



NOCN Skills for Employment, Training and Personal Development

Detailed Week-by-Week Curriculum Plan – Page 1 of 3

Post-16 | Entry Level 3 and Level 1 pathways

Week	Core curriculum focus	Entry Level 3 focus	Level 1 focus	Evidence / assessment
Week 1	Induction and starting points	Identify likes, dislikes, strengths and support needs	Complete initial employability self-assessment and identify career interests	Initial assessment, learner profile and target setting
Week 2	What does being work ready mean?	Recognise basic expectations: arriving, listening, trying and asking for help	Explain why reliability, attendance and attitude matter in work	Tutor observation and discussion record
Week 3	Strengths, skills and achievements	Identify things they are good at with prompts	Match personal strengths to possible job roles	Strengths audit and learner reflection
Week 4	Confidence and managing setbacks	Recognise situations where confidence is needed	Identify strategies for managing nerves, criticism and mistakes	Confidence action plan
Week 5	Attendance, punctuality and routines	Follow a simple weekly routine and identify the importance of being on time	Explain consequences of lateness and plan strategies for reliable attendance	Weekly punctuality tracker and scenario task
Week 6	Professional behaviour	Recognise respectful and disrespectful behaviour	Apply appropriate behaviour to workplace situations	Role-play observation record
Week 7	Communication with others	Practise greeting, listening and asking simple questions	Adapt communication for colleagues, customers and managers	Supported role-play and witness statement
Week 8	Teamwork and contribution	Take part in a shared task with support	Explain their role within a team and respond to feedback	Group-work observation and learner reflection
Week 9	What jobs are available?	Identify different job roles in familiar sectors	Explore job roles linked to personal interests and local sectors	Career-interest activity
Week 10	Exploring sectors	Explore catering, retail, construction, care, sport, beauty and administration	Compare two sectors and identify entry requirements	Sector fact file or short presentation
Week 11	Workplace rules and responsibilities	Recognise basic workplace rules	Explain why rules and responsibilities protect staff and customers	Workplace scenario task
Week 12	Equality, respect and inclusion	Identify kind, fair and unfair behaviour	Explain how inclusion and respect affect workplace culture	Discussion record and equality scenario
Week 13	Health, safety and personal presentation	Identify safe behaviour, hygiene and suitable clothing	Explain links between appearance, hygiene, safety and professional standards	Practical observation and photo evidence



Checkpoint

- **Week 8:** Progress review and route confirmation
- **End of Page 1 content:** autumn evidence should show work-readiness foundations and growing awareness of work and training pathways



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Week 14	Managing time and solving problems	Follow a simple timed task with support	Identify strategies for prioritising tasks and solving workplace problems	Timed group challenge
Week 15	Getting work ready: evidence consolidation	Review what helps someone be ready for work	Apply work-readiness skills to a realistic workplace scenario	Formal evidence for Getting Work Ready / Preparing for Work
Week 16	Review and catch-up week	Complete unfinished work with adult support	Improve evidence following tutor feedback	Portfolio review and progress meeting
Week 17	What is a job advert?	Identify the job title, employer and basic duties	Extract key requirements, hours, location and skills from a job advert	Annotated advert
Week 18	Understanding job requirements	Match simple skills to job roles	Compare personal skills against employer requirements	Skills-match activity
Week 19	Travel, shifts and practical choices	Identify how they could travel to a workplace	Consider travel time, shifts, cost and work-life factors	Travel-planning task
Week 20	Safe online job searching	Recognise safe and unsafe online choices	Identify reliable recruitment sites and potential online scams	Digital safety task
Week 21	What is a CV?	Identify what information belongs on a CV	Draft a basic CV including profile, skills, education and experience	First CV draft
Week 22	Personal statements and profiles	Complete structured sentence starters about themselves	Write and refine a short personal profile for a CV	Personal-profile evidence
Week 23	Application forms	Complete key personal information with support	Complete a model application form using appropriate language	Application-form task
Week 24	Preparing for interview	Identify what happens in an interview	Explain how preparation supports interview performance	Interview preparation checklist
Week 25	Common interview questions	Give simple verbal responses about themselves	Prepare structured answers about skills, strengths and experience	Interview question bank
Week 26	Body language and first impressions	Recognise positive body language	Demonstrate professional body language and appropriate communication	Tutor observation



Checkpoint

- Week 16: Mid-year portfolio review
- Week 23: CV and employability review



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Week 27	Mock interviews	Take part in a supported mock interview	Take part in a formal mock interview and respond to feedback	Interview observation record and feedback form
Week 28	Workplace communication	Practise a suitable greeting, message or request	Write a professional email, message or absence notification	Written or digital communication evidence
Week 29	Pay, payslips and money	Recognise that people work to earn money	Understand basic pay, deductions, budgeting and responsible spending	Payslip or budgeting activity
Week 30	Evidence review	Complete missing activities and discuss next steps	Refine CV, application and interview evidence independently	Formal evidence for Looking for Jobs / Job Seeking Skills
Week 31	Planning a workplace-style project	Follow a simple role within a group project	Contribute to a project plan, timeline and allocation of roles	Project planning sheet
Week 32	Roles and responsibilities	Identify their role in a practical task	Explain how their contribution affects team success	Tutor observation
Week 33	Customer service and communication	Respond appropriately to a customer or visitor	Adapt communication to meet customer needs	Role-play or practical observation
Week 34	Handling problems at work	Identify who to ask for help	Suggest and evaluate possible solutions to a workplace problem	Scenario-based task
Week 35	Working to a deadline	Complete a supported task within an agreed time	Prioritise tasks and reflect on time management	Timed practical activity
Week 36	Feedback and reflection	Identify something that went well and something to improve	Evaluate personal performance using feedback from others	Reflective evaluation
Week 37	Full portfolio and transition day	Organise evidence with adult support and identify next steps	Complete portfolio, CV and progression-plan checks more independently	Full portfolio review and internal assessment decisions
Week 38	Next steps after Compass	Identify one realistic next step	Produce a personal progression plan covering work, college, training or supported employment	Progression plan and careers discussion record
Week 39	Celebration and final review	Share a personal achievement and collect certificates	Present their personal journey, targets achieved and next steps	Final learner review and destination record



ASSESSMENT SCHEDULE

- **Week 30:** Unit completion review
- **Weeks 37–39:** Final portfolio review, progression planning and certification



DELIVERY NOTES

- 39 teaching weeks
- 90 minutes per week within the wider post-16 programme
- Evidence gathered through discussion, observation, written tasks, projects and reflection