

Notional learning hours	20
Level	Level 2
Subject area	PSHE
Preparing for Adulthood pathway	Employment; Independent living and housing
Skill	IT skills; Literacy
Learning aim	The learner will be able to create an accurate CV containing key information that can be sent to an employer or education provider.
Learning context	The learner will discuss and research the requirements for completing a CV and produce an accurate document fit for purpose.

Learning outcomes What the learner needs to know, understand or be able to do. The learner will:	Assessment criteria What the learner needs to demonstrate in order to meet the learning outcome. The learner can:
<p><b>1</b> Be able to present own personal details, skills and qualities in a given format.</p>	<ul style="list-style-type: none"> <li>• Provide personal information accurately in a given format e.g. name, address, date of birth and educational timeline</li> </ul>
<p><b>2</b> Be able to recognise own strengths and achievements.</p>	<ul style="list-style-type: none"> <li>• Identify and record at least four personal strengths</li> <li>• Identify and record at least three personal achievements</li> </ul>
<p><b>3</b> Be able to produce a personal statement.</p>	<ul style="list-style-type: none"> <li>• Create a personal statement that will include the key information already identified, to send to a potential employer or education provider</li> </ul>

Learning outcomes		Assessment criteria	
What the learner needs to know, understand or be able to do. The learner will:		What the learner needs to demonstrate in order to meet the learning outcome. The learner can:	
4	Be able to create a CV for a specific job or training opportunity.	<ul style="list-style-type: none"> <li>Identify an appropriate job or training opportunity they would like to apply for</li> <li>Choose an appropriate format to present a CV</li> <li>Create an appropriate and accurate CV</li> </ul>	
5	Be able to describe and record own personal aspirations for the future.	<ul style="list-style-type: none"> <li>Describe three activities that they would like to try in the future</li> <li>Describe and record three job roles that they would like to aspire to</li> </ul>	

Assessment methodology	Linked to learning outcomes
Record of oral questioning	2 5
Observation checklist	1
Labelled product, video or photographic evidence	3 4