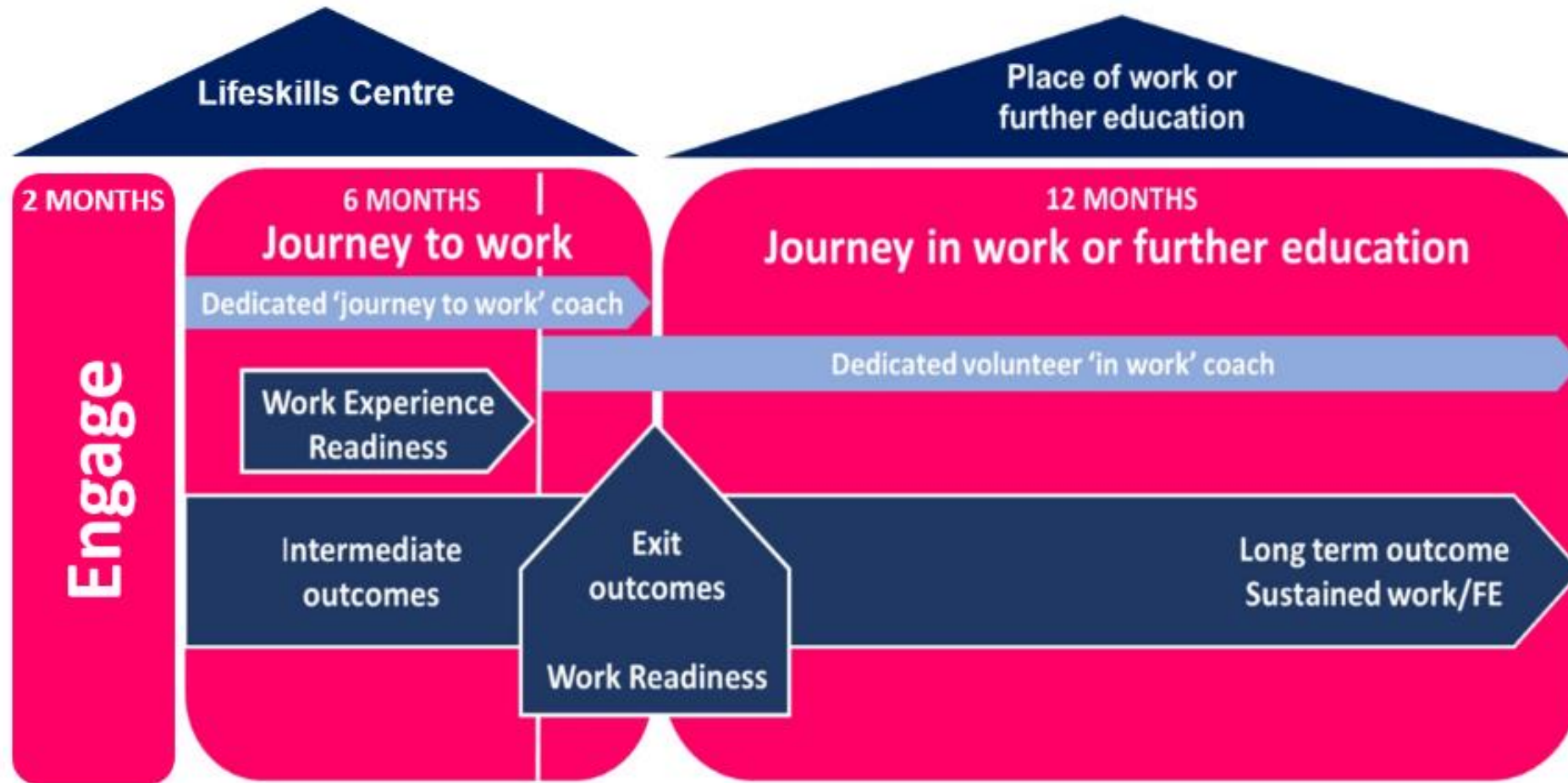






**Resources to be developed,
not problems to be solved.**





Lifeskills Centre

Work Experience Ready →

		<STUDENT NAME>'s – JOURNEY TO WORK				Work Experience Ready by... July 4 th , 2016	Work Ready by... Sept. 26 th , 2016
		STAGE 1	STAGE 2	STAGE 3	STAGE 4	STAGE 5	STAGE 6
Functional Skills Tutor	Maths	<ul style="list-style-type: none"> Adds, subtracts, multiplies, & divides numbers Estimates to nearest zdp Uses simple checking procedures 	<ul style="list-style-type: none"> Uses common units of measure and money in calculations Compares info from simple lists, tables, charts, graphs 2D & 3D shapes 	<ul style="list-style-type: none"> Uses fractions, decimals & percentages Solves problems using conversion and ratios Collect s& record discrete data in a variety of ways 	<ul style="list-style-type: none"> Analyses data using mean and range Constructs diagrams, & shapes to scale Calculates area, perimeter & volume 	<ul style="list-style-type: none"> Understands and use formulae involving 1 or 2 step operations Collects & represent continuous data 	<ul style="list-style-type: none"> Passes Maths exam
	English	<ul style="list-style-type: none"> Identifies main points in a text Picks out specific info in a text Skims, scans, reads in detail a variety of texts Plans, drafts & writes a text with support 	<ul style="list-style-type: none"> Proof reads and edits a text checking basic punctuation Correctly use subject-verb-tense agreement Writes a letter, email or article independently 	<ul style="list-style-type: none"> Replies to a variety of texts in appropriate language Checks text for correct use of spelling, punctuation and grammar including commas Understands use of language features & layout in a text Find images through web browser 	<ul style="list-style-type: none"> Understands point of view, implicit meaning and/or bias in a text Uses range of sentence structures and paragraphs in a text Uses a range of writing styles for different purposes 	<ul style="list-style-type: none"> Punctuates written text using inverted commas, apostrophes and inverted commas Present information on complex subjects concisely and clearly 	<ul style="list-style-type: none"> Passes English reading exam Passes English writing exam
FS & EPD Tutors	ICT	<ul style="list-style-type: none"> Understand work station H&S Setup & accesses an email account Use MS Word to type a document with support Effectively searches the internet 	<ul style="list-style-type: none"> Sends, receives and replies to email Formats a word document using font and page layout toolbars with support Analyse data & create table in Excel 	<ul style="list-style-type: none"> Passes internal mock interview according to score-scale Can communicate with business people Express ideas for work experience 	<ul style="list-style-type: none"> Format cells in Excel Insert/delete/change size rows and columns Use auto sum function to calculate totals 	<ul style="list-style-type: none"> Produces basic PowerPoint presentation Independently create a fully edited formal letter, email or article Independently create spreadsheet 	<ul style="list-style-type: none"> Passes ICT exam
EPD Tutor (PSD tutor inputs)	Communications	<ul style="list-style-type: none"> Responds via text, Facebook Gives answers in class when asked Little eye contact 	<ul style="list-style-type: none"> Initiates conversations with staff Retains eye contact Asks questions, communicate & show interest non-verbally. 	<ul style="list-style-type: none"> Passes internal mock interview according to score-scale Can communicate with business people Express ideas for work experience 	<ul style="list-style-type: none"> Passes external mock interview Can give basic 2 minute presentation Able to make a professional phone call and leave a message 	<ul style="list-style-type: none"> Delivers a 12 presentation Generates self-reflections on: <ul style="list-style-type: none"> work experience an external person interview Receives critical feedback correctly. 	<ul style="list-style-type: none"> Passes Level 2 group discussion Speaks openly with professionals
