

FOUNDATIONS OF WORKPLACE SUCCESS

LEARNING OUTCOMES

Unit One



Module One: The Power Within – Growing Your Mind, Skills & Emotions

By the end of this module, students will be able to:

- **Define** the concept of a growth mindset and its relevance to learning and work. *(Remembering)*
- **Explain** how mindset influences motivation, resilience, and success. *(Understanding)*
- **Identify** personal fears and challenges that may affect learning or workplace performance. *(Remembering)*
- **Describe** strategies for overcoming fear and self-doubt in learning and work contexts. *(Understanding)*
- **Explain** the purpose and value of feedback for personal and professional growth. *(Understanding)*
- **Apply** appropriate strategies for asking for and responding to feedback. *(Applying)*
- **Identify** behaviours and skills that can be learned through observing others. *(Remembering)*
- **Analyse** how role models and peer behaviours influence attitudes and actions. *(Analysing)*
- **Explain** the concept of emotional intelligence and its importance in the workplace. *(Understanding)*
- **Identify** the five principles of emotional intelligence. *(Remembering)*
- **Apply** emotional intelligence strategies to manage emotions in workplace-style scenarios. *(Applying)*
- **Demonstrate** respectful and emotionally aware responses in social and professional interactions. *(Applying)*
- **Reflect** on personal strengths and areas for growth related to mindset and emotional skills. *(Evaluating)*



Module Two: Exploring Your Future

By the end of this module, students will be able to:

- **Explain** how career pathways can change and evolve over time. (*Understanding*)
- **Describe** the concept of career adaptability and the ability to pivot. (*Understanding*)
- **Identify** personal interests, values, and skills relevant to future career choices. (*Remembering*)
- **Explain** how self-awareness supports informed career decision-making. (*Understanding*)
- **Describe** key career theories and their relevance to career planning. (*Understanding*)
- **Apply** career theory concepts to personal career exploration. (*Applying*)
- **Explore** a variety of career pathways and employment options. (*Understanding*)
- **Identify** employment resources available to support career development. (*Remembering*)
- **Explain** common barriers to learning and employment. (*Understanding*)
- **Identify** personal or external barriers that may impact career goals. (*Remembering*)
- **Analyse** how barriers can affect access to work and learning opportunities. (*Analysing*)
- **Apply** practical strategies to overcome barriers to employment. (*Applying*)
- **Reflect** on how future planning can improve career confidence and direction. (*Evaluating*)



Module Three: Building an Enterprising and Innovative Approach to Employment

By the end of this module, students will be able to:

- **Define** enterprising behaviour in the context of the workplace. (*Remembering*)
- **Identify** key enterprising characteristics valued by employers. (*Remembering*)
- **Explain** the concept of innovation and its role in the workplace. (*Understanding*)
- **Describe** how innovation supports business and career success. (*Understanding*)
- **Analyse** examples of enterprising behaviour in workplace scenarios. (*Analysing*)
- **Apply** innovative thinking to problem-solving situations. (*Applying*)
- **Explain** the relationship between innovation and adaptability. (*Understanding*)
- **Identify** opportunities to demonstrate initiative and creativity in work-related tasks. (*Remembering*)
- **Apply** enterprising behaviours to simulated employment contexts. (*Applying*)
- **Evaluate** how enterprising skills contribute to long-term employability. (*Evaluating*)



Module Four: Career Building

By the end of this module, students will be able to:

- **Define** career development as a lifelong process. (*Remembering*)
- **Explain** the stages and concepts of career development. (*Understanding*)
- **Identify** factors that influence career decisions over time. (*Remembering*)
- **Explain** how goals, skills, and opportunities shape career pathways. (*Understanding*)
- **Apply** career development concepts to personal planning. (*Applying*)
- **Develop** a basic career plan aligned with personal goals and interests. (*Creating*)
- **Identify** short-term and long-term career goals. (*Remembering*)
- **Reflect** on progress towards career readiness and future planning. (*Evaluating*)



Module Five: Understanding the Nature of Work

By the end of this module, students will be able to:

- **Define** the concept of work and its role in society. (*Remembering*)
- **Identify** different types of employment arrangements. (*Remembering*)
- **Describe** various work environments and industries. (*Understanding*)
- **Explain** how workplaces differ in structure and expectations. (*Understanding*)
- **Identify** examples of diversity in modern workplaces. (*Remembering*)
- **Explain** the importance of inclusion and respect at work. (*Understanding*)
- **Analyse** how workplace diversity can impact team performance. (*Analysing*)
- **Describe** factors that contribute to job satisfaction. (*Understanding*)
- **Evaluate** how personal values align with different types of work. (*Evaluating*)



Module Six: Essential Employability Skills for Workplace Success

By the end of this module, students will be able to:

- **Identify** key employability skills required for workplace success. (*Remembering*)
- **Explain** the importance of clear and effective communication. (*Understanding*)
- **Apply** strategies to create and deliver effective messages. (*Applying*)
- **Demonstrate** basic teamwork skills in group activities. (*Applying*)
- **Explain** the importance of planning and task management at work. (*Understanding*)
- **Apply** simple planning strategies to manage tasks effectively. (*Applying*)
- **Identify** steps involved in basic problem-solving processes. (*Remembering*)
- **Apply** questioning and exploration techniques to workplace problems. (*Applying*)
- **Analyse** information using basic critical thinking skills. (*Analysing*)
- **Identify** safe and responsible digital practices in workplace contexts. (*Remembering*)
- **Evaluate** the reliability of online information used for work-related tasks. (*Evaluating*)