

Year 11 PDC Booklet

Living in the Wider World I



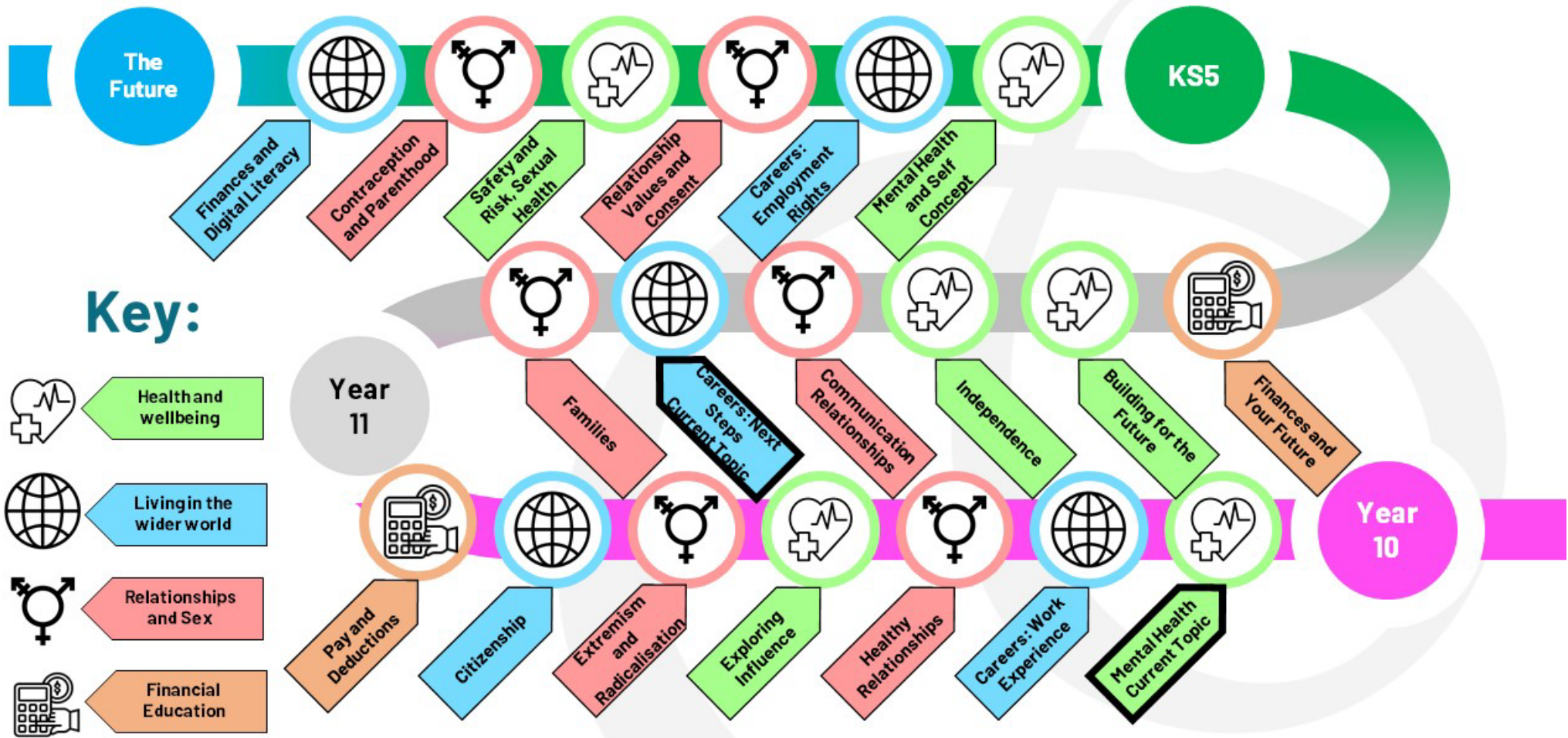
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Contents

Title: Giving and Receiving Feedback	5
Title: Writing CVs and Personal Statements	8
Title: Interview Techniques	12
Title: Social Media and Employability	14
Title: Rights and Responsibilities: Part Time	18

