

**Units:**

1. Team Building
2. Health & Safety
3. ICT
4. Self-advocacy
5. Employment
6. Financial Literacy
7. Health & Wellness
8. Preparing for Employment
9. Customer Service & Effective Communication Skills

Unit 1	Team Building	Teaching Time Frame
<b>Key topics:</b>	Interns will learn about roles and responsibilities at workplace, acquire skills to work as part of a team and understand appropriate behaviours to work with others.	
1. Communication at work	<ul style="list-style-type: none"> <li>- Personal needs</li> <li>- Wants</li> <li>- Questions</li> </ul>	Term 1
2. Understanding roles and responsibilities	<ul style="list-style-type: none"> <li>- Roles and responsibilities</li> <li>- My responsibilities</li> <li>- Perform my role as part of a team</li> </ul>	Term 1
3. Problem solving	<ul style="list-style-type: none"> <li>- What can I do if I have a problem</li> </ul>	Term 1

Unit 2	Health & Safety	Teaching Time Frame
<b>Key topics:</b>	Interns will understand the potential risks in the workplace, how to avoid them and will learn how to act in case of an emergency.	
1. Functional safety literacy	<ul style="list-style-type: none"> <li>- Reading signs and symbols</li> </ul>	Term 1

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<b>skills for the workplace</b>	- Identify workplace hazards	
<b>2. Safety Induction Training</b>	- Fire Safety - Moving and Handling - Infection Prevention - Health and Safety - Data Protection - Personal Safety Awareness	Term 1
<b>3. Preventive measures for the workplace</b>	- Protective equipment and clothing - Tidy workspace	Term 1
<b>4. Reporting emergencies</b>	- What to do if I see an accident - What to do if an accident happens to me	Term 1
<b>5. Pandemics</b>	- Actions to be taken in case of a pandemic	Term 1

<b>Unit 3</b>	<b>ICT</b>	<b>Teaching Time Frame</b>
<b>Key Points:</b>	Interns will demonstrate basic computer skills, create and reply emails, use Zoom to complete lessons and deliver a presentation, and demonstrate strategies to be safe online.	
<b>1. Computing Skills</b>	- Recognise devices - Microsoft Office - Researching	Term 1
<b>2. Emailing</b>	- Write and send emails - Reply emails	Term 1
<b>3. Zoom</b>	- Log in - Taking part in meetings - Complete a presentation on Zoom	Term 1
<b>4. Online Safety</b>	- Personal information - Social media	Term 1

<b>Unit 4</b>	<b>Self-Advocacy</b>	<b>Teaching Time Frame</b>
<b>Key Points:</b>	Interns will learn about their disabilities, how can they communicate/disclosure them in order to have a positive impact in their lives/work, experience strategies to stand up for	

	themselves and who to go to if something worries them so that they can advocate for them.	
<b>1. Understanding self-advocacy</b>	<ul style="list-style-type: none"> <li>- Demonstrate an awareness/understanding of disability in others</li> <li>- Demonstrate an awareness/understanding of my own disability</li> <li>- How understanding my own disability can my impact my life</li> </ul>	Term 2
<b>2. Disclosing</b>	<ul style="list-style-type: none"> <li>- Do I want to tell others?</li> <li>- Who can I tell so improve my life?</li> </ul>	Term 2
<b>3. Stand up for myself</b>	<ul style="list-style-type: none"> <li>- Strategies to communicate others and let them know about your strengths and needs</li> <li>- What I am good at?</li> <li>- What tasks might be harder due to my disability?</li> </ul>	Term 2
<b>4. People who support me</b>	<ul style="list-style-type: none"> <li>- Who I can go to if something worries me</li> </ul>	Term 2

Unit 5	Employment	Teaching Time Frame
<b>Key topics:</b>	Interns will demonstrate a positive attitude towards employment, manage their work schedule, learn how to communicate at work and understand all types of feedback.	
<b>1. Rules at work</b>	<ul style="list-style-type: none"> <li>- Understand the rules and be compliant</li> <li>- What to do if I can't follow some rules (adjustments)</li> <li>- Benefits and consequences</li> </ul>	Term 2
<b>2. Work Schedule</b>	<ul style="list-style-type: none"> <li>- Attendance and Timekeeping</li> <li>- Break times</li> <li>- How to use alarms / timer</li> </ul>	Term 2
<b>3. Communication at work</b>	<ul style="list-style-type: none"> <li>- Reporting to the right person</li> <li>- Effective channels of communication</li> <li>- What to do if I am running late</li> <li>- What to do if I can't go to work</li> </ul>	Term 2

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<b>4. Planning</b>	<ul style="list-style-type: none"> <li>- How to be efficient at work</li> <li>- Design your plan</li> </ul>	Term 2
<b>5. Feedback</b>	<ul style="list-style-type: none"> <li>- Positive feedback</li> <li>- Negative feedback</li> </ul>	Term 2
<b>6. Learning through working experience</b>	<ul style="list-style-type: none"> <li>- Preparation for work experience</li> <li>- Keeping record</li> <li>- Review your performance</li> </ul>	Term 2

Unit 6	Financial Literacy	Teaching Time Frame
<b>Key Points:</b>	Interns will develop financial management skills, understand the benefits of having a bank account, understand what is salary and wages, and create a personal budget.	
<b>1. Financial management skills</b>	<ul style="list-style-type: none"> <li>- Earning vs Spending</li> <li>- How to make purchases</li> <li>- How to save money</li> </ul>	Term 2
<b>2. Bank account</b>	<ul style="list-style-type: none"> <li>- Different types of banking services</li> <li>- Credit vs Debit</li> </ul>	Term 2
<b>3. Salary</b>	<ul style="list-style-type: none"> <li>- Interpret a paycheck</li> </ul>	Term 2
<b>4. Personal budget</b>	<ul style="list-style-type: none"> <li>- Cost of living</li> </ul>	Term 2

Unit 7	Health and Wellness	Teaching Time Frame
<b>Key topics:</b>	Interns will understand how staying healthy will improve their performance at work, demonstrate appropriate hygiene and appearance for the workplace, identify leisure activities and learn strategies for self-regulation.	
<b>1. My body needs movement</b>	<ul style="list-style-type: none"> <li>- Benefits of staying active</li> <li>- Participate in movement group sessions</li> </ul>	Term 3
<b>2. Hygiene at work</b>	<ul style="list-style-type: none"> <li>- Hygiene routines</li> <li>- Grooming</li> <li>- Clean uniform practice</li> </ul>	Term 3
<b>3. Leisure activities</b>	<ul style="list-style-type: none"> <li>- What I like to do</li> <li>- What activities can I do at home</li> </ul>	Term 3

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	<ul style="list-style-type: none"> <li>- What activities can I do in my local community</li> <li>- Planning</li> </ul>	
<b>4. Zones of Regulation</b>	<ul style="list-style-type: none"> <li>- Identifying emotions</li> <li>- Classifying emotions</li> <li>- Strategies for self-regulation</li> </ul>	Term 3

Unit 8	Finding Work	Teaching Time Frame
<b>Key Points:</b>	Interns will complete a draft CV, practice interview skills, take part in lessons about job searching and understand the importance of keeping an updated work portfolio.	
<b>1. CV</b>	<ul style="list-style-type: none"> <li>- Why using a CV</li> <li>- How to complete a CV</li> <li>- How to update a CV</li> </ul>	Term 3
<b>2. Job Search</b>	<ul style="list-style-type: none"> <li>- Factors to be considered when searching for a job</li> <li>- How to apply for a job</li> </ul>	Term 3
<b>3. Interview Skills</b>	<ul style="list-style-type: none"> <li>- Differences between good and bad interview practice</li> <li>- What to prepare for an interview</li> <li>- What to do if you don't know the answer</li> <li>- Review performance</li> </ul>	Term 3
<b>4. Work Portfolio</b>	<ul style="list-style-type: none"> <li>- What I need to include</li> <li>- Updating my work portfolio</li> </ul>	Term 3

Unit 9	Customer Service and Effective communication skills	Teaching Time Frame
<b>Key Points:</b>	Interns will demonstrate effective communication skills in the workplace, identify good and bad customer service, and understand the consequences of good and bad customer service.	
<b>1. Communication Methods</b>	<ul style="list-style-type: none"> <li>- How autism affects my method of communication</li> </ul>	Term 3

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	<ul style="list-style-type: none"> <li>- What methods I use to communicate best</li> <li>- What reasonable adjustments other people in my workplace will have to make in order to help me be the best communicator I can</li> </ul>	
<b>2. Communication with co-workers</b>	<ul style="list-style-type: none"> <li>- Introductions</li> <li>- Being professional</li> </ul>	Term 3
<b>3. Communication with customers</b>	<ul style="list-style-type: none"> <li>- Introductions</li> <li>- Being professional</li> </ul>	Term 3
<b>4. Body language</b>	<ul style="list-style-type: none"> <li>- Smiling</li> <li>- Eye Contact</li> </ul>	Term 3
<b>5. Customer service</b>	<ul style="list-style-type: none"> <li>- Good customer service</li> <li>- Bad customer service</li> <li>- Practice</li> </ul>	Term 3
<b>6. Consequences</b>	<ul style="list-style-type: none"> <li>- Consequences of good and bad customer service</li> </ul>	Term 3