

## SDS My World of Work and SQA Personal Development Award SCQF Level 4 — GF2K 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 Personal Development 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 Personal Development SCQF Level 4 — GF2K 44

### Personal Development: Self-Awareness H18X 44

For this unit, the class will complete a social enterprise project which will raise money for start-up capital in the third world.

The group will begin by analysing their strengths and completing a SWOT analysis. They will use **Strengths** as part of this process. Their report will be printed out and placed in their evidence folder. Learners will revisit this tool near the end of the unit to compare differences as a result of taking part in the project.

The video clips will be used to investigate and generate knowledge of entrepreneurship.

### Personal Development: Self and Work H18P 44

Learners will investigate the world of work in their school geographical area.

Learners will complete a CV using the **CV Builder** tool. They will then complete a survey of job vacancies using the **Getting a Job** search tool.

Learners will view video clips describing various jobs.

Group members will then conduct a **My Career options** search for a job sector of their choosing.

Learners will practise interview skills using the **Interview** tool.

All of this information can be stored in folios or electronically.

### Personal Development: Self in Community H18N 44

Learners can use **About me** and **Strengths** to outline their skill set and personal qualities prior to beginning any community project.

Learners will then embark upon developing a sensory garden for the school.

They will use the information they gathered to help with the planning of the garden, enlisting the help of people associated with this type of work. These jobs can be referenced to the **My Career options** facility.

### Personal Development: Practical Abilities H18W 44

This unit will run concurrently with the other three units in this award.

Learners will develop their use of ICT and apply it to their work:

- ◆ Using [Strengths](#) to outline their skills.
- ◆ Completing [About me](#) to map their personal qualities.
- ◆ Completing the [Interview](#) tool.
- ◆ Watching and handling <http://www.myworldofwork.co.uk/videos>.
- ◆ Building and storing CVs using the [CV builder](#) tool.
- ◆ Printing necessary evidence for their folio.
- ◆ Using and searching the [My career options](#) tool.
- ◆ Accessing and using the [Getting a job](#) search tool.

# SQA Personal Development Award SCQF Level 4

## Mandatory Units

### My World of Work

	H18X 44 Self-Awareness			H18P 44 Self and Work			H18N 44 Self in Community			H18W 46 Practical Abilities		
	Task 1	Task 2	Task 3	Task 1	Task 2	Task 3	Task 1	Task 2	Task 3	Task 1	Task 2	Task 3
	Prepare for a project to develop self-awareness	Carry out the project	Review knowledge of self	Prepare to develop task management skills within a vocational project	Carry out the project	Review their own task management skills	Prepare to develop interpersonal skills within a group project	Carry out the project	Review their own interpersonal skills	Prepare to develop practical abilities within a project(s)	Develop practical abilities	Review their own practical abilities used in a project(s)
Strengths	●	●	●	●	●	●				●	●	●
About me				●	●	●				●	●	●
Interview							●	●	●	●	●	●
CV builder							●	●	●	●	●	●
My career options				●	●	●	●	●	●	●	●	●
Getting a job search							●	●	●	●	●	●
Video clips	●	●	●									