

## Post 16 Employability Programme

	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
<b>Topic</b>	Managing Personal Finance Level 2  Keeping Safe Level 1  Interview Skills Level 1  Conduct at Work Entry 3  Using the telephone and photo copier Entry 3	Managing Personal Finance Level 2  Keeping Safe Level 1  Interview Skills Level 1  Conduct at work Entry 3  Plan and make a Journey using public transport Entry 3	<i>Dealing with Challenges Level 2</i>  <i>Preparing for work level 1</i>  <i>Preparing and attend an Interview Entry 3</i>  Using the Internet Entry 3	Drug awareness Level 2  Introduction to Drug Awareness Level 1  Personal Finance Level 1  Personal Care & Hygiene Entry 3  Managing Social Relationships Entry 3	Effective skills and qualities and attitudes for learning and work Level 2  Improving practical skills and techniques level 2  Effective skills and qualities and attitudes for learning and work. Level 1  Customer service Experience Level 1	' Effective skills and qualities and attitudes for learning and work Level 2  Improving practical skills and techniques level 2  Effective skills and qualities and attitudes for learning and work. Level 1  Customer service Experience Level 1
<b>Assessment and Training</b>	CV workshop 1:1 Interviews Work Experience	CV workshop 1:1 Interviews Work Experience Travel Training	Interviews Work experience LCFC Employability programme	<i>Work Experience</i> <i>Travel Training</i>		