

## 6.4 E Curriculum – Employability – 2 Lessons a week

### 2025 - 2026

Year	2025-2026 Autumn 1 Unit 1	2025-2026 Autumn 2 Unit 2	2025-2026 Spring 1 Unit 3	2025-2026 Spring 2 Unit 4	2025-2026 Summer 1 Unit 5	2025-2026 Summer 2 Unit 6
6.4 E	<p><b>Topic:</b> Communication skills in a workplace EL2 Using communication skills in a workplace EL3</p> <p><b>Suggested Key Questions:</b></p> <p>Can you list tasks which require communication skills in the workplace? Can you give examples of formal and informal use of language in communication? Can you make relevant comments and suggestions in a workplace conversation? Can you identify areas of improvement of your communication skills in the workplace? (NH 6<sup>th</sup> form, college)</p> <p><b>Key Skills and Knowledge:</b></p> <p>Learners will gain skills in contributing to workplace discussions, using appropriate language and developing confidence</p>	<p><b>Topic:</b> Communication skills in a workplace EL2 Using communication skills in a workplace EL3</p> <p><b>Suggested Key Questions:</b></p> <p>Try different situations for using formal and informal language in the workplace/ NH6<sup>th</sup> form</p> <p>Speak formally or informally as appropriate to the situation.</p> <p>Show politeness when speaking to others in the workplace/ NH 6<sup>th</sup> form.</p> <p>Use communication skills in your role (simulated interview, job situation in the classroom)</p> <p><b>Key Skills and Knowledge:</b></p> <p>Learners will gain skills in contributing to workplace/ NH/</p>	<p><b>Topic:</b> Communication skills in a workplace EL2 Using communication skills in a workplace EL3</p> <p><b>Suggested Key Questions:</b></p> <p>Reaping information on the units studied in Autumn 1 and 2. Preparing booklets for external moderations. Covering skills gained in this unit of work and practice in the classroom.</p> <p><b>Key Skills and knowledge:</b></p> <p>To understand organizations' rules. To organize folders ready for submission. Students will know that submitting documents requires specific order rules such as signing the</p>	<p><b>Topic:</b> Preparing for and taking part in interview EL2 Interview skills EL3</p> <p><b>Suggested Key Questions:</b></p> <p>What is an interview?</p> <p>Have you ever had an interview? (Could be at GP, school etc.)</p> <p>Can you list different types of interviews?</p> <p>1.1. Can you take part in a simulated interview in the classroom?</p> <p>1.2. Can you demonstrate punctuality for the interview?</p> <p>Look at different outfits and choose the ones appropriate for an interview.</p>	<p><b>Topic:</b> Preparing for and taking part in interview EL2 Interview skills EL3</p> <p><b>Suggested Key Questions:</b></p> <p>Take part in a practice interview.</p> <p>2.1. Can you answer questions asked by the interviewer with appropriate informative responses?</p> <p><b>Common interview questions</b></p> <p>"Tell me about yourself."</p> <p>"Why do you want this job/course?"</p> <p>"What are your strengths?"</p> <p>"What are your weaknesses?"</p> <p>"Tell me about a time you worked as part of a team."</p>	<p><b>Topic:</b> Preparing for and taking part in interview EL2 Interview skills EL3</p> <p><b>Suggested Key Questions:</b></p> <p><b>INTERVIEW QUESTIONS TO PRACTICE (Differentiated Levels)</b></p> <p>◆ <b>For Lower Comprehension Levels</b></p> <p>What do you like to do?</p> <p>What are you good at?</p> <p>Can you tell me about your favourite activity?</p> <p>Why would you like this job/school?</p> <p><b>For Mid-Level Comprehension</b></p> <p>Tell me about yourself.</p> <p>What do you like doing in your free time?</p>

		college through discussions, using appropriate language and developing confidence	documents, writing the correct dates, and information.	<p>Can you demonstrate care in personal appearance?</p> <p>relevant to the interview?</p> <p><b><u>Key Skills and Knowledge:</u></b></p> <p><b>Learners will know how to prepare for an interview and be able to respond to questions in an interview. They will be able to consider their own interview performance. Students will gain knowledge on different types of interviews. Students will understand why personal hygiene is important for an interview.</b></p>	<p>What is non-verbal communication?</p> <p>2.2. Can you demonstrate attention using non-verbal communication?</p> <p>Maintain eye contact</p> <p>Sit up straight</p> <p>Smile when appropriate</p> <p>Nod to show understanding</p> <p><b>Listening</b></p> <p>Focus on what the interviewer is saying</p> <p>Respond appropriately to questions or comments</p> <p><b>Self-awareness</b></p> <p>Identify personal strengths and areas for improvement</p> <p>Talk positively about themselves</p> <p>Recognise suitable jobs/courses based on interests and skills</p> <p>3.1. Outline what went well in the interview and what did not</p> <p><b><u>Key Skills and Knowledge:</u></b></p> <p><b>Learners will know how to prepare for an</b></p>	<p>What skills do you have that would help in this job?</p> <p>How do you work in a team?</p> <p>What would you do if something goes wrong?</p> <p><b>For Higher Comprehension/Preparation for Adulthood</b></p> <p>Why do you want to work here?</p> <p>What are your strengths and weaknesses?</p> <p>Can you give an example of a time you solved a problem?</p> <p>How do you manage your time and responsibilities?</p> <p>Where do you see yourself in five years?</p> <p><b><u>Key skills and knowledge</u></b></p>
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Links to Gatsby Benchmarks:	<p>4. Linking curriculum learning to careers.</p> <p>Learners will gain skills in contributing to workplace discussions, using appropriate language and developing confidence</p>	<p>4. Linking curriculum learning to careers.</p> <p>Learners will gain skills in contributing to workplace discussions, using appropriate language and developing confidence</p>	<p>4. Linking curriculum learning to careers.</p> <p>Learners will gain skills in contributing to workplace discussions, using appropriate language and developing confidence</p>	<p>4. Linking curriculum learning to careers.</p> <p>Interview -an important part of the career. Different jobs, looking at interviews, questioning, specific work areas;</p>	<p>4. Linking curriculum learning to careers.</p> <p>Interview - an important part of the career. Different jobs, looking at interviews, questioning, specific work areas;</p>	<p>4. Linking curriculum learning to careers.</p> <p>Interview - an important part of the career. Different jobs, looking at interviews, questioning, specific work areas;</p>

