**Scheme of Work for Professional Development Skills – Part 1**

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| **Week** | **Topic** | |
| 1 | **Introduction to the course**  The Assessment Brief and the Employability Team | |
| 2 | **Station I: The Starting Point**  Mindset & Handling Stress | |
| 3 | **Station II: Assessing Yourself**  Identifying Values | **Station III: Identifying Career Options** |
| 4 | **Station IV: Narrowing Down** Identifying strengths and weaknesses | **Learning to use The Career Zone** |
| 5 | **Station V & VI: Planning your route and targeting your first steps**  Looking for opportunities and mitigating weaknesses | |
| 6 | **Building a CV** | **Troubleshooting a Word Document** |
| 7 | **CV writing workshop** | **Building a good e-presence** |
| 8 | **Acting Professional** | **Writing good e-mails** |
| 9 | **Getting Organised**  Reviewing *Red Folder* activities | **Looking at the Marking Criteria**  Organising spoken responses |
| 10 | **Preparing and Practicing Interviews** | |
| 11 | **Assessment Week** | |
| 12 | **Assessment Week** | |