

DEPARTMENT: ADDITIONAL SUPPORT FOR LEARNING

TITLE OF COURSE: STEPS TO WORK AWARD

LEVEL: SCQF Level 3 or 4

RECOMMENDED ENTRY LEVELS: none

COURSE CONTENT:

The Steps to Work Award is one of the Wider Achievement Awards offered by SQA to recognise personal developments and achievements beyond academic qualifications. The Award aims to develop self-esteem, self-awareness and self-confidence. Candidates are encouraged to engage in learning by focusing on an area that interests them. Through practical activities, candidates can develop employability skills and self-awareness to help them recognise their own strengths and the contribution they can make to society.

The aims of the course are to:

- develop self-esteem, self-awareness and self-confidence
- develop the ability to engage in learning
- recognise opportunities and possible progression routes
- develop the skills and attitudes necessary to become successful learners and effective contributors
- develop a range of employability skills
- recognise their own uniqueness and to consider the wider contribution they can make to society as responsible citizens
- engage in a range of learning activities in the context of personal development and employability

The course is divided into two sections:

Person Centred focussing on recognising, developing and supporting softer skills through the use of Personal Development and Employability Units.

Practical Context offering an opportunity to undertake Units in a range of practical contexts including ICT, Community Development, Arts and Media and Work Based Units.

The course is led by an Additional Support for Learning teacher with support from a volunteer from the world of work. This helps demonstrate the value of employability skills to life beyond school and facilitates a range of volunteering/work experiences that can be undertaken with support if required.

METHODOLOGY

Person Centred

Students undertake three short units concerned with Employability:

Preparing for Employment: First Steps,
Building Own Employability Skills,
Responsibilities of Employment.

These give opportunities for students to:

- identify, and reflect on achievements from their previous and current experience which will help them to gain employment,
- build confidence in their ability to gain employment,
- develop skills and attitudes necessary for them to seek, gain and sustain employment,

- develop an understanding of the consequences of actions they take, or have taken, on their ability to seek, gain and sustain employment,
- contribute to enhancing the self-esteem and self-awareness in relation to employment,
- develop a positive and realistic attitude to employment.

Practical Context

There are a range of Units that can be followed for the Practical Context section of the award. Currently students do the following Units:

- Working with others: this focuses on the ability to work with others, to use interpersonal skills appropriately, to recognise and value the roles of other people, to take responsibility for their own contribution, and to support co-operative working in appropriate ways
- Enterprise Activity: This develops planning, organisational, investigative, interpersonal skills and self-awareness through organising and undertaking a group enterprise activity.
- Planning an Environmental Area: This develops an awareness of horticulture and wildlife whilst involved in planning, designing and maintaining a land-based project.

All units are delivered alongside each other so that students recognise the relevance of employability skill awareness and development within the practical application.

ASSESSMENT

Assessment consists of collecting evidence to demonstrate successful completion of the outcomes for each unit. Evidence can be in a variety of formats. There is no exam. The level achieved depends on the amount of adult support and direction required.

Level	3	4
The student will work with...	directive support - the teacher will issue explicit instructions	support - the teacher will offer advice
The student will ...	participate in - agree to ideas, suggestions and plans	contribute to - offer some ideas and/or suggestions
Targets, plans and activities will be ...	basic - routine and familiar	straightforward - consisting of routine elements