

Oak Specialist

# Independent Living

## Unit 5 - World of Work

Applying Learning



# Unit 5- World of Work

## Lesson 1 - The benefits of work

Why do we work? This lesson explores what's good about getting a job.

## Lesson 3 - Vocational profiling

What is a vocational profile and how can it help you?

## Lesson 5 - Getting a job

Where should you look for jobs?  
Understanding Interviews and reasonable adjustments.

## Lesson 2 - Different types of work

Not all jobs are the same. This lesson looks at understanding what a job family is and the different types of tasks that can be done.

## Lesson 4 - Routes into employment

What are the different ways to get a job.  
Which route is right for you?

## Lesson 6 - Workplace behaviour

How is work different to school or college?  
What rules are the same and what ones are different?



# Lesson 3 - Vocational profiling



## Teacher notes- Lesson 3

-Learning intention:

- To be able to identify personal qualities, interests and skills related to employment and record these in a Vocational Profile.
- Identify areas where more support will be required in the workplace.

*This lesson should draw upon the vocabulary and knowledge acquired in the 'Different types of work' lesson as well as the exploring of personal preferences, local circumstances, services and regional employment opportunities.*

**Resources needed:** Coloured pens or pencils and A4 sheets of paper.



World of Work

# Vocational profiling

Applying Learning



# Lesson Activity Stages

This lesson will be taught in 3 parts:

1. What is a vocational profile?
2. Starting a vocational profile
3. Matching a job to me.



# Part 1 - What is a vocational profile?

**Vocational Profile:** *A way of getting to know all the **important personal information** about someone before they get a job.*

Questions it will help with:

- *What jobs are a good match for me?*
- *What things do I need more help and support with?*

What it isn't:

- *A one time activity never to be repeated!*



# What is a vocational profile?

## Who is a vocational profile for?

The vocational profile is for three people or groups:

- You
- Employers
- The people who support you





# What is a vocational profile?

A vocational profile will contain:

- Personal details
- Interests, likes and dislikes
- Things that are important to me and support I may need
- My skills
- My experience of work
- Employment preferences



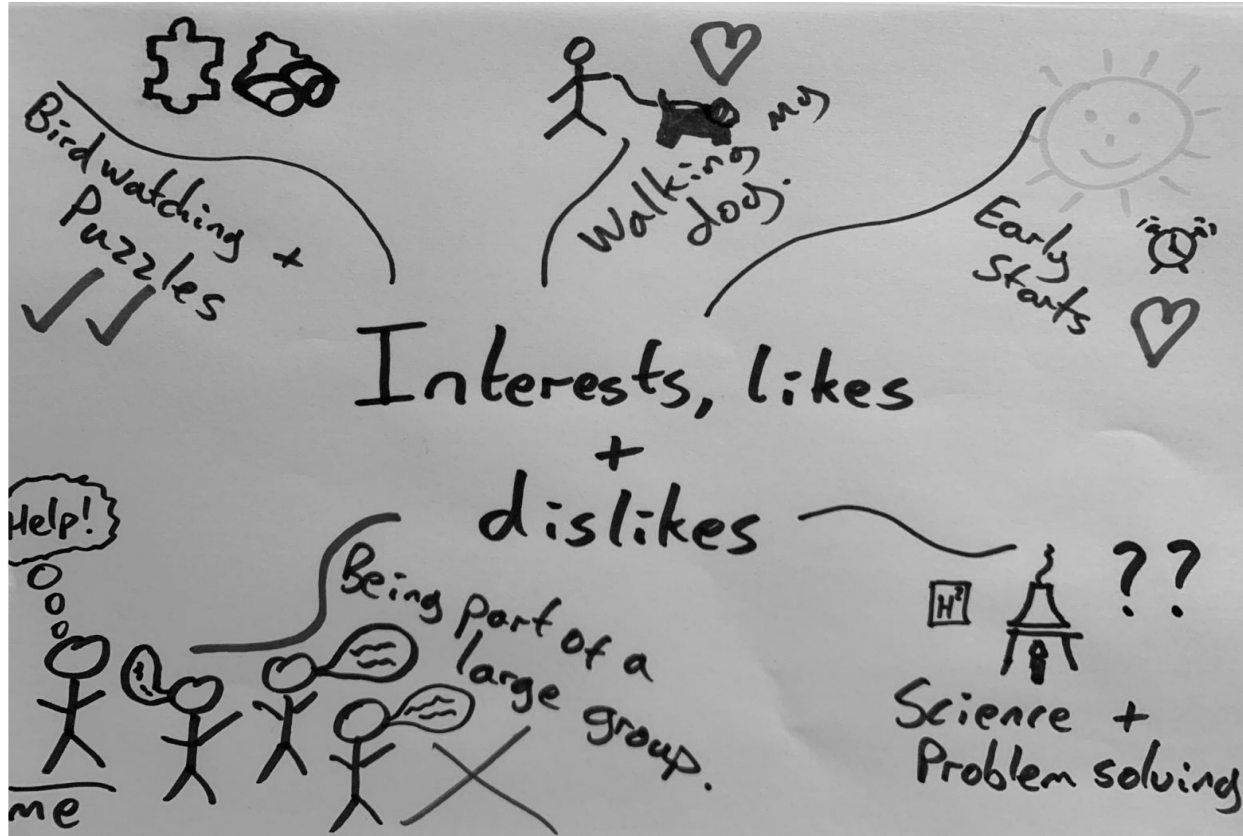
## Part 2: Starting a vocational profile

In this section we will look at the different types of information a vocational profile contains and provide examples of some of the types of answers people may give.

