





Year 10: ASK Yourself!

Subject: Life Skills

Unit: Personal development - CV, Application letter, Interview technique

	Launching 1-2	Developing 3-4	Progressing 5-6	Mastering 7-9
 S kills				
Independence	I need to be able to work productively on my own.	With occasional help to focus I can work productively on my own.	I enjoy working independently, with good results. I make effective use of reflection time to improve my skills.	I am successful when working independently and enjoy setting myself challenging targets.
Literacy	I need to increase my awareness and use of literacy techniques.	With support I am becoming aware of literacy techniques that would support my learning.	I regularly use literacy techniques to underpin my learning.	I successfully use literacy techniques to underpin and further my learning.
 K nowledge				
CV & Letters of application	I need to understand what a CV is and what a letter of application involves.	I understand what a CV contains, and the purpose of writing a letter of application and can produce a basic template to improve upon.	I can write my own CV and application letter with confidence. I am aware of the need to fully prepare for interview questions.	I confidently produce a CV, a comprehensive application letter covering the required job criterion and have undertaken a successful interview.