

# CHOICES

## CPE (Certificate of Personal Effectiveness)

### Course Aims

To help you to develop and demonstrate a range of skills including oral presentation, problem solving and working with others.

### What you will study

Since September 2005, students engaging in the 'CPE experience' have had the opportunity to gain a GCSE equivalent certificate - The Certificate of Personal Effectiveness, or CPE.

CPE helps to develop important skills, particularly 'working with others', 'problem solving' and 'improving your own learning and performance'. In addition practicing ICT, number handling and communication skills are a vital part of the course. Evidence of the level of skills development and of research, oral presentation and participation in discussions are all assessed.

The course is particularly suited to students who find academic examinations difficult and prefer learning through more practical activities. There is an emphasis on transferable, practical, life skills, which help to develop confidence and enhance self-esteem.

### Course content includes:

- Action planning and reviewing of work
- Information handling in a variety of ways including: presenting information to a group, interviewing and developing interview techniques, obtaining information by writing letters and developing research skills
- Health and Safety Issues
- Independent Living
- Healthy Living
- Work and career based topics
- Discussion of moral issues
- Community projects
- First Aid Training

### The Facts

Subject	Time Allocation	Assessment	Access to grades
Certificate of Personal Effectiveness	Up to 3 lessons	There are no written examinations as the course is assessed through 100% coursework, which earns the students credits. When the student has achieved the required number of credits they will be entered at the appropriate level.	Students will be entered for appropriate level.

### Further study and future careers

The course provides a sound basis for many careers as it develops skills valued by employers such as team work and problem solving.

It is good preparation for Vocational courses in Post 16.

**For further information talk to  
Mrs C Pichler & Mrs S Timms**