UNIT 1
About Me and Work
LEARNING INTENTIONS

By the end of this unit the pupils will have had the opportunity to:

- review, list and record personal skills, qualities and achievements;
- match skills, qualities and achievements with specific jobs;
- identify opportunities for employment in relation to own skills, qualities and achievements; and
- understand the rights and responsibilities of employers and employees.

UNITS OF WORK FOR PUPILS WITH MODERATE LEARNING DIFFICULTIES (KS 4)

Unit 1: About Me and Work (W4, W5)

1. Each pupil produces their own ID Card using Activity Sheets 1(a)-(b) My ID Card and Teacher Briefing Sheet for My ID Card.

2. In small groups pupils discuss the skills and qualities of the four factitious students in Activity Sheets 1(d)-(g) Sample ID Card. Pupils suggest an appropriate job for each using Activity Sheet 1(c) Job Cards and complete Activity Sheet 1(h) Find the Best Job Match.

3. Using their own ID Cards pupils select those jobs that suit them best from the Job Cards.

4. Class discussion on rights and responsibilities of employer and employee using Activity Sheet 1(i) Rights and Responsibilities Cards. See Teacher Briefing Sheet for Rights and Responsibilities.

5. Using Activity Sheet 1(j) Rights and Responsibilities Scenarios pupils discuss and use role-play to highlight and select the rights and responsibilities of both the employer and employee using – Activity Sheet 1(i) Rights and Responsibilities Cards.

TEACHING AND LEARNING ACTIVITIES

THINKING SKILLS AND PERSONAL CAPABILITIES

RESOURCES

- Self Management
- Working with Others
- Self Management
- Thinking, Problem Solving and Decision Making

Teacher Briefing Sheet for My ID Card
Teacher Briefing Sheet for Rights and Responsibilities
Activity Sheet 1(a) My ID Card [Scale 1]
Activity Sheet 1(b) My ID Card [Scale 2]
Activity Sheet 1(c) Job Cards
Activity Sheet 1(d) Sample ID Card [Sue]
Activity Sheet 1(e) Sample ID Card [Matt]
Activity Sheet 1(f) Sample ID Card [Jackie]
Activity Sheet 1(g) Sample ID Card [Ben]
Activity Sheet 1(h) Find the Best Job Match
Activity Sheet 1(i) Rights and Responsibilities Cards
Activity Sheet 1(j) Rights and Responsibilities Scenarios
My ID Card

Two templates have been provided for this activity. Templates show A5 or A4 sized ID Cards.

The ID Card will be referred to again in Year 12. Teachers may wish to laminate the ID Cards to ensure they remain in good condition.
Rights and Responsibilities

Class discussion on ‘Rights and Responsibilities’ of the Employer and Employee.

Using the Rights and Responsibilities Cards, on sheet 1(i), pupils identify and sort the cards under the headings:

- ‘EMPLOYER RIGHTS AND RESPONSIBILITIES’
- ‘EMPLOYEE RIGHTS AND RESPONSIBILITIES’

Pupils act out the scenarios on sheet 1(j) and choose the relevant Rights and Responsibilities Cards.
UNIT 1: ABOUT ME AND WORK
Activity Sheet 1(a): My ID Card (Scale 1)
UNIT 1: ABOUT ME AND WORK
Activity Sheet 1(b): My ID Card (Scale 2)
Sales Assistant
- Likes working with people
- Polite, helpful and friendly
- Can take money and give change
- Must have patience
- Can sort out papers and arrange things for display

Classroom Assistant
- Likes helping people
- Likes reading and writing
- Must have patience
- Can keep calm in emergencies
- Can work as part of a team

Builder
- Likes practical work
- Likes working outdoors
- Can use tools carefully
- Can lift and carry heavy weights
- On their feet a lot of the time

Hotel Porter
- Likes working with people
- Can lift and carry heavy weights
- Polite, helpful and friendly
- Likes working shifts
- Likes working as part of a team
Office Junior
- Likes practical work
- Can use tools carefully
- Can clean and tidy up
- Can measure
- Can work on their own

Chef
- Likes practical work
- Can count and weigh ingredients
- Can work as part of a team
- Can follow instructions
- Can use tools carefully

Waiter
- Likes working with people
- Polite, helpful and friendly
- Can clean and tidy up
- Must have patience
- Likes working with food

Painter & Decorator
- Likes practical work
- Can use tools carefully
- Can clean and tidy up
- Can measure
- Can work on their own
NAME: Sue Hall

SCHOOL: Parkhill Secondary

AGE: 15

NAME: Sue Hall

SKILLS
- I can work in a team.
- I can help people.

QUALITIES
- I am patient.
- I am friendly.

FAVOURITE SUBJECTS
- English
- Home Economics

HOBIES & INTERESTS
- I like watching television.
- I am a member of a Drama club.
NAME Matt McKee
SCHOOL Lakeside Integrated
AGE 14

SKILLS
I can organise.
I can work in a team.

QUALITIES
I am well mannered.
I am friendly.

FAVOURITE SUBJECTS
Drama
ICT

HOBBIES & INTERESTS
Reading magazines
Going to Youth club
NAME: Jackie Young

SCHOOL: Mountainview College

AGE: 14

NAME: Jackie Young

Signature: Jackie Young

SKILLS:
- I can organise and sort
- I can work with others

QUALITIES:
- I am happy and helpful
- I am popular

FAVOURITE SUBJECTS:
- English
- ICT

HOBBIES & INTERESTS:
- I like playing computer games
- I have a paper round
NAME Ben Wright

SCHOOL Valley High

AGE 15

<table>
<thead>
<tr>
<th>SKILLS</th>
<th>QUALITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>I can work by myself.</td>
<td>I can make things.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FAVOURITE SUBJECTS</th>
<th>Hobbies &amp; Interests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art and Design</td>
<td>I am shy and quiet.</td>
</tr>
<tr>
<td></td>
<td>I am hardworking.</td>
</tr>
</tbody>
</table>

NAME Ben Wright

SIGNATURE

Ben Wright

Boxing Club.
I am a member of a
I am doing Duke of Edinburgh.

Ben Wright

Physical Education

Valley High

15

UNIT 1: ABOUT ME AND WORK
Activity Sheet 1(g): Sample ID Card (Ben)
<table>
<thead>
<tr>
<th></th>
<th>The Best Job</th>
<th>Why?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Matt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jackie</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ben</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

UNIT 1: ABOUT ME AND WORK
Activity Sheet 1(h): Find the Best Job Match
### Employer Rights and Responsibilities

- provide protective clothing
- provide safety goggles
- repair machinery
- provide signs e.g. fire exits
- provide a rest room or staff room
- provide toilets and a clean workplace
- provide time for breaks and lunch

### Employee Rights and Responsibilities

- wear protective clothing
- wear safety goggles
- report faults in machinery
- turn up for work on time
- let employer know when you are sick
- report accidents
- take correct time for breaks
Discuss and act out the scenarios below.

Using the Rights and Responsibilities Cards, pupils select those cards relevant to the scenario.

Jack works in a large factory that makes cars. He glues important parts together. He had been working for seven hours, without having a break. During this time he got glue in his eye. He did not have any safety goggles.

Linda has been working in a café for six months. She is a waitress and is responsible for bringing food and drink to customers. One day Linda was bringing soup to a customer, but dropped it on the way. She picked up the bowl and was about to clean up the mess, when another customer asked her for some milk. While Linda was getting the milk from the kitchen, her boss Jan slipped and fell on the floor.