



Be able to plan the development of own specific skills or personal attributes for a chosen career

Unit 14 – Assess myself for a career

Instructions and answers for teachers

These instructions should accompany the OCR Lesson Element ‘Be able to plan the development of own specific skills or personal attributes for a chosen career’, which supports OCR Awards and Certificates in Employability Skills Unit 14 – Assess myself for a career.

Employability
Lesson Element

Be able to plan the development of own specific skills or personal attributes for a chosen career

Learner activity sheet

Unit 14 – Assess myself for a career

Task 1 – Developing specific skills or personal attributes for a career of own choice

There are many different ways that specific skills or personal attributes can be developed for a career of your choice.

This is a list of skills and personal attributes specific to a career in joinery.

- Attention to detail
- Organisational skills
- Measuring skills
- Team worker
- Physically fit
- Follow instructions
- Practical skills.

Can you suggest different ways that these specific skills or personal attributes could be developed?

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

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Associated files

Lesson Element Activity – ‘Be able to plan the development of own specific skills or personal attributes for a chosen career’

Expected duration

Task 1 – 30 minutes

Task 2 – 1 hour

Task 3 – 40 minutes



Task 1 – Developing specific skills or personal attributes for a career of own choice

Explain to the learners that there are many different ways that specific skills or personal attributes can be developed for a career choice.

Write the following list of skills and personal attributes (specific to a career in joinery) on the whiteboard:

- Attention to detail
- Organisational skills
- Measuring skills
- Team worker
- Physically fit
- Follow instructions
- Practical skills.

Ask the learners to suggest different ways that these specific skills or personal attributes could be developed.

Ask the learners to work in pairs to discuss their chosen careers and identify the different ways that the related specific skills or personal attributes could be developed. Ask them to write their ideas on post-it notes and to stick them on the whiteboard to be read out to the class.

Task 2 – Writing specific and measurable actions to develop specific skills or personal attributes for a career of own choice

Explain to the learners that ways of developing specific skills or personal attributes for a chosen career can be incorporated into an action plan. Discuss what also needs to be included in an action plan – e.g. action plan date, review date/s, target date/s etc.

Tell the learners that specific and measurable actions are needed in a good action plan.

Write the following definitions on the whiteboard:

Specific = well-defined and clear.

Measurable = quantifies progress (asks questions such as 'How much? How often?').

Talk about what each definition means.

Ask the learners to work in pairs to organise the following set of action cards into two categories 'Clear and measures progress' and 'Too general and no progress measures'.

Actions (to be cut into cards)

Now ask the learners to write their own specific and measurable actions to develop specific skills or personal attributes for their chosen career.



Action: Lose weight
I will eat three healthy meals every day with no snacking for two months to lose 7lbs in weight.



Action: Make more money
I will work harder to earn more money.



Action: Improve writing skills
I will practise writing more letters and emails.



Action: Improve team working skills
I will join a football team and play twice a week and ask the coach for feedback about my team skills after one month.



Action: Improve physical fitness
I will run four times a week for a longer time every week over an eight-week programme.



Action: Increase sales
I will buy more products for the shop and try to sell them all to our customers.



Action: Improve organisational skills
I will be more organised and stop doing things that waste time, such as playing games on my phone.



Action: Improve measuring skills
I will attend maths revision sessions once a week for ten weeks and pass my L1 exam in May.

Task 3 – Why is an action plan important for your own development?

Write the following task on the whiteboard:

TASK: Build a wall at the bottom of the garden before the end of the week

Ask the learners to help you write a short action plan on the whiteboard to achieve the task.

Answers may include:

- Measure length/height required – this afternoon
- Work out amount of bricks needed – tonight
- Buy bricks and equipment needed – tomorrow morning.

Ask the learners to work in pairs to discuss why an action plan like this is important. Ask the learners to feedback their reasons. Tell the learners that action plans are important for self-motivation, to check progress and to make sure that goals are achieved.

Get the learners to work again in pairs to write a letter to a friend to persuade them to develop an action plan that will help them achieve more in life. Encourage the learners to write using complex sentences and use correct verb-tense agreement.

Read some completed letters out to the class.

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