

**1. Audit of key stage 4 work-related learning: subjects**

Completed by \_\_\_\_\_ Please return to \_\_\_\_\_ by \_\_\_\_\_

Elements of provision for all students	Through this provision students can: (examples of possible learning outcomes from work-related learning)	Year group Term No of groups and students	Briefly describe work-related learning activities which fit the elements of work-related learning provision	Indicate the planned learning outcomes – in terms of knowledge and skills for employability and enterprise, and business and economic understanding – similar to those shown in column 2, eg 1b, 2a, 7c
1. Recognise, develop and apply their skills for enterprise and employability.	a. describe and demonstrate the main qualities and skills needed to enter and thrive in the working world b. evaluate the usefulness of a range of employability skills c. assess, undertake and manage risk, and make decisions in conditions of uncertainty d. collect relevant evidence and use it for making decisions e. show leadership, management, drive and self-reliance when working on tasks and in teams f. demonstrate innovative approaches to solving problems			
2. Use their experience of work, including work experience and part-time jobs, to extend their understanding of work.	a. give an account (in any medium) of their work placement or part-time job identifying what they have learned about work b. apply some of the learning gained from work experience to their key stage 4 courses and their career planning c. analyse what motivates people for work			

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3. Learn about the way business enterprises operate, working roles and conditions, and rights and responsibilities in the work place.	<ul style="list-style-type: none"> <li>a. outline the main types of business enterprises and the key roles within each</li> <li>b. give examples of employers' and employees' rights and responsibilities at work, particularly in relation to equality of opportunity, respect for diversity and health and safety</li> <li>c. demonstrate a basic knowledge and understanding of a range of economic concepts</li> <li>d. describe some ways that working conditions changed during the last century and give some reasons for the changes</li> </ul>			
4. Develop awareness of the extent and diversity of local and national employment opportunities.	<ul style="list-style-type: none"> <li>a. explain the chief characteristics of employment, self-employment, unemployment and voluntary work</li> <li>b. recognise the concept of the labour market (local, national, European and global)</li> <li>c. describe the main trends in employment in their local area and relate these to their career plans</li> </ul>			

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5. Relate their own abilities, attributes and achievements to career intentions and make informed choices based on an understanding of the alternatives.	<ul style="list-style-type: none"> <li>a. collect and use relevant information about opportunities available to them beyond key stage 4</li> <li>b. reflect on and record achievements, abilities, interests and skills and use them to make realistic choices for progression after key stage 4</li> <li>c. access and use an interview with a careers guidance specialist to progress plans</li> <li>d. complete application procedures for work placements, part-time jobs and post-16 opportunities, including preparing a CV and adapting it for different applications</li> <li>e. present themselves well at an interview</li> </ul>			
6. Undertake tasks and activities set in work contexts.	<ul style="list-style-type: none"> <li>a. explain the relevance of a curriculum subject to the world of work</li> <li>b. demonstrate understanding of work-related language and vocabulary</li> <li>c. analyse how examples of learning within the curriculum can be applied to work contexts</li> </ul>			

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7. Learn from contact with personnel from different employment sectors.	<ul style="list-style-type: none"> <li>a. describe working practices in different employment sectors</li> <li>b. understand the career motivations and pathways taken by people in different employment sectors</li> <li>c. understand the importance to employers of attitudes, qualifications and skills</li> </ul>			
8. Have experience (direct or indirect) of working practices and environments.	<ul style="list-style-type: none"> <li>a. describe (from experience gained through work placements, visits, simulations, videos and so on) the working practices and the work environment of one type of business compared with another</li> <li>b. describe the main hazards associated with particular types of workplace</li> </ul>			
9. Engage with ideas, challenges and applications from the business world.	<ul style="list-style-type: none"> <li>a. know and understand key enterprise concepts</li> <li>b. demonstrate the main enterprise skills, attitudes and qualities</li> </ul>			