

Week 1—Key Words

- **Equality** - Being treated the same.
- **Sexism** - Different treatment due to Sex .
- **Employment law** - Laws about work .
- **Enterprising skills** - Transferable skills.
- **Self-employed** - Working for one’s self.
- **Career** - A job that is done for a long-time.
- **Interpersonal skills** - The skills to work with others .
- **Equality Act** - A law to promote equality.
- **Qualifications**-A pass of an examination or an official completion of a course
- **Skills**- The ability to do something well
- **Communication**-Imparting or exchanging of information by speaking

Week 2- Employability

- **Spoken communication** - Being able to express your thoughts and ideas clearly and confidently in speech.
- **Written communication** - Being able to express you thoughts and ideas clearly in writing.
- **Numeracy & computer literacy** - Mathematical awareness and basic IT skills, familiar with word processing, spreadsheets, file management and internet searches.
- **Problem solving** – Able to solve problems logically. Analysing fact and situation and using creative thinking to develop solutions.
- **Self motivation** - Able to act on own initiative, identify opportunities and be proactive in putting forward ideas and solutions.
- **Drive** - Determination to get things done, to make things happen and to constantly look for better ways of doing things.
- **Planning & organising** - Able to plan activities and carry them through effectively.
- **Adaptability**—Being flexible and able to adapt successfully to changes.
- **Time management**—Able to manage time effectively, prioritise tasks and work to

Week 3– Career Choices



Week 4- Enterprise/ Interpersonal Skills

**Enterprise skills** -These are skills that are transferable and enable young people to engage with a complex world and navigate the challenges they will inherit.

Examples of enterprise skills are:

- Problem Solving
- Communication
- Digital Literacy
- Teamwork
- Presentation
- Critical thinking
- Financial
- Creativity

Those that develop and practice these **skills** are more innovative and adaptable and help businesses become more agile and increase their strategic competitive advantage. The **jobs of the future** will demand 70 per cent more **enterprise skills** than the **jobs** of the past.

Week 5- Rights & Responsibilities

Your rights in the workplace:

- A safe workplace
- Know the terms & conditions of employment
- Protection from discrimination and sexual harassment
- To be paid according to the award or agreement
- Union Representation

Your responsibilities in the workplace:

- Attendance
- Punctuality
- Obeying lawful orders
- Work in a diligent & competent manner
- Confidentiality & privacy of information of the business, clients & staff

Week 6-Discrimination & law in the workplace

- The Law covers nine areas known as protected characteristics; Age; Disability; Gender reassignment; Marriage and civil partnership; pregnancy and maternity; Race; Religion or belief ; Sex (gender); and Sexual orientation.
- The law looks at the different types of discrimination that can happen: direct; indirect; harassment; and victimisation .
- Have an equality policy in place so all employee know what is acceptable and expected of them.
- The policy should be a commitment to deal with in equality, prevent discrimination and to tackle it if it arises
- An employer should be clear how it will handle a complaint of discrimination—there are different options depending on the circumstances.