Personal Development Curriculum KS4 Learning Journey





Year 11 – Block 2: Living in the Wider World I Knowledge Organiser



Key Words		Giving Good Feedback		Why Give Feedback					
Feedback	Reaction to someone's work that helps them to improve what they have done	<ul style="list-style-type: none"> • Specific, timely, meaningful and candid • Goal-oriented • Focused on the future • About the process, not the person in the process • Unafraid to be negative – framing it so that it is useful • Includes the positives • One that doesn't assume it is always right 		Right Reasons					
CV	Curriculum Vitae – a succinct collection all of your achievements and important information for employers.			Wrong Reasons					
Cover Letter	A document you send along with your CV. It's your opportunity to explain how your skills and experiences make you a great candidate for a role.			<ul style="list-style-type: none"> • Defend/excuse your own behaviour • To demoralise/condemn • You're in a bad mood • To appease a third party • To make yourself seem superior/powerful 					
LinkedIn	A networking website to help you form professional connections			<p style="text-align: center;">CVs Vs Cover Letters</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>CV</th> <th>Cover Letter</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> • A CV is a well-presented set of information about your work experience and skills • The purpose of a CV is to list your skills and work experience. </td> <td> <ul style="list-style-type: none"> • A cover letter, is a document that will give the employer a sense of your personality, the reasons you want the role, and what you'll use your strengths and experience to do in the role. • A cover letter bridges the gap between the skills you've shown on your CV, and the qualities shown on the job description. You have the opportunity to expand on the details and explain why you are perfect for a role. </td> </tr> </tbody> </table>		CV	Cover Letter	<ul style="list-style-type: none"> • A CV is a well-presented set of information about your work experience and skills • The purpose of a CV is to list your skills and work experience. 	<ul style="list-style-type: none"> • A cover letter, is a document that will give the employer a sense of your personality, the reasons you want the role, and what you'll use your strengths and experience to do in the role. • A cover letter bridges the gap between the skills you've shown on your CV, and the qualities shown on the job description. You have the opportunity to expand on the details and explain why you are perfect for a role.
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Employability	How well you come across to employers	<p style="text-align: center;">Preparing for an Interview</p> <ul style="list-style-type: none"> • Do your research! Learn about the industry, the company, and what type of jobs you would be interested in doing there in the future. • Practice some typical interview questions. A great way of doing this is playing the Unifrog Interview Board Game with your friends! • Expect the unexpected! You might be asked some tricky questions. Don't panic, ask for clarification if you don't understand and take a breath before you answer. 							
Rights	The rights that an employee has to be treated in a fair, morally acceptable, or legal way:			<p style="text-align: center;">Presenting Yourself at Interview</p> <ul style="list-style-type: none"> • Dress appropriately. If in doubt about a dress code, go smarter. • Know the name of the person you're being interviewed by. Interviewers will appreciate this and it adds a personal touch • Arrive 10 minutes early for your interview. This gives you time to catch your breath and gets rid of any last minute nerves • Be polite, and smile! 					
Responsibilities	When an employee accepts their responsibilities, they oblige to achieve the desired results through performing certain tasks at work.	<p style="text-align: center;">Social Media</p> <ul style="list-style-type: none"> • Delete inappropriate posts • Have high privacy settings 							
Cover Letter Structure									
Paragraph 1	Introduce yourself and the school or college you go to.								
Paragraph 2	Next, say a little about why you are interested in the industry; a couple of sentences is enough.								
Paragraph 3	Politely ask about work experience opportunities on dates you are able to attend. You can also suggest a meeting or phone call here too.								
Where To Go For Support:									
Teachers and School Staff, Parents, Friends, Parents									
National Careers Advice Service	https://nationalcareersservice.direct.gov.uk/								
UniFrog	https://www.unifrog.org								

Date:

Title: Giving and Receiving Feedback

Retrieval Practice

1. The menopause typically occurs in women between the ages of 45 and _____.
2. One of the main symptoms of menopause is hot _____, which can cause sudden feelings of warmth.
3. During menopause, the body produces less of the hormone _____.
4. Women may experience changes in their menstrual _____ as they approach menopause.
5. Mood swings, anxiety, and _____ can also be experienced during menopause.

