

OUTSTANDING TEACHING, LEARNING AND ASSESSMENT TECHNICAL SKILLS NATIONAL PROGRAMME

Career Advantage Curriculum Mapping Tool

Created by: London South East Colleges

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Managed by



'The Career Advantage' Tracker - *Delivering real skills and knowledge for the real world!*

Course:

Level:
3

CAREER ADVANTAGE CURRICULUM MAP TOOL

The Career Advantage Curriculum Map - *Delivering real skills and knowledge for the real world!*

Course:

Level: 3

1	Task/Skill/Activity	Bronze	Silver	Gold	Opportunities for doing these activities	When:	Staff responsible:	Completion Date:
Employability	1a Applying for a Job	Produce a CV, a covering letter and an application	As before + a skills health check via NCS	as before + complete application portfolio				
	1b Working and/or Volunteering	Successfully complete an external work placement (36 hours)	Successfully complete an external work placement (72 hours)	Successfully complete an external work placement (108 hours)				
	1c Job Interviews	Successfully participate in a real internal interview	Successfully participate in an interview with an external agency	Successfully participate in an interview for an external job or university				
	1d Additional Professional Qualification	Complete an additional short qualification e.g. first aid	Complete two additional short qualifications related to your industry.	As before + a log of industry related CPD				
	1e Overall student attendance (limiting grade)	90-93%	94-96%	97-100%				

2		Task/Skill/Activity	Bronze	Silver	Gold	Opportunities for doing these activities	When:	Staff responsible:	Completion Date:
Enterprise Skills	2a	Business Ideas	Develop a product, service or idea, a	As before + pitch your idea to potential funders	As before + run business for 6 weeks				
	2b	Networking	Attend a job or education fair (external)	Attend a trade show/exhibition linked to your study	Attend a networking event				
	2c	Financial Management	Attend 2 financial workshops	Attend 3 financial workshops	Attend 4 or more financial workshops				
	2d	Enterprise Project		Participate in entrepreneurial or innovation initiative as a group	Participate in entrepreneurial or innovation initiative as an individual				
	2e	Competitions	Participate in a College competition	Participate in an external competition	Participate in a regional competition				

3		Task/Skill/Activity	Bronze	Silver	Gold	Opportunities for doing these activities	When:	Staff responsible:	Completion Date:
Social Skills	3a	Working in a team	Work in a team to produce a report	Work in a team to design and deliver a presentation	Work in a team to complete a project and present the outcomes				
	3b	Communication Skills	Participate in a formal meeting and produce an action plan identifying key responsibilities	Produce a survey, analyse results and write a succinct report based on the results	As before + develop recommendations based on the survey results				
	3c	Planning, running & engaging in event (e.g. enterprise event/showcase)	Plan an event. Develop an action plan for the event (individual contribution).	As before + promote the event (include a marketing plan)	As before + successfully run the event ensuring good standards of health & safety and have a back-up plan for unforeseen circumstances.				
	3d	Problem Solving	Participate in a role play scenario	Participate in a role play scenario and identify solutions and actions	As before + evaluate the solutions and make future recommendations.				

4	Task/Skill/Activity	Bronze	Silver	Gold	Opportunities for doing these activities	When:	Staff responsible:	Completion Date:
Digital Skills	4 a Use of Presentation Software for work/study	Timed presentation using text, images, audio/video and hyperlinks	As before+ using presenter notes.	As before but using alternative software (other than powerpoint e.g. Prezi, Sway).				
	4 b Use of Spreadsheet Software for work/study	Produce a table of information, format the table and the data and use sort function	As before + produce two different types of charts and graphs	As before + use at least 2 types of formulae functions (e.g. sum/average)				
	4 c Use of Word Processing Software for work/study	Use pre-set formatting (headings, bullet points, alignment) to layout a CV or report. Include hyperlinks.	Use of tables, shapes and smart art functions. Use page layout functions (orientation, printing options).	Use of table of content, referencing, bibliography and foot notes				
	4 d Use of Email for work/study	Write an email with a signature and attachments	As before + create a rule for incoming emails and create an out of office message	As before + manage workload use the calendar				
	4 e eResearch for work/study	Using Google Scholar to compile an academic essay	Using Athens to find online magazines. Use in course work.	Using a range of various eResources and referencing accurately. Include a bibliography				

CAREER ADVANTAGE BADGES



