

SDS My World of Work and SQA Personal Development Award SCQF Level 6 — GF2M 46

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 at SCQF level 6. 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 6 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 Award SCQF level 6 GF2M 46

Personal Development: Self Awareness H18X 46

This unit will be the first of four to be undertaken by members of the group.

Learners will begin by analysing their strengths in detail and will complete two comparison self-analysis tools, eg a SWOT analysis, force field analysis, a JOHARI window.

They will use the **Strengths** tool and **About Me** to contribute to this process. A 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.

Learners will undertake a group project to demonstrate their understanding of their own skills and qualities. At SCQF level 6, candidates will be expected to devise their own tasks / project outline.

Group project A – paired reading project

Group project B – running a breakfast club

Group project C – organising a prom

Group Project D – organising a buddying programme between S6 and S1 pupils

Personal Development: Self and Work H18P 46

Learners are expected to devise a vocational based project. One learner will volunteer at a local primary school. This voluntary work will also be double counted for the SQA Volunteering Award and the Duke of Edinburgh Award. Learners are expected to apply and be interviewed for the voluntary placement.

Learners will complete a CV using the **CV builder** tool. They will then investigate volunteering vacancies in the local area.

Learners will view the **volunteering section**, including the video describing volunteering.

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

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

Personal Development: Self in Community H18N 46

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

Learners will then set up and run a stall at the local community hall. They will be selling high-end craft products that they have made.

They will use the information they have gathered to assist with the planning of the stall, making the products as well as enlisting the help of people associated with this type of work. These jobs can be referenced to the *My Career Options* tool.

The learners will also use information found to outline the jobs in this project. eg sales, production, marketing etc. Video clips may assist with this process.

Personal Development: Practical Abilities H18W 46

The learners will become Ambassadors for the 'My World of Work' web service. They will be responsible for demonstrating the site to staff, pupils, parents and local communities. During these demos they will need to show what the site can offer and how to access it.

They will log the production of PowerPoint presentations, dates and times of demos, as well as the parts of the site demonstrated.

They will show: *Strengths, About me, My Career Options, Interview, About me, My Career Options, CV builder, Getting a Job* and video clips.

They will provide evidence of completing this project by videoing their performance and collating evaluations.

SQA Personal Development Award SCQF Level 6

Mandatory Units

My World of Work

	H18X 46 Self-Awareness			H18P 46 Self and Work			H18N 46 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 within job profiles				●	●	●	●	●	●	●	●	●