

CEIAG Core Vocabulary

By the nature of the subject, CEIAG does not have a developmental vocabulary. This list identifies words which should be used to reinforce workplace language, and identifies some vocabulary that students will need to move on into further education, training and work.

List A: Work related vocabulary

Keyword	Meaning	All pupils	PS students
Application form	A form to complete when you want to get a job. It gives details of your qualifications and experience.		
Apprentice	You have a job that includes gaining recognised qualifications and essential skills whilst you are working and earning a wage.		
Benefits	Support from the Government for you if you cannot find a job or are too ill to work.		
Contractor	A person who agrees to do a certain job for a period for a set fee.		
Curriculum Vitae (CV)	A document which tells people what qualifications and experience you have.		
Discrimination	The unjust or prejudicial treatment of different categories of people, especially on the groups of race, age, sex or religion.		
Employee	A person who works for another person or for a company for wages or a salary.		
Employment Sectors	The areas into which the workforce is divided. E.g. many creative people work in the arts sector. People who like cooking may work in the hospitality sector.		
Employer	A person or company that has people who do work for wages or a salary. A person or company that has employees.		
Flexitime	A system in which employees are required to work a certain number of hours but are allowed to choose their own times for starting and finishing work.		
Full Time	Working the full number of hours considered normal or standard. Normally 35 or more per week.		
Gender Identity	A persons perception of having a particular gender which may or may not correspond with their birth sex. You may be asked this on an application form.		
Intern	A student or recent graduate who works for a period of time at a job in order to get experience.		
Labour Market Information (LMI)	Information on the number of people employed or unemployed, unemployment rates, average wages, population, income, occupational projections etc.		
Lifestyle	Someone's way of living: the things that a person or particular group of people usually do.		
Maternity Leave	The period of time off officially allocated for a person who has given birth. (can also apply to parents of adopted children).		

Mental Wellbeing	A state of well-being in which every individual realised his or her own potential, can cope with the normal stresses of life, can work productively and be able to make a contribution to his/her community.		
Occupation	The work that a person does: a person's job or profession.		
Overtime	Time spent working at your job that is in addition to your normal working hours.		
Part-time job	Working or involving fewer hours than is considered normal or standard.		
Pension	Money which is taken from your wages to save for when you retire.		
Period of Notice	To be given notice – to be told you have x amount of time before your job ends.		
Profession	A type of job that requires special education, training or skills.		
Promotion	The act of moving someone to a higher or more important position or rank in the organisation.		
Redundant	Dismissed from a job because you are no longer needed.		
Resign	Inform your employer that you intend to leave.		
Salary	An amount of money that an employee is paid each year.		
Self-employed	Working for oneself, often for several companies at a time, rather than for an employer.		
Shiftwork	A type of work schedule in which groups of workers rotate through set periods throughout the day.		
Stress	A state of mental or emotional strain resulting from adverse or demanding circumstances.		
Strike	A period of time when workers stop work in order to force an employer to agree to their demands.		
Unemployed	To be without a job.		
Wage	Very similar to salary: an amount of money that a worker is paid based on the number of hours, days, etc that are worked.		
Job specific language	Eg Nurse, policeman, gardener, carer		

List B: Skills and Attributes

Keyword	Meaning	All pupils	PS students
Ambitious	Desire and determination to succeed		
Articulate	The ability to speak fluently and coherently		
Assertive	Behaving confidently and feeling able to say what you want or believe		
Budgeting	Calculating how much money must be earned or saved and planning how to spend it.		
Calm	The ability to manage your emotions under pressure.		
Caring	Kind and giving emotional support to others.		
Collaboration	Working with someone to produce something.		
Commitment	Willingness to give your time and energy to something.		
Communication	The ability to convey or share ideas and feelings effectively (verbal, written and nonverbal)		
Compassion	Showing someone kindness, care or sympathy.		
Competitive	Strong desire to be more successful than others.		
Comprehension	The ability to understand something		
Compromise	The ability to reach an agreement with someone where there was a difference in opinion.		
Concentration	The action or power of focusing your attention.		
Confidence	Feeling of self-assurance and appreciation of your own abilities or qualities.		
Considerate	Being kind and helpful		
Cooperative	Working with others towards a common purpose or benefit.		
Creative	The ability to produce original and unusual ideas, or to make something new or imaginative.		
Curiosity	A strong desire to know or learn something.		
Dedication	The willingness to give a lot of time and energy to something.		
Dependable	Always acting consistently and sensibly		
Determination	Not letting anything stop you achieving something		
Diplomacy	The skill of dealing with people without offending or upsetting them.		
Drive	Having energy and determination		
Empathy	The ability to share another person's feelings and emotions as if they were your own.		
Encouraging	Giving people hope or confidence		
Energy	Having strength and vitality for sustained physical or mental activity.		
Enthusiastic	Having or showing intense and eager enjoyment, interest or approval		
Entrepreneurial	Someone who makes money by starting their own business, especially when this involves seeing a new opportunity and taking risks.		
Ethical	Believing in things that are morally good or correct.		
Fair	Treating someone in a way that is right or reasonable.		

Flexible	Able to change or be changed easily according to the situation.		
Growth mindset	Having the belief that you can improve intelligence, ability and performance.		
Helpful	Helping others in some way by giving support, advice or information		
Honest	Telling the truth and not deceiving people		
Imaginative	Good at thinking of new, original, and clever ideas.		
Inