

## **Subject: Certificate of Personal Effectiveness**

Department Staff – Mrs K Bornman, Ms J Lyskawa, Miss T Matthews

Year 11 - Autumn Term 2010

### ***Contents: what you will study***

In the first half term you complete:

#### **Oral Presentation**

Work Related Learning and Enterprise B - Work Experience

In the second half term you work on the final assessed units:

#### **Communicating through Discussion**

#### **Working with Others**

You will carry out an Enterprise Project in a small group of three or four people.

### ***National Curriculum levels at which you will work***

You will be working at Level 1 (F grade) or Level 2 (B grade)

### ***Skills which you will develop this term:***

You will develop the ability

- to communicate effectively in a small group discussion,
- to listen to others and
- to work well in a group including carrying out individual responsibilities and offering support to other group members.

### ***Assessment: how you will be tested this term***

You will be assessed through

1. the successful completion of a group enterprise project and
2. the completion of group and individual evaluation of skills in working with others.

### ***Equipment which you will need for this terms work***

Pen, pencil, ruler, rubber, colouring pencils, glue, scissors, calculator, highlighter

### ***Key words which you will need to learn for this term's work***

Enterprise, Profit, Marketing, Business Plan, Accounts

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Year 11 - Spring Term 2011

***Contents: what you will study***

In the first half of the term you redraft your research and complete annotations to the other Units

In the second half of the term you complete a further two Modules

***National Curriculum levels at which you will work***

You will be working at Level 1 (F grade) or Level 2 (B grade)

***Skills which you will develop this term:***

You will develop the ability to work independently and to be well organised.

***Assessment: how you will be tested this term***

You will be assessed through the completion of two or three challenges of between five and ten hours.

***Equipment which you will need for this term's work***

Pen, pencil, ruler, rubber, colouring pencils, glue, scissors, calculator, highlighter

***Key words which you will need to learn for this term's work***

These are dependent on the individual challenges that you have chosen.

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Year 11 - Summer Term 2011

***Contents: what you will study***

You will organise your folder and complete your record book and assessment sheet ready for final moderation.

***National Curriculum levels at which you will work***

You will be working at Level 1 (F grade) or Level 2 (B grade)

***Skills which you will develop this term:***

You will further develop the ability to work independently and to be well organised.

***Assessment: how you will be tested this term***

You will be assessed through the External Moderation of the Portfolio of your work.

***Equipment which you will need for this terms work***

Pen, highlighter

***Key words which you will need to learn for this term's work***

Assessment Checklist, Record Book, Key Skills