

Lesson Element – Be able to plan to develop own skills or personal attributes

Unit 1 – Assess myself for work

Instructions and answers for teachers

These instructions should accompany the OCR resource ‘Be able to plan to develop own skills or personal attributes’ activity which supports OCR Awards and Certificates in Employability Skills Unit 1, Assess myself for work.

The screenshot shows a page from the OCR resource. At the top, there is the OCR logo and the text 'Oxford Cambridge and RSA'. Below this, the title 'Lesson Element – Be able to plan to develop own skills or personal attributes' is displayed, followed by 'Unit 1 – Assess myself for work'. The page then lists 'Task 1 – Ways of developing skills or personal attributes'. A paragraph explains that there are many different ways to develop skills and lists several examples: Punctuality, Calculation skills, Patience, ICT skills, Time keeping skills, and Team working skills. Below the list, there is a question: 'Can you think of ways that these skills could be developed?' and an instruction: 'In small groups, brainstorm ways of developing other skills or personal attributes and feed this back to the whole class.' At the bottom of the page, there is a table with two columns: 'Skill or personal attribute' and 'How it can be developed'. The table has six rows for data entry.

Skill or personal attribute	How it can be developed

Associated materials

Be able to plan to develop own skills or personal attributes – Lesson Element Learner Activity Sheets

Expected duration

Task 1 – 30 minutes

Task 2 – 50 minutes

Task 3 – 50 minutes

Task 1 – Ways of developing skills or personal attributes

Learners need to be introduced to the different ways that a person's skills or personal attributes could be developed.

Write the following skills and personal attributes on the whiteboard.

- Punctuality
- Calculation skills
- Patience
- ICT skills
- Time keeping skills
- Team working skills.

Ask the learners how these skills could be developed.

Learners' suggestions could include; a college course, getting involved in team sports, trying to be on time etc.

In small groups, learners can brainstorm ways of developing other skills or personal attributes and feed this back to the whole class.

Task 2 – Writing an action plan

Learners need to be introduced to personal action plans, including the reasons why these are useful.

Draw this action plan on the whiteboard. Discuss the different headings and ask the learners to suggest what might be written in the blank boxes.

Skill or personal attributes that need to be developed	Ways of developing each skill or personal attribute	Target date (month/year)
1.		
2.		
3.		

Possible suggestions could be:

Communication skills – to be developed by attending an English course.

Friendly – to be developed by socialising more with others.

Talk to the learners about the reasons why action plans are useful. Write these reasons on the whiteboard:

- To help people work towards their target
- To keep people on track
- To break big aims down into smaller steps.

The learners should be given the following scenario (with deliberate spelling errors) in order to complete a plan for Sam who needs to develop her skills for a job as a plumber. Learners can work in small groups to complete a plan for Sam.

Sam

I really want to be a plumber. I have loked on a website and it said that I wud need to have good social skills, good maths skills, good problem-solving skills and a good memory. I wud also need to be physically fit. I left skool a year ago. I got a grade F in my GCSE Maths course. I wasn't ready to go on a college course so I have spent most of my tyme at home watching TV.

Learners should identify the spelling errors in the scenario.

Task 3 – Writing my own action plan

Learners need to be introduced to completing action plans for themselves.

Write the following simple bulleted lists on the whiteboard to show the learners how a person could plan for their own personal action plan. Explain that the bullet points are ideas of ways that the skill or personal attribute could be developed.

Skill or personal attribute to develop - English skills

- English class
- BBC Skillswise website
- BBC bitesize website.

Skills or personal attribute to develop -Team working skills

- Join a sports team
- Join a drama group
- Work as a volunteer.

Learners should write down the skills or personal attributes that they need to develop and, using bulleted lists, plan ways to develop these.

Learners can then complete their own personal action plan using the template provided in their activity booklet.

While the learners are working, go around the class to offer ideas and support to individuals. A selection of completed action plans can be discussed with the class at the end of the session.



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