



Careers and Experiencing Work Short Course

Student name:

Centre name:

ASDAN tutor:

Using CASCAiD resources with the Careers and Experiencing Work Short Course



Kudos is an online careers resource developed by CASCAiD – the leading producer of computer-based impartial careers information and guidance solutions. The features and information found in Kudos can help you achieve many of the challenges in this Short Course. CASCAiD Ltd is a Loughborough University company.

To find out more about Kudos and the other resources offered by CASCAiD, visit: www.cascaid.co.uk

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Careers and Experiencing Work Short Course

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Summary of Achievement	Yellow centre pages



Achieving your Short Course

How long will the Short Course take?	Hours	Credits
You have the option of accrediting up to 60 hours of Careers activities and experience of work. For every 10 hours, you are awarded one credit, for example:	10	1
	30	3
	60	6

These credits can contribute towards other programmes and qualifications.

The **Careers and Experiencing Work Short Course** can lead to:

ASDAN Personal Development Programmes
(Bronze, Silver, Gold or Universities)

ASDAN Qualifications (Levels 1 and 2)

AoPE (Award of Personal Effectiveness) Levels 1 and 2

CoPE (Certificate of Personal Effectiveness) Levels 1 and 2

and could eventually lead on to:

ASDAN Qualifications (Level 3)

CoPE (Certificate of Personal Effectiveness) Level 3

What must I do?

Read through these introductory pages carefully.

Look at the modules and challenges and decide which challenges you wish to complete – your tutor will be able to help you decide.

Create an evidence portfolio to safely store all the material you'll need to have in place before your tutor can claim your Short Course certificate.

Plan, organise and carry out your chosen challenges, collecting evidence as you go and storing it safely in your evidence portfolio.

Before asking your tutor to check your work and claim your certificate make sure your portfolio contains the following:

1. A student book
2. A completed Record of Progress (page 5)
3. Evidence for each challenge completed
4. The correct number of Short Course Skills Sheets (see pages 47-54)
5. A completed Summary of Achievement (yellow centre pages)
6. A completed Personal Statement (yellow centre pages)

What will I need?

- Your own copy of this Short Course book
- A portfolio (file or folder), into which you will put your evidence

Information for tutors

To download A Quick Guide to Short Courses, go to: members.asdan.org.uk/my-courses/short-courses

This contains step-by-step guidance for delivering any Short Course, from registering with ASDAN to certification.



Recording Your Skills

Recording your skills

Next to each challenge is a set of tick boxes where you can record the skills you have been developing during the activity.

These help you link your achievements to the national standards for these skills.

Careers and Experiencing Work activities provide an excellent opportunity to develop the skills of:

- Learning
- Teamwork
- Coping with Problems
- Use of IT
- Use of English
- Use of Maths

The importance of Key/Core Skills

These are an everyday part of adult and working life. You need to be able to make yourself understood when speaking and writing, planning your own learning, working with others, carrying out basic calculations and using information technology.

Every job needs some or all of these skills and they are just as useful in Further and Higher Education.

Learning

This skill is about how you manage your personal learning and development. It is about planning and working towards targets to improve your performance and reviewing your progress.

Teamwork

This skill is about how you work with others when planning and carrying out activities to get things done and achieving shared objectives. This will involve working with a group of people.

Coping with Problems

This skill is about recognising problems and doing something about them. It is about using different methods to find a solution and checking to see if they work.



Use of IT

This skill is about being able to make the best use of computers and other items such as printers, scanners and digital cameras. Being familiar with how to use this equipment is vitally important, not only in the workplace but also in the home.

Use of English

This skill is not only about how you talk to people but also about the ways you find out information and let other people know about your views and opinions. It also includes all aspects of writing and reading.

Use of Maths

This skill is about your ability to use numbers. If, for example, you've measured or calculated something you will have used numeracy skills. Being able to use numbers is a skill highly valued by employers; many of the challenges in this Short Course will give you opportunity to practise your numeracy skills.



Module 1

Self-Development

Sample



Module 1

Self-Development

Section A: Complete at least FOUR challenges over 10 hours (1 credit)

- 1** Discuss your options and plans for the future with your group, tutor or careers adviser. Make notes and find out more about new ideas you find interesting.

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

- 2** Make a list of:
- the things you are good at
 - the things you would like to be better at
- Give a reason why you have included each of the items on your list, what makes you feel positive or uncertain about them and some examples of your experiences.

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

- 3** When deciding on your subject options, use a careers resource or discuss with your tutor, parent/carer or careers adviser how your current skills match up with your preferred subject choices.

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

- 4** As part of an investigative team, carry out a survey among friends, family and the local community into:
- essential skills and qualities for an employee going into the workplace
- or**
- what makes a good or bad employer
- Collate your findings and report back.

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths



Module 3

Career Management

Sample

Module 3

Career Management

8 Prepare for and take part in a simulated telephone interview for a part-time job.

Invite a suitable person to contact you and conduct a brief interview over the telephone. Ask for feedback on your performance.

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

9 Show that you understand how a wage slip is presented. Identify the different types of deductions and allowances, and describe what they are used for.

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

10 Other agreed challenge:

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths



Module 7

Being at Work



Module 7 Being at Work

Section B: Complete a period of work experience or a work placement over 10 hours (1 credit), 20 hours (2 credits) or 30 hours (3 credits).

- 1** Undertake a period of work experience or a work placement.
- a. Keep a diary/log, a blog or a journal of your experiences throughout the period of work. Include your thoughts on the following:
- the induction programme (how it was organised, what you learnt, etc.)
 - the responsibilities you were given and whether they were what you expected
 - the relationship you had with other members of staff and how you were treated
 - the transferable skills you have developed and how these could be applied in other settings
 - targets you set with the employer and how you were supported in meeting them
 - the advantages and disadvantages of this type of occupation
- b. Review and evaluate your work placement and consider how it will influence your future career choices.

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

Adding Value

Your Careers and Experiencing Work Short Course is recognised with an ASDAN certificate, and has a credit rating to reflect the time you have spent on Careers and Experiencing Work activities. This course can also be linked to other programmes and qualifications, which add value and give you further options for continuing to develop your skills and experience.



★ If you are aiming to achieve any of these qualification outcomes you should seek advice from ASDAN before starting your Careers and Experiencing Work Short Course.

Sample



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