### Week 1 - Keywords

- **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 Skills

- **Spoken communication** - Being able to express your thoughts and ideas clearly and confidently in speech.
- **Written communication** - Being able to express your 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.
- **Planning & organising** - Able to plan activities and carry them through effectively.
- **Time management** — Able to manage time effectively, prioritise tasks and work to deadlines.

### Week 3 - Career Choices

- **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 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

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.
- An employer should be clear how it will handle a complaint of discrimination—there are different options depending on the circumstances.