Baseline and Endpoint Assessment:

	Baseline Assessment	Endpoint Assessment
1. What does the word feedback mean?	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
2. How can you use feedback to improve?	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

Task 1: Video Questions

1. Why do some people give ineffective feedback?

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2. What is the micro-yes? Give an example?

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3. What is the second part to giving good feedback?

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4. What is a blur word?

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5. Why shouldn't they be used?

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6. Why is specificity important?

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7. What is the impact statement?

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8. Why is it important to end in a question?

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Task 2 – Case Studies

Fred is giving a presentation to his boss about how his energy company can increase productivity. Fred smiles a lot during the presentation, makes eye contact with everyone, and has a loud clear voice. However, halfway through the presentation, Fred starts to get nervous, inserting lots of “umms” between phrases. His pace starts to fall, and his voice becomes shakey. There are a lot of illustrations on the slides, and not very much text. Fred finishes the presentation, but feels it went terribly afterwards, and asks for your feedback.

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Your colleague Raj has sent you over some data for you to present. When you asked for the data, you specifically asked for it to be colour coded. However, Raj has sent you the data in a way that is messy, with no colour codes. You could have exported the data yourself in such a way, but it is Raj’s job to process data, and so you’d asked him to do it.

What do you say to Raj?

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You’ve just completed a policy for your client on sales techniques for employees at your company. You are really proud of your work and think it is perfect. You spent ages on it (a lot longer than you should have done), but you think its worth it. Your boss proofs it, and gives it back to you with some comments at the bottom.

Boss: “I can see you’ve put a lot of time into this. Good job. However, the middle paragraph needs reworking. Try to explain why you are suggesting what you are, and maybe actually spell check your work before giving it to me”

How do you respond to these comments?

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Date:

Title: Writing CVs and Personal Statements

Retrieval Practice

1. When giving feedback, it is important to be clear so that the person knows what they did well and what to
2. Constructive feedback should focus on specific rather than personal characteristics.
3. Receiving feedback with an open can help improve skills and performance.
4. Feedback should be to ensure it addresses recent work or behaviour.
5. When giving feedback, it's helpful to start with something before addressing areas of improvement.

Baseline and Endpoint Assessment:

	Baseline Assessment	Endpoint Assessment
3. What is the purpose of a cover letter?
4. Why are the small details important in your CV and cover letter?

Task 1: Why is a good CV important? Mind Map your answer in the space below?

Task 2: Who Would You Choose

To Whom it May Concern,

I am writing to apply for the engineering apprenticeship with GSK, as advertised on RateMyApprenticeship. Please find my CV enclosed. I would really, really, really love the opportunity to work for such an amazing and outstanding company as GSK.

I am particulaly interested in the engineering apprenticeship because of my lifelong interest in engineering. I have always taken an active interest in how things work; wanting to get to the root of mechanical problems and devise accurate and efficient solutions. I am 100% sure that this apprenticeship would allow me to further develop this passion, and learn from industry professionals, such as those that work at your company.

As my CV describes, I have loads of work experience relevant to the positions. I have worked for three years at Carlos' Cakes, meaning I have good team work skills. I have taken part in the NCS sumer programme in August 2017 meaning I have developed my leadership skills. Also, I worked at NTAR during work experience in May 2017,, meaning I have a good knowledge of the industry. Furthermore, I have volunteered at a play centre for young children from 2015-2017, showing that I am a committed individual who can be relied on

Thank you for reading my cover letter; I hope that I am the right person for the job.

Yours Sincerely,

Name.

Would you hire Cover Letter 1: Yes No

Why?

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Dear Barbara Smith,

I am writing to apply for the engineering apprenticeship with GSK, as advertised on RateMyApprenticeship. Please find my CV enclosed.

I am particularly interested in the engineering apprenticeship offered by GSK because of its focus on chemical engineering. GSK's devotion to the research of existing and new medicines aligns with my own desire to contribute to the creation of new medical practices. GSK are focusing on local COPD care, and I feel that my hospital work experience makes me an ideal candidate for this apprenticeship.

