

Curriculum overview for Careers options at Inclusion Hampshire
Breakdown for Entry Level 3, Level 1 and Level 2.

Entry Level 3	Level 1	Level 2
<p>Action Planning to Improve Performance</p> <p>Applying for Jobs and Courses</p> <p>Building Confidence and Self Esteem</p> <p>Dealing with Problems at Work</p> <p>Decision Making in the Work Place</p> <p>Follow Instructions in the Work Place</p> <p>Health and Safety Procedures in the Work Place</p> <p>Looking and Acting the Part in the Work Place</p> <p>Making Career Choices</p> <p>Travelling to and from Work</p> <p>Using Communication Skills in a Work Place</p> <p>Using ICT Skills in a Work Place</p> <p>Using Number Skills in a Work Place</p> <p>Using Reading Skills in a Work Place</p>	<p>Communication Skills in Preparing for Work</p> <p>Oral Presentation Skills</p> <p>Working as a Team</p> <p>Customer Care</p> <p>Dealing with Problems in daily life</p> <p>Financial Literacy: Budgeting and Money Management</p> <p>Health and Safety in a Practical Environment</p> <p>Planning and Reviewing Learning Recognising and Respecting Diversity in the Workplace</p> <p>Responsible Work Practice</p> <p>Undertaking an Enterprise Project</p> <p>Work Experience</p>	<p>Applying for Work</p> <p>Building and Managing Workplace Relationships</p> <p>Communication in the Workplace</p> <p>Developing Enterprise Skills</p> <p>Developing Meeting Skills</p> <p>Interview Skills</p> <p>Personal Money Management</p> <p>Personal Presentation in the Workplace</p> <p>Recognising Leadership Skills</p> <p>Recognising Prejudice and Discrimination</p> <p>Researching Employment Opportunities</p> <p>Responsible Work Practice Optional</p> <p>Rights and Responsibilities in the Workplace</p> <p>Self Development & reviewing own performance</p> <p>Solving Problems in the Workplace</p> <p>Teamwork Skills</p>

<p>Using Writing Skills in a Work Place</p> <p>Working with Others</p> <p>Managing Money</p> <p>Understanding a Pay Slip</p> <p>Preparing for and Taking Part in an Interview</p>		<p>Understanding Change in the Workplace</p> <p>Understanding Structures in the Workplace</p>
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