

**Living in the wider community.**  
**Year 10/11 Cycle A Term 5- PHSE: Preparation for work experience**  
**And evaluation of work experience and readiness for work.**

PHSE Golden Concepts

Respect

Safety

Communication

Health

Relationships

What I will know by the end of the unit:

How to prepare for employment and the skills and knowledge I will need.

Work Experience – A short-term placement where you observe or take part in real work to develop skills and understanding.

Employability Skills – The personal qualities and skills that make someone ready and suitable for the workplace.

CV (Curriculum Vitae) – A formal document highlighting your qualifications, experience, and personal qualities.

Cover Letter – A short letter to introduce yourself and explain why you're applying for a position

Placement – The specific job or company you are assigned to for work experience.

Interview – A formal conversation used to assess your suitability for a job or placement.

Professionalism – Acting appropriately in the workplace (e.g. dress, language, punctuality).

Transferable Skills – Skills like communication or teamwork that are useful in any job.