As my CV describes, three years working at Carlos' Cakes have given me team-working skills, and the ability to work independently. I am a conscientious and committed student, on course to achieve three A-levels. My particular focus on Biology has provided knowledge that will be needed for this apprenticeship. I am confident using Microsoft Office, and have the desired experience with Photoshop software.

Thank you for considering my application, I would enjoy the opportunity to interview, so that we can discuss the apprenticeship programme in greater detail.

Yours Sincerely,

Name.

Would you hire Cover Letter 2:

Yes

No

Why?

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Date:

Title: Interview Techniques

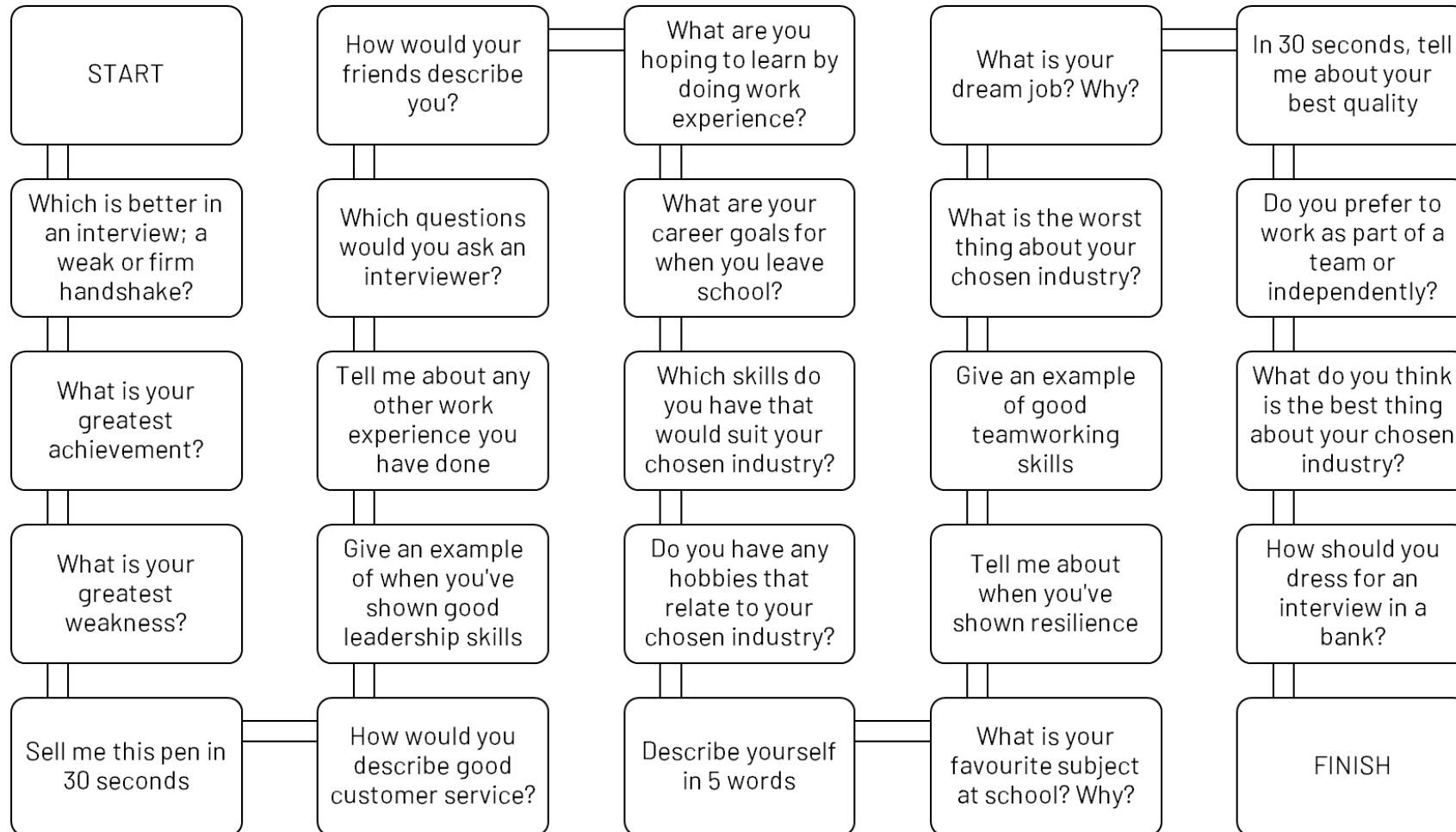
Retrieval Practice

1. A _____ should be tailored to the specific job you are applying for and highlight your relevant experience.
2. Your CV should include your contact details, education, work _____, and skills.
3. A cover letter gives you the chance to _____ why you are the best fit for the position.
4. A CV should be clear, concise, and no longer than _____ page(s).
5. When writing a personal statement, it's important to reflect on your _____ and how they align with the course or job.

Baseline and Endpoint Assessment:

	Baseline Assessment	Endpoint Assessment
1. What is the biggest thing to ensure you do in an interview?
2. What can you do before an interview to improve your chances?

Task 1: Interview Board Game



Date:

Title: Social Media and Employability

Retrieval Practice

1. During an interview, it is important to make a good first _____ by arriving on time.
2. You should always _____ about the company before attending an interview.
3. Body _____, such as sitting up straight and making eye contact, shows confidence.
4. When answering questions, it's important to stay _____ and answer clearly.
5. Be _____ when talking about your strengths and experience.

Baseline and Endpoint Assessment:

	Baseline Assessment	Endpoint Assessment
5. What is the purpose of LinkedIn?	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
6. How can you maximise your use of LinkedIn?	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

Task 1: Social Media

Things you want employers to see	Things you don't want employers to see	Things they wouldn't hire you for

- Selfies
- Holiday photos
- News stories
- Blog posts
- Vlogs
- Tutorials
- Opinions

- Adverts
- Viral trends
- Celebratory posts
("we're getting
married!" "I'm off to
Uni!")
- Music videos
- Comments

- Trolling
- Who follows who
- "Throwback
Thursdays"
- Sponsored posts
- Shopping hauls

Task 2: How can social media help us professionally

Fitness instructor:

