

Year 7 PDC Booklet

Living in the Wider World I



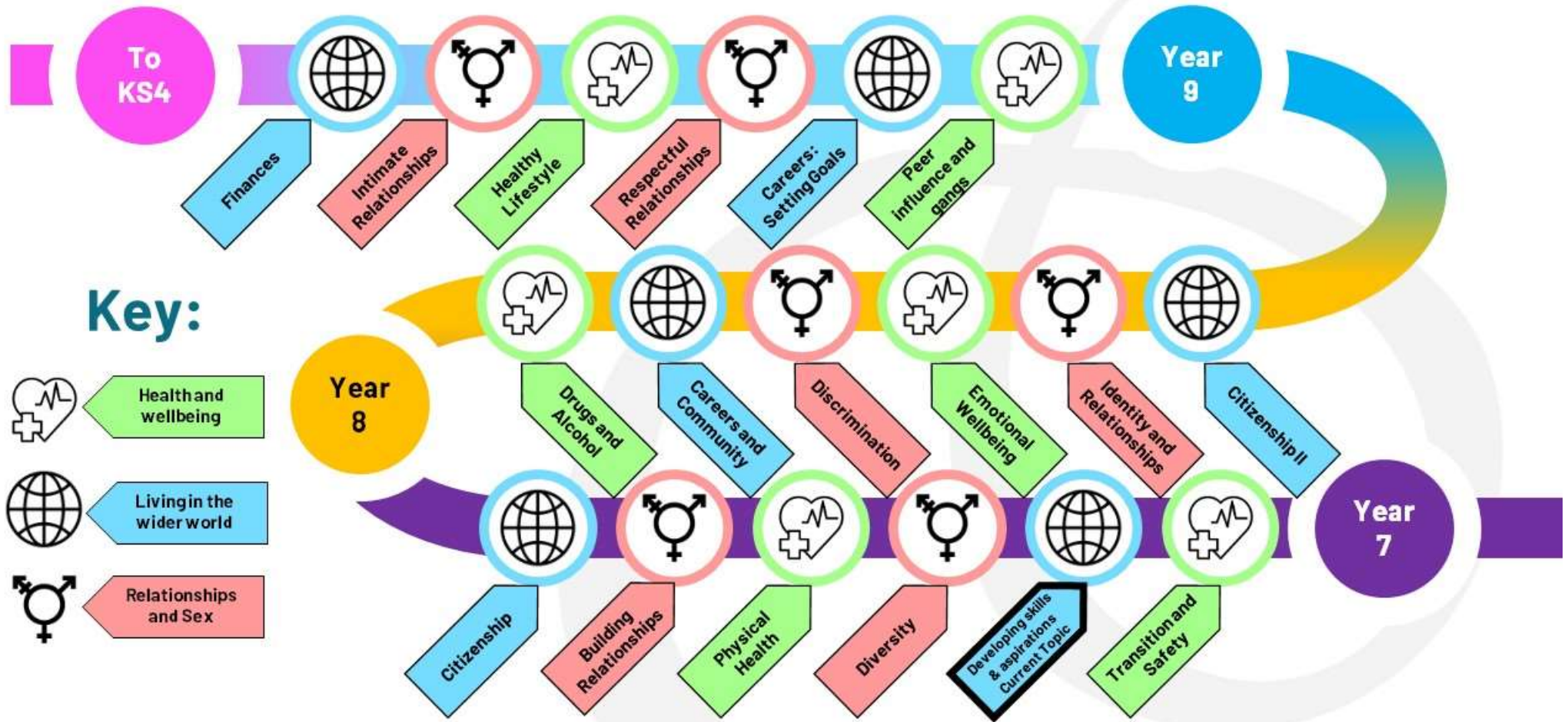
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Personal Development Curriculum KS3 Learning Journey





Year 7 – Block 2: Living in the Wider World Knowledge Organiser



Key Words	
Personal Qualities	The characteristics, ways of feeling, thinking and behaving, within a person that makes them different and unique from others.
Skills	The ability to do something well; expertise.
Employers	A person or organization that gives work to and pays people
Employee	A person who works for wages or salary
Qualifications	A pass of an examination or an official completion of a course, especially one conferring status as a recognized practitioner of a profession or activity
CEIAG	Careers Education Information And Guidance
Career	A career is that part of your life which you spend working, usually about 45/50 years. It will consist of jobs and occupations from which you can earn a living. In the 21st century, it means the continuous process of learning, re-skilling and development. It is likely that you will have a number of career changes in your lifetime, your unique career path will be built upon a variety of life experiences.
Aspiration	Long-term hopes and ambitions
Stereotypes	A widely held but fixed and oversimplified image or idea of a particular type of person or thing.
Transition	Movement between key phases of life

Where To Go For Support:	
Teachers and School Staff, Parents, Friends, Parents	
National Careers	https://nationalcareersservice.direct.gov.uk/
UniFrog	https://www.unifrog.org

8 Essential Skills			
	The receiving, retaining and processing of information and ideas		The ability to use tactics and strategies to overcome setbacks and achieve goals
	The oral transmission of information or ideas		The ability to set clear, tangible goals and devise a robust route to achieving them
	The ability to find a solution to a situation or challenge		Supporting, encouraging and developing others to achieve a shared goal
	The use of imagination and generation of new ideas		Working co-operatively with others towards achieving a shared goal

