

These functional skills ICT support materials have been developed by OCR in partnership with Guroo. They are free resources which provide innovative and engaging tasks for you to use with your learners when delivering OCR's Functional Skills qualifications.

The content takes the form of a functional challenge at Entry Level 3, Level 1 and Level 2. Each challenge contains three tasks which are supported by a video introduction, worksheets, solutions to the tasks, and a podcast. There is also a set of notes to support you in using the materials. You are free to use them in whatever way best suits your teaching practice and your learners, and we encourage you to be creative!

These materials represent a sample of the content that Guroo has already produced to support the delivery of functional skills across all three subjects and all levels. The Guroo learning materials are based around a series of real life problem solving tasks and challenges. They can be used to practice the understanding and mastery of functional skills in every important area across a range of familiar and unfamiliar contexts and scenarios.

Disclaimer

Please note that whilst every effort has been made to ensure accuracy of the content, this content is provided only as a resource for general information and teaching purposes, to be used at the direction of deliverers. OCR and Guroo do not endorse the content of the resources and neither OCR nor Guroo shall have any liability whatsoever for any losses, including losses for any misinterpretation or subsequent impact howsoever caused.

Worksheets

Introduction

Name:

Date:

In this challenge, you have been asked to prepare a presentation to support your application for a work experience placement. To have the best chance of success, you want your presentation to meet the needs of potential employers so you need to:

- find out what skills employers value.
- plan and create a presentation that supports your application.
- practise your presentation with your friends.

Once you have completed the challenge, practise your presentation with your friends so you feel confident about being able to give a presentation about yourself.

Equipment

It would be useful to have the following tools handy:

- a pen or pencil, a highlighter pen and an eraser
- access to appropriate generic ICT packages and the internet
- a dictionary

Learning

In this challenge, you will be covering the areas listed below:

Functional Skills Level 2 ICT

- Develop and present – evaluate the effectiveness of ICT tools and facilities at each stage of the task.
- Develop and present – apply a range of editing, formatting and layout techniques.
- Develop and present – organise and integrate information of different types.
- Find and select – use appropriate search techniques to locate and select relevant information.
- Find and select – select information from a variety of sources.
- Use ICT – to plan and analyse complex and multi-step tasks.
- Use ICT – select and use software to meet needs and solve complex problems.

Functional English Level 1

- Speaking and listening - present information clearly and in appropriate language.

Functional Maths Level 1

- Solve problems requiring calculation with common measures including money.
- Use simple formulae expressed in words for one and two step operations.
- Extract and interpret information from tables.



Glossary

Audience	The people you are speaking to or writing for.
Employability skills	What employers would like you to be able to do to have a good chance of being a success in a job.
CV	A summary of your qualifications, skills, experience and contact details.
Salary or wage	What you get paid. Salary normally refers to monthly pay; wages normally refers to weekly pay.
Source	Where you got your factual or statistical information from.
Letter of application	What you write to a potential employer highlighting your strengths and suitability for a particular job.



Task 1

Being successful in getting an interesting work experience placement means that you have to do some research before you can put together a letter of application or get a chance to do a presentation to a prospective employer. Many work experience placements are never advertised but are organised by students approaching employers directly.

Working collaboratively in a small group:

- think about a work experience placement that you would really like to do and might be available locally.
- identify what skills and qualities the employer is likely to want for that placement.
- find out what skills and qualities employers typically look for in new employees.

Task 1: Plan it – think about what you need to do, how you are going to do it and how you are going to check your answer



Part 1 – finding possible placements

Consider where placements are typically advertised:

- school careers notice board
- the local library and Connexions centre
- specific work experience websites

Think about other employers who might be willing to offer a placement, where will you find their details?

Part 1 – your notes and sources

Part 2 – skills and experience the employer is likely to need

Once you have found a possible placement, do some more research on what that placement is likely to entail so you know what employers are likely to be looking for in a work experience student.

The following ideas may help:

- the advertisement (if there is one) will often say what skills and experience are needed.
- the website of the company will often have more details about the sorts of people that the company employs.
- do you know anyone who does that job, or a similar job now that you could ask?
- ask your school careers adviser, they may know about previous work placements.

Part 2 – your notes and sources



Part 3 – qualities that employers typically value

Employers highly value certain qualities in their staff. These are often referred to as transferable skills and include skills such as positive attitude, enthusiasm, initiative, people and communication skills.

Do some research to find out which transferable skills are valued by employers.

The following ideas may help:

- major job sites such as www.totaljobs.co.uk, www.monster.co.uk, www.gumtree.co.uk will often have a help or advice section
- the website of major companies will often have more details about the type of person they value – look for terms like ethos and culture
- use a search engine

Part 3 – your notes and sources



Task 2

Use the research that you have done about transferable skills and qualities to create a presentation about yourself which highlights your transferable skills and qualities.

To create your presentation, use an ICT application. Your presentation should:

- have a consistent style throughout.
- use appropriate language that the audience will understand.
- make the most of your qualities and transferable skills.
- acknowledge all your sources.

Try to make your presentation about three to five minutes long which normally means using about three to five slides in your ICT application.

Task 2: Plan it – think about what you need to do, how you are going to do it and how you are going to check your answer

Task 2: What if?

1. What if your presentation has to be submitted online rather than being presented? How could you make sure that your presentation was the one that impressed?



Task 3

Get together with a small group of friends, two or three are ideal, to practise your presentation. You may feel a little bit self-conscious in talking about yourself but it is very valuable experience that will help you when you come to do it in real life.

Use the feedback section below to make notes about your friends' presentations to help them improve.

Task 3: Plan it – think about what you need to do, how you are going to do it and how you are going to check your answer



Task 3: Your feedback

Task 3: What if?

1. What if you are only allowed to make positive comments? How would your feedback be different?



Try this:

Imagine that you have been asked to prepare a presentation to support your application for a holiday job. What would you need to do?