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Chef

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Research scientist

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Architect

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Journalist

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Librarian

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Make-up artist

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Charity fundraiser

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Task 3: Would you hire

Candidate A: Yes No

Why?

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Candidate B: Yes No

Why?

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Candidate C: Yes No

Why?

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Candidate D: Yes No

Why?

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Date:

Title: Rights and Responsibilities: Part Time

Retrieval Practice

1. A professional _____ is essential to make a good first impression on LinkedIn.
2. Make sure to update your LinkedIn _____ regularly to keep your information current.
3. Writing a strong _____ helps to highlight your skills and career goals.
4. You can showcase your work by uploading _____ to your profile.
5. Following relevant _____ on LinkedIn can help you stay updated on industry trends.

Baseline and Endpoint Assessment:

	Baseline Assessment	Endpoint Assessment
1. What are rights and responsibilities?	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
2. What should you do if your rights are not respected?	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

Task 1: Rights

Fact	True or false?	Rationale
When discussing employment laws, a child refers to someone under the age of 14 and a young person refers to someone aged 14-18 .		
Young people under 16 cannot work in construction sites.		
The youngest age a child can work part-time is 13		
16-18 year olds can work 9 hours a day, or 45 hours a week.		
You are entitled to a 1 hour rest break when you work longer than four and a half hours.		
16-18 year olds can work between midnight and 4am when supervised by a manager.		
Children under 16 can work during school hours, if the school approved of the work and it is related to future career options.		
Children under 16 can work on Sundays.		
Children under 16 can work for 4 hours on a school day, as long as it is not during school time.		
If you are 16 or above you are entitled to paid holiday from your employer.		
If you are 16 and over, you are entitled to earn the National Minimum Wage, which is £3.00 an hour (for workers under 18 years old).		
In England, a young person must be in part-time education or training until they're 18 years old.		