Examples of Personal Qualities	
<ul style="list-style-type: none"> • Good Communicator • Independent • Team Player • Dynamic • Organised • Motivated • Problem Solving • Creative 	<ul style="list-style-type: none"> • Natural Leader • Literacy Skills • Confident • Interpersonal Skills • Excellent Time Management • Positive Attitude • Numeracy Skills

Careers Information Can Come From:	
1. School careers lessons	6. Professional trade journals
2. Websites including government websites	7. Work experience
3. Prospectuses and sector skills council	8. Parents and family members
4. Libraries	9. Radio and TV
5. Books and leaflets	10. Newspapers

What To Consider When Thinking About Your Future	
<ul style="list-style-type: none"> • It's YOUR future. You have to research, plan and build your own career, no-one else can do this for you. • The purpose of careers education and guidance is to encourage you to have realistically high aspirations • You should explore and assess your personal qualities, skills and interests so that you will be able to evaluate various careers and tailor a career path to suit you • There are lots of different people you can speak to about careers 	<ul style="list-style-type: none"> • You will develop knowledge, understanding, confidence and the skills to make informed choices • Set goals to give you focus • School careers education lessons are designed to help and support you plan for and achieve your career and life goals, so that you can have a successful future • It won't just happen, you need to be pro-active • Working hard from now builds habits when it comes to your future

Task 1: Personal Skills vs Personal Qualities

Make a list of three personal skills and three personal qualities

Personal Skills	Personal Qualities
1.	1.
2.	2.
3.	3.

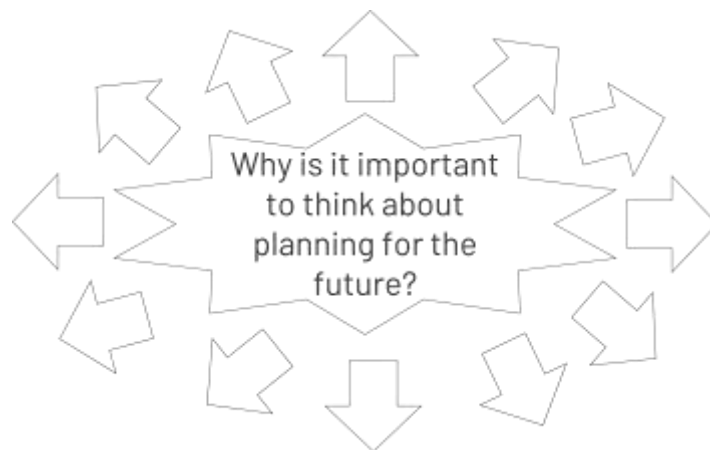
- If you could choose a skill that someone else has what would it be and why?

.....

- If you could choose a quality that someone else has what would it be and why?

.....

Task 1: Mind Map



Task 2: Your Dream Job

Around the boxes, answer the questions. Use the help on the screen if you are stuck.

1. When you were 5 or 6, what did you imagine or

2. Why do you want to be a

3. How are you going to achieve it?

7. When will you know if this is realistic?

At this moment my dream job is

4. Who can help you achieve it?

6. What factors will shape your career ideas?

5. What are going to be crucial transition times?
- Year
- Year

Task 1: Highlight the Email

Dear _____,

We wish to have a training workshop on “**Team Work**” (to address issues related to reluctance to team work) in the month of July 2014. Could you plz share the workshop outline & CV of trainer to proceed discussion. We wish to have it for our Managers & Above team of about 20-25 employees. Request you to plz share the program details & commercials ASAP. Plz doiscuss if need any info.

Rgds

Task 2: Match the Star Qualities with the Descriptions

Description		Quality
You are skilled when sharing information or ideas with others		Good communicator
You are able to work alone		Creative
You are able to work with other people easily		Literacy Skills
You are full of energy and ideas		Team Player
You are skilled at creating systems of organisation and preparing yourself		Problem Solving
You are always keen to get on and do things well		Natural Leader
You are able to quickly find ways of resolving any problems		Interpersonal Skills
Good at using your imagination to come up with new ideas		Dynamic
You find it easy to take charge and take on responsibilities		Independent

You are excellent at reading, writing and working with the written word.		Organised
You are sure of yourself, certain and assertive without being arrogant		Motivated
You enjoy and are skilled at meeting and getting on with other people.		Confident
You find it easy to work to deadlines and you always have tasks completed on time		Numeracy Skills
You are optimistic, cheerful and approach all tasks with a 'can do' positive manner		Positive Attitude
You are excellent at calculations and solving mathematical issues		Excellent Time Management

Write 4-star qualities from above and how you can prove you have those qualities

1.

2.

3.

4.
 ...

Task 1: Transition



Career Transition Points	What are the changes?	What can you do to make the transition more manageable?
Every New Academic Year		
Key Stage(KS) 3 to KS4		
KS4 to KS5 to 6 th Form, College or Apprenticeship		
KS5 to university, other higher education or apprenticeship		
KS5 to getting a job		

Task 1: Guess the Job

What are the similarities between boys and girls?

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What are the differences and why?

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What dream jobs do you think will appeal to boys and girls in 30 years time?

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Is your dream job different from the job you pretended to be when you were age 5 or 6?

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Do you think your dream job is achievable?

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When you are sitting your GCSEs, do you expect your dream job to still be an option?

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