

My World of Work and SQA Employability Award SCQF Level 4 — G9CY 44

SQA and Skills Development Scotland have been working together to demonstrate how [My World of Work](#) could generate evidence that meets the **Assessment Standards of SQA Awards and Units**.

The [My World of Work](#) web service helps people explore their work, skills and learning opportunities, providing the help they need for the career they want.

This document outlines how the tools and component parts of [My World of Work](#) could generate evidence that meets the assessment standards for the SQA Employability Award SCQF level 4. Evidence generated in this way can be stored electronically or printed for folios. Each part of [My World of Work](#) contributes to this process.

Please note that this example is for SCQF Level 4 only.

Once evidence has been gathered via *My World of Work*, centres will have to check learners' work against the Assessment Standards for the SQA units. The examples provided here illustrate the type of activities and evidence that are likely to generate appropriate evidence.

All evidence must be subject to rigorous assessment procedures and internal verification. This will vary from centre to centre, depending on the projects undertaken.



Example of a programme using My World of Work to generate evidence for SQA Employability Award at SCQF level 4

Learners will write about and list their prior knowledge of work, employability and list their work experience.

Each learner will compile a folio of evidence relating to employability.

They will complete worksheets detailing how their past and present skills, qualities and employability history can assist or detract from their future employability.

Learners will visit the Job Centre with the career coach. They will also create an account on My World of Work.

Learners will complete the **About me** and **Strengths** tools to evaluate their skills and qualities. They will mind-map the results.

They will learn about completing CVs.

Their teacher will lead them through how to take part in an interview, and they will take the **Interview** on My World of Work.

They will visit the site regularly to appraise live job opportunities using the **Getting a Job Search** tool.

Learners will complement this work by researching jobs they are interested in using the **My career options** tool to provide background information. This will be further enhanced by watching relevant video clips from My World of Work.

Learners will research job descriptions and related aspects using the **My career options** tool.

They will complete the **About me** and **Strengths** tools to assist with analysing their own competences in relation to employment. Video clips from My World of Work will also help establish what is required for particular jobs.

Completing the **Interview** will also add to the learners' knowledge of employers' expectations.

Learners will begin by analysing their verbal and non-verbal communication. They will practise work-based scenarios using role-play and use worksheets to record their evidence.

In pairs, they will act out scenarios and video each other's responses.

They will complete the **Strengths** and **About me** tools to highlight their own skills and qualities, and use this as a starting point to improve upon. Watching video clips of employers will enhance this process, as will taking part in the **Interview**.

How My World of Work generates evidence

SQA Employability Award G9CY 44 SCQF Level 4								
Using My World of Work	Mandatory Units				Optional Units			
	F786 10 Preparing for Employment: First Steps		F787 10 Building Own Employability Skills		F788 10 Responsibilities of Employment		F789 10 Dealing with Work Situations	
	Task 1	Task 2	Task 1	Task 2	Task 1	Task 2	Task 1	Task 2
	Review your own past and present experience	Draw conclusions on how your past and present experience can help you enter the world of work	Find information about Suitable employment opportunities	Practise the skills needed to apply for a job	Identify how employers will expect you to behave at work and how they should treat you	Identify what might happen to you if you do not act in the way an employer expects	Know how to interact with others at work	Develop skills you will need to cope with situations you could meet at work
Compile folio of employability evidence	•	•						
Complete About me and Strengths	•	•					•	•
Use Getting a job search tool			•	•				
Use My career options tool and watch video clips			•	•				
Take the Interview					•	•		