	Teamwork	<ul style="list-style-type: none"> Is welcoming to new team members Completes a project with at least one person 	<ul style="list-style-type: none"> Complete a project with at least 4 other people Provides feedback for youth participation initiatives 	<ul style="list-style-type: none"> Realises suitable opportunities with enthusiasm Can work unsupervised for a period of time Reacts well to differences (of opinion, individual etc) 	<ul style="list-style-type: none"> Offers help to others in team Takes on a demonstrable responsibility 	<ul style="list-style-type: none"> Be able to work effectively in a new team Goes beyond the call of duty 	<ul style="list-style-type: none"> Able to work unsupervised as required Completes given tasks
	Work ethic	<ul style="list-style-type: none"> Undertakes given tasks Identifies personal barriers & sets targets 	<ul style="list-style-type: none"> Finishes given tasks Accepting appropriate support 	<ul style="list-style-type: none"> Demonstrates initiative within tasks and lessons Demonstrates positivity towards work and work experience Attempts all tasks to best of their ability 	<ul style="list-style-type: none"> Demonstrates discipline to overcome personal barriers Contributes to plans for an external session Takes responsibility for themselves 	<ul style="list-style-type: none"> Successfully completes work experience On track to complete all course academic requirements 	<ul style="list-style-type: none"> Organises an external session Two professional references On track to complete all course academic requirements
	Self-presentation	<ul style="list-style-type: none"> Good hygiene Sits up and is attentive in class 	<ul style="list-style-type: none"> Uses mobile phone appropriately Understands effects of mood on other people 	<ul style="list-style-type: none"> Able to identify appropriate attire Demonstrates interest on trips and to visitors Demonstrates enthusiasm on visits 	<ul style="list-style-type: none"> Presents self positively in social media Aware of appropriate work attire and presentation 	<ul style="list-style-type: none"> Abile to communicate how they have overcome challenges and barriers Puts into practice work experience feedback 	<ul style="list-style-type: none"> Presents and dresses professionally
Personal & Lead Tutor	Self-management	<ul style="list-style-type: none"> Manages breaks Identifies where to get support (self-report) 	<ul style="list-style-type: none"> Knows appropriate coping mechanisms for stressful times Manages in-centre time appropriately 	<ul style="list-style-type: none"> Accessing external IAG with support where necessary Responds well to emotions in others 	<ul style="list-style-type: none"> Attending regularly (80%+) On time every day Clear personal plan for attending work experience (travel, finance etc) 	<ul style="list-style-type: none"> Demonstrates ability to cope with stress Is unaffected by personal life at work/centre 	<ul style="list-style-type: none"> Independently accesses IAG where necessary (self-reported) Clear personal plan for attending job (travel, finance, etc)
EPD Tutor	Career & Job	<ul style="list-style-type: none"> knowledge of local job and further education opportunities Compiling of necessary work ID 	<ul style="list-style-type: none"> Able to identify key skills and qualities Developed road map of target destination 	<ul style="list-style-type: none"> Developed plans for work experience needs Developed cover letter for employers 	<ul style="list-style-type: none"> Developing CV with Reference Extensive Application form practice 	<ul style="list-style-type: none"> Developed road map of target destination Identified transferable skills 	<ul style="list-style-type: none"> Developed visual CV Plans of realistic next steps

Work Ready →



Lifeskills Centre

Work Experience Ready →

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Maths

English

ICT

Communication

Teamwork

Work Ethic

Self presentation

Self management

Career and Job

Work Ready →



206 young people engaged with mentors (M84/F122)

95% of mentees stay the course (retained)

84% average attendance by mentees

86% were very happy with their match

95% satisfaction by mentors/mentees



114 relationships ended in the year:

85% move on to something positive immediately

Roughly a third each to school/College/Work



35% engaged in ASB

65% at risk of engagement

75% reduction in incidents

Data sharing is a challenge



Reece



Conclusion

Questions



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