

## Scheme of Work 2010/11

<b>Course:</b>	New Approach	<b>Module:</b>	403 – Career Planning & making Applications	<b>Tutor(s):</b>		
<b>Day(s):</b>	<b>Time(s):</b>	<b>Venue(s):</b>	<b>Start date:</b>	<b>End date:</b>	<b>Hours per week:</b>	<b>Group Size:</b>
Monday Thursday		Hitchin	25/10/2010	25/11/2010	4.5 (21glh total)	
<b>Module Aims:</b> help the learner to be able to identify and apply for a suitable job, training programme or course.						
<b>Module Aims:</b> This unit is designed to enable candidates to: <ul style="list-style-type: none"> <li>• Choose a suitable career pathway</li> <li>• Identify a suitable job, training programme or course</li> <li>• Understand how to prepare a curriculum vitae</li> <li>• Understand how candidates are selected for interview</li> <li>• Apply for a job, training placement or course</li> <li>• Understand the Interview Process</li> </ul>						

Session No.	Intended Learning outcomes (including key/basic skills and ECM outcomes)	Teaching & Learning Activities	Assessment Activity	Resources
Monday 25/10/10 1 (1.5glh)	Outcome 1 – Choose a Suitable Career Pathway	1.1 List sources of career advice and guidance 1.2 Research at least 2 career pathways		
Thursday 28/10/10 2 (3glh)	Outcome 1 – Choose a Suitable Career Pathway	1.2 Research at least 2 career pathways 1.3 Agree a suitable career pathway with your personal tutor/Connexions PA		
Monday 01/11/10 3	Outcome 2 – Identify a suitable job, training programme or course	2.1 List sources of information for job vacancies, training programmes or courses		

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(1.5glh)		2.2 Find a suitable job vacancy, training programme or course		
Thursday 04/11/10 4 (3glh)	Outcome 3 – Understand how to prepare a curriculum vitae	3.1 Identify own skills, qualities, experience and qualifications		
Monday 08/11/10 5 (1.5glh)	Outcome 3 – Understand how to prepare a curriculum vitae	3.2 Draft a CV		
Thursday 11/11/10 6 (3glh)	Outcome 4 – Understand how candidates are selected for interview	4.1 Describe the selection process		
Monday 15/11/10 7 (1.5glh)	Outcome 5 – Apply for a job, training placement or course	5.1 Obtain an application form and/or job details		
Thursday 18/11/10 8 (3glh)	Outcome 5 – Apply for a job, training placement or course	5.2 Complete an application form		
Monday 22/11/10 9 (1.5)	Outcome 6 – Understand the Interview Process	6.1 List what is needed in preparation for the interview		
Thursday 25/11/10 10 (3glh)	Outcome 6 – Understand the interview Process	6.2 Observe or take part in a real or mock interview 6.3 Give at least 2 examples of effective interview practice and at least 2 examples of ineffective interview practice		

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Evaluation				