

Module 4: I am ready!		Level: MLD/SEMH	
Unit 4A: What do I tell employers about myself?		Preparation for Adulthood: Employment	
Lesson 4A2: What to say on a great CV			
Objectives		Learning Outcomes	
<p>To learn about the key sections of a CV and understand the purpose of each section.</p> <p>To develop an understanding of the standard structure and format of a CV.</p> <p>To begin to practice identifying the type of information that should be included in each section of a CV.</p>		<p>Students will:</p> <p>Identify and describe the purpose of the main sections of a CV.</p> <p>Discuss the structure and format of a CV.</p> <p>Select and place relevant details in the appropriate sections of a CV template with support.</p>	
Activities		Resources	Assessment/Evidence
<p>Introduction: Start by discussing the concept of a CV in simple terms, explaining that it's a way to tell employers about themselves. Engage them with an icebreaker that allows them to share something positive about themselves, helping to build a positive atmosphere and preparing them for the task of self-reflection.</p> <p>CV Breakdown and Group Discussion: Introduce the different sections of a CV using a large, clear visual aid, such as a whiteboard or projector. Break down each section; Personal Information, Skills, Work Experience, and Education. Explain what kind of information goes into each section. Engage the class in a discussion about each section, asking them to think about what they could include in their CVs.</p> <p>CV Component Matching Game: Have CV templates prepared and printed. Divide students into small groups and give them all a CV template and a set of component cards. Ask students to match the cards to the appropriate sections on the template. Discuss each section as a class and explain the importance as to why it should be included.</p> <p>Draft CV Creation: Show students a digital template of a CV and ask them to start filling out the missing sections. Guide students through each section, explaining what information needs to be included. Encourage students to complete the CV independently and offer support and feedback when needed.</p> <p>Plenary: Gather students together and summarise the main elements of a good CV and why each is important. Allow students to share their CVs with the class and encourage positive feedback and support from peers. Ask students to list sections of a CV and explain what information goes into each section. Discuss what is needed to finish their CVs and how they can continue to work on them to improve.</p>		<p>Provided:</p> <ul style="list-style-type: none"> • Pathways and Options Poster • Jobs I Can Do cards • Job Families card <p>Material Needed:</p> <ul style="list-style-type: none"> • Large visual aids for CV sections • Blank CV templates with prompts • Markers, pens, and other creative materials for CV creation • Scripts or guidelines for role-playing interviews • Rewards or incentives for task completion 	<p>Suggested mediums:</p> <p>Evidence sheets: Photographs of students engaging in activities.</p> <p>Visual records: Of each CV draft.</p> <p>Observation notes: On student participation and engagement.</p> <p>Direct questions: Throughout the session with the use of prompts and pauses.</p> <p>Prompting Recall: Of knowledge through minimal verbal instruction and signs.</p> <p>Student planner: Lesson marked as introduced and dated.</p>
<p>Teacher Guidance Notes: This lesson aims to support students in understanding the sections of a CV and why they are important. The activities are structured to be engaging, with clear instructions and plenty of opportunities for positive reinforcement. The lesson aims to build confidence and self-awareness, encouraging students to recognise and articulate the key elements of a good CV. Provide plenty of support and encouragement throughout the activities, and be prepared to adapt the lesson as needed to meet the individual needs of each student. Use the interactive elements to keep students engaged, and focus on building their confidence in presenting their information in a structured and clear format.</p>			