UNIT 1
Self-awareness

Allows pupils the space and time to consider their own attributes, to celebrate their positive skills, qualities and achievements to date and identify those areas which need improvement in order to maximise their opportunities for life after school.
Unit 1: Self-awareness (C1, C8, C9)

LEARNING INTENTIONS

By the end of this unit the pupils will have had the opportunity to:
- demonstrate an understanding of what skills and qualities are;
- list personal skills and qualities;
- identify hobbies and interests;
- recognise the skills and qualities needed for familiar jobs;
- match skills and qualities with job requirements.

SUGGESTED TEACHING & LEARNING ACTIVITIES

Teacher explains skills and qualities (skill is I can, quality is I am)

1. Each pupil identifies one skill they are good at and the teacher draws up a list on the board

2. Teacher expands on skills using Activity Sheet 1(a) Skills Cards

3. Using their own photograph on Activity Sheet 1(b) My Skills & Qualities each pupil identifies skills at which they are good

4. Each pupil identifies one quality they have and the teacher draws up a list on board

5. Teacher expands on qualities using Activity Sheet 1(c) Qualities Cards

6. Pupils add qualities to their own skills and qualities worksheet using Activity Sheet 1(b) My Skills & Qualities

7. Pupils bring in photographs or pictures of hobbies/interests. One hobby/interest is selected and the skills and qualities needed identified using Activity Sheet 1(d) Hobbies & Interests

SKILLS DEVELOPMENT OPPORTUNITIES

Managing Information

Self Management

RESOURCES

Activity Sheet 1(a) Skills Cards

Activity Sheet 1(b) My Skills & Qualities

Activity Sheet 1(c) Qualities Cards

Activity Sheet 1(d) Hobbies & Interests

continued overleaf
8. The teacher highlights the skills and qualities required for teaching using Activity Sheet 1(e) *Skills & Qualities (blank)*

Pupils identify the skills and qualities that school staff need to do their jobs using Activity Sheet 1(a) *Skills Cards* and Activity Sheet 1(c) *Qualities Cards* and using Activity Sheet 1(f) *Skills & Qualities of a Cook*, Activity Sheet 1(g) *Skills & Qualities of a Caretaker*, Activity Sheet 1(h) *Skills & Qualities of a Classroom Assistant*

9. Pupils identify skills and qualities required for each job using Activity Sheet 1(i) *Driver Advertisement*, Activity Sheet 1(j) *Waiter/Waitress Advertisement*, Activity Sheet 1(k) *Sales Assistant Advertisement*
### UNIT 1: SELF-AWARENESS
Activity Sheet 1(a): Skills Cards (1 of 5)

<table>
<thead>
<tr>
<th>I CAN...</th>
<th>Skill Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read signs and labels</td>
<td></td>
</tr>
<tr>
<td>Follow instructions</td>
<td></td>
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<tr>
<td>Give directions</td>
<td></td>
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<tr>
<td>Write neatly</td>
<td></td>
</tr>
<tr>
<td>Use ICT</td>
<td></td>
</tr>
<tr>
<td>Explain ideas</td>
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<tr>
<td>Speak to new people</td>
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<tr>
<td>Use the telephone</td>
<td></td>
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<tr>
<td>Count accurately</td>
<td></td>
</tr>
<tr>
<td>Skill Card</td>
<td>Skill Card</td>
</tr>
<tr>
<td>------------</td>
<td>------------</td>
</tr>
<tr>
<td>Listen to others</td>
<td>Work alone</td>
</tr>
<tr>
<td>Find information</td>
<td>Use a calculator</td>
</tr>
<tr>
<td>Make speeches</td>
<td>Tell the time</td>
</tr>
</tbody>
</table>
UNIT 1: SELF-AWARENESS
Activity Sheet 1(a): Skills Cards (3 of 5)

I CAN...
Plan how to do tasks

I CAN...
Organise others

I CAN...
Word process

I CAN...
Ask questions

I CAN...
Solve problems

I CAN...
Make decisions

I CAN...
Work with others

I CAN...
Work unsupervised

I CAN...
Get on well with people
UNIT 1: SELF-AWARENESS
Activity Sheet 1(a): Skills Cards (4 of 5)

I CAN...

Get up on time
SKILL CARD

Cope with emergencies
SKILL CARD

Lead a group
SKILL CARD

I CAN...

Complete tasks on time
SKILL CARD

Think quickly
SKILL CARD

Mend and fix things
SKILL CARD

I CAN...

Help others
SKILL CARD

Work safely
SKILL CARD

Read and understand instructions
SKILL CARD
UNIT 1: SELF-AWARENESS
Activity Sheet 1(a): Skills Cards (5 of 5)

I CAN...
Co-operate with others
SKILL CARD

I CAN...
Manage money
SKILL CARD

I CAN...
Design and make things
SKILL CARD

I CAN...
Speak another language
SKILL CARD

I CAN...
Take responsibility
SKILL CARD

I CAN...
Give advice
SKILL CARD

I CAN...

SKILL CARD

I CAN...

SKILL CARD

I CAN...

SKILL CARD
Identify skills and qualities that you think you have, and fill in the table below.

<table>
<thead>
<tr>
<th>Skills</th>
<th>Qualities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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</tbody>
</table>

Insert a picture of yourself
UNIT 1: SELF-AWARENESS
Activity Sheet 1(c): Qualities Cards (1 of 5)

- Sensitive
- Polite
- Punctual
- Patient
- Confident
- Practical
- Hardworking
- Honest
- Energetic
UNIT 1: SELF-AWARENESS
Activity Sheet 1(c): Qualities Cards (2 of 5)

I AM...
Sociable
QUALITY CARD

I AM...
Outgoing
QUALITY CARD

I AM...
Observant
QUALITY CARD

I AM...
Careful
QUALITY CARD

I AM...
Responsible
QUALITY CARD

I AM...
Logical
QUALITY CARD

I AM...
Creative
QUALITY CARD

I AM...
Enthusiastic
QUALITY CARD

I AM...
Co-operative
QUALITY CARD
### Activity Sheet 1(c): Qualities Cards (3 of 5)

<table>
<thead>
<tr>
<th>I AM...</th>
<th>QUALITY CARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependable</td>
<td><img src="image" alt="Dependable Card" /></td>
</tr>
<tr>
<td>Genuine</td>
<td><img src="image" alt="Genuine Card" /></td>
</tr>
<tr>
<td>Enquiring</td>
<td><img src="image" alt="Enquiring Card" /></td>
</tr>
<tr>
<td>Cautious</td>
<td><img src="image" alt="Cautious Card" /></td>
</tr>
<tr>
<td>Sensible</td>
<td><img src="image" alt="Sensible Card" /></td>
</tr>
<tr>
<td>Helpful</td>
<td><img src="image" alt="Helpful Card" /></td>
</tr>
<tr>
<td>Realistic</td>
<td><img src="image" alt="Realistic Card" /></td>
</tr>
<tr>
<td>Calm</td>
<td><img src="image" alt="Calm Card" /></td>
</tr>
<tr>
<td>Assertive</td>
<td><img src="image" alt="Assertive Card" /></td>
</tr>
</tbody>
</table>
UNIT 1: SELF-AWARENESS
Activity Sheet 1(c): Qualities Cards (4 of 5)

I AM...
Accurate
QUALITY CARD

I AM...
Curious
QUALITY CARD

I AM...
Resilient
QUALITY CARD

I AM...
Strong
QUALITY CARD

I AM...
Funny
QUALITY CARD

I AM...
Motivated
QUALITY CARD

I AM...
Musical
QUALITY CARD

I AM...
Artistic
QUALITY CARD

I AM...
Mechanical
QUALITY CARD

EDUCATION FOR EMPLOYABILITY
KEY STAGE 3 MLD
UNIT 1: SELF-AWARENESS
Activity Sheet 1(c): Qualities Cards (5 of 5)

I AM...
Persuasive

I AM...
Organised

I AM...
Tidy

I AM...
Adaptable

I AM...
Tolerant

I AM...
Considerate
My Hobby/Interest is...

Skills (I can)

Qualities (I am)
UNIT 1: SELF-AWARENESS
Activity Sheet 1(e): Skills & Qualities (blank)
UNIT 1: SELF-AWARENESS
Activity Sheet 1(g): Skills & Qualities of a Caretaker
UNIT 1: SELF-AWARENESS

Activity Sheet 1(h): Skills & Qualities of a Classroom Assistant
Require a **Driver**

This is a new company looking for a driver.

You need to be able to drive a lorry
- Be hard working
- Have a clean driving licence
- Be enthusiastic

For more information contact:

  J Miller  
  Manager  
  Palmer & McLane Ltd  
  111 Trench Road  
  Newland

**telephone 028 5555 5555**
A busy town centre café requires a school leaver who is keen and interested in working with the public.

You will need to be:

Tidy & presentable
Able to serve customers
Take money and give change
Follow instructions carefully

Training will be offered to the successful candidate:

Please apply to:

B McKee - Manager
Chatters, Mill Road, Duncrue.

Telephone 028 5555 5555
We require a

Sales Assistant

Successful candidates must be able to:

• Work as part of a team
• Deal appropriately with customers
• Handle money

No previous experience is required as full training will be given

If interested please telephone

Sarah 028 5555 5555
for an application form

Closing date for applications is April 15th 2008