.g. assessor, internal moderator, quality manager)* Internal moderator | Date: |