With your pen or pencil and paper write the heading of each slide. Then, write down or draw some of the information that you discuss around that word. Make it colourful and make sure it can be understood by you and others who read it.



# Starting a vocational profile - an example page



# Personal details 1

- Name
- Date of birth
- Address
- Email
- Phone number
- Education
- Qualifications and accreditation (if appropriate)
- Housing: who do you live with?
- Important people for you(Social worker, Parent, Carer)



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## Example

- Maurice #####
- 01.01.2000
- ####, Reading, RG30
- #####@gmail.com
- 07123456789
- Oak National Academy
- Functional Skills English Level 1
- I live with my parents and sister
- Social Worker Jeannette  
#####@reading.gov.uk



## Personal details 2

- Communication system
- My level of understanding
- Reading style
- Technology you feel comfortable using
- I learn best when...



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- Communication system
- My level of understanding
- Reading style
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### Example

- *I use a speech generating device and a communication book to communicate with unfamiliar people. When I am confident I will use my voice to talk to others.*
- *I can read simple sentences, but it helps my understanding if these can be supported with symbols of photos.*
- *I can use a mobile phone, tablet and laptop confidently.*
- *I learn best when information is broken down into small chunks and I have time to process the information before starting a task.*



# Interests, likes and dislikes

- Are you a morning person or is there another time in the day when you perform better?
- Do you have any hobbies?
- What do you do for leisure?
- What did/do you enjoy about school or college?
- What were/are your least favourite things about school or college?





# Interests, likes and dislikes

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## Example

- *I am good with early morning starts but usually I am tired by 4pm.*
- *I enjoy bird watching and completing puzzles.*
- *I like to run and walk with my dog to keep fit.*
- *At school I enjoy science and problem solving activities.*
- *I don't always feel confident when I have to complete activities as part of a large group.*



# Things that are important to me and support I may need

- Details of health conditions and medication (do you need support taking any medication during the day?)
- Would there be any things that might upset or challenge you significantly in a workplace environment?
- How would you like to be supported?
- Religious practices that need to be considered
- Dietary needs



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## Example

- *I take a medication to help me sleep that my sister reminds me to take at 8pm every day.*
- *I can struggle with sudden changes of people that give me instructions such as managers. I may freeze or walk away - i'm not being rude I just feel overwhelmed.*
- *When I am overwhelmed I feel safe knowing that there is a quiet place that I can go and practice my breathing exercises.*



# My skills - travel, money, time

- What transport can you use?
- Can you do this independently?
- Do you have a bank account?
- Are you able to plan how to spend or save your money or do you require support?
- Do you use cash, card, contactless, online banking?
- Can you read and understand the time (Digital and/or analogue)?
- Can you keep to a time or do you need help?



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## Example

- *I am independent at catching the bus from my house into town but feel less confident making trips to places I haven't been before. At school I am learning to take the train for short journeys.*
- *I use a contactless cash card with a pre set limit. I need my family for support with all aspects of understanding money.*
- *I can read the time on a digital clock but need help to schedule my day so that I am not late.*



# My experience of work

- Whilst at school or college did you do any work experience/volunteering/traineeship or a supported internship?
- Was this on site or off site?
- Have you had any experience of talking to a manager?
- Have you had experience at taking part in an interview?



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## Example

- *I have had work experience at Sainsbury's supermarket stocking the shelves (2hrs weekly for 6 weeks).*
- *I had to follow instructions from the floor supervisor and had help from my teaching assistant to do this.*
- *I volunteer in the holidays to collect donations for a local food bank.*
- *I have not had any interview practice and the idea of an interview makes me feel very worried.*



# Employment preferences

What are your preferences for:

- Hours
- Distance from home
- Self employed?
- Job family
- Task type





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## Example

- *When I am 21 I would like a full time job (30+ hours a week).*
- *I want to work somewhere where I only have to catch one bus from my house.*
- *I want to be busy at work and don't mind working physically hard.*
- *I enjoyed working in the stockroom at Sainsbury's as I didn't have to speak to customers. Something similar would be great.*



## Part 3 - Matching a job to me

Using the information you have recorded, have a think about what jobs might match your responses and your interests.

- Choose three possible jobs and research these for more information.

If using the internet, making calls or arranging an employer visit always seek the permission of a parent, carer or teacher.



# Independent Living

## World of Work

### Vocational Profiling

#### Make it easier

Stop at the personal details section.

Identify if more work and lived experience is required before continuing later to the vocational profile sections.

#### Make it harder

Encourage the student to expand on all their answers.

Ask them to give reasons for their choices.

#### More ideas

Transfer the information into your locally used vocational profile format.

Share the profile with a School or college Careers Leader, a Job Coach or Careers advisor.

Always come back to it and update the information.



# Further Learning with Oak National

Independent Living:

- World of Work: What jobs do I like? (Unit 5)
- World of Work: Different types of work (Unit 5)

External sources:

- Preparing for Adulthood website
- Local Authority 16-25 years old offer (put into a search engine the name of your council and 'local offer' '16-25')

