

Post 16 CURRICULUM MAP 2024-25

There are four elements to the Post 16 programme of study: **Work experience and volunteering**, **Projects and enterprise**, **Academic development** and **Personal development**.

Units from the **OCN Level 3 qualification in Employability and Professional Development Skills** are mapped under these four headings and presented in the table below. An **Award** will require 8 credits, a **Certificate** 26 Credits. This is a vocational qualification; assessment is entirely through production of coursework and compilation of evidence of practice such as logs, diaries, and records of observations and discussions.

Care has been taken to choose units which complement one another, and which give students opportunity to reinforce and consolidate the skills being learned. If appropriate, students also can complete a Higher Project Qualification: a standalone Level 2 qualification which offers excellent preparation for the Extended Project Qualification (Level 3) which is likely to be offered in Further Education.

Some students, to build confidence, will start on the level 1 and 2 Work experience units. For student who have yet to achieve functional skills level 2, the requirements of the level 3 qualification are, for the time being, too taxing. However, if they can build confidence with the level 1 and 2 work experience units, they may be able to attempt the level 3 work experience and health and safety units and thereby achieve a level 3 Award.

Considering student interests and capability, the remaining units can take either a vocational or academic pathway, thereby personalising the programme.



		WHAT (Is delivered)	WHY (Is this important)	IMPACT (What is the impact of this)
WEX	Work Experience Placement	Identification, organisation, participation in and evaluation of work experience placements OCN unit CBE453	Real-life experiences serve to develop competence and confidence in a variety of working environments	Students can use skills learned to seek paid employment

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	Health and Safety Procedures	Understanding of health and safety procedures in the workplace OCN unit CBE433	Being able to keep themselves and others safe in the workplace, recognising their rights and responsibilities	Students will understand the importance assessing risk and following health and safety procedures
	Teamwork and Collaboration Skills	Understanding the importance of teamwork and team contracts CBE449	Being able to work with others is necessary in every job at some point	Students will be able to understand team contracts, collaborate as part of a team and know how to evaluate team working
	Personal Career Portfolio	Development of a personal career portfolio identifying strengths, qualities, skills and abilities CBE441	Preparation for application to Further Education and employment	Students will be able to develop confidence along with documentation to assist in seeking employment
P&E	Managing a Project	Planning, monitoring and evaluating a project CBE436	Supports project-based work in education, employment, volunteering and innovation	Students will be able to manage a project, reflecting on strengths and weaknesses to aid improvement and further planning
	Using Social Media in Business	Using social media effectively in business CBE452	Supports project and innovation skills in marketing to modern audiences	Students can be prepared for technology solutions which support marketing for projects, business and innovation

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	Online Safety	Understand the importance of online safety, how it may be improved as well as associated legislation and regulation CBE438	Ensures awareness of risks when using online platforms in professionally and personally; provides a framework for using social media in business	Students will be able to understand the risks, impact, and legislation of online communication and so be able to make effective choices in adulthood
AD	Research Skills	Planning, conducting, presenting and evaluating research CBE444		Students will be able to research a topic, developing the skills and confidence for the HPQ
	Report Writing	Learning to write a formal report CBE443	It is important to communicate information effectively in a written format	Students will be able to write a report developing skills and confidence for the HPQ
	Improving Presentation Skills	Developing effective presentation skills CBE434	It is important to communicate information effectively in a presentation using clear language, appropriate vocabulary, structure and sequencing, tone and pace, and using examples	Students will be able to complete an oral presentation and develop confidence in their ability to do so Care will be taken to allow students to choose how they feel comfortable presenting (e.g. just to the teacher, recording a video or voice over, etc.)

		WHAT (Is delivered)	WHY (Is this important)	IMPACT (What is the impact of this)
	Personal Study Skills	Development of personal study skills: finding and sorting information, summarising written materials, producing written materials for a purpose, using IT applications for study, engaging in discussion with others CBE442	These skills underpin the other CBE academic development units and the HPQ	Student will gain confidence in their ability to manipulate information and communicate information effectively
	HPQ	Higher Project Qualification (HPQ) is a standalone qualification (Level 2) which offers excellent preparation for the Extended Project Qualification (Level 3) which is likely to be offered in Further Education	Recognises the importance of researching a topic using academic research, writing, referencing and presentation	Students will be able to understand the processes of research and communicating findings and enjoy the process of self-directed learning
PD	Developing a Personal Statement	Developing skills in writing a personal statement for a job role or further education course CBE430	Helping students to secure progression	Students will be able to produce a personal statement to help them with next steps after the Post16 year

		WHAT (Is delivered)	WHY (Is this important)	IMPACT (What is the impact of this)
	Mental Health, Well-being and Developing Resilience	Understanding mental health and well-being and being able to build resilience CBE437	Helping students to take responsibility for managing themselves and their mental and emotional health as they approach adulthood	Students will be able to recognise indicators of good and poor mental health and understand to how to improve their mental health and resilience through self-care and effective use of advice and support
	Developing Effective Time Management Skills	Enabling the understanding of time management and techniques for improving one's own planning and time management CBE431	Helping students to take responsibility for managing themselves and their time in education, work and adulthood	Students will be able to evaluate methods for time management and develop an action plan to improve personal time management
	Travel training (not accredited)	Structured to build students' confidence and competence in planning journeys, navigating public transportation systems, and managing unexpected situations	Helping students to manage their transition to independence by taking responsibility for travel, useful when taking next steps into further education or employment	As well as being able to confidently use public transport, students will understand the importance of planning journeys and being on time. Students will have a variety of experiences from which to draw upon to help them manage unexpected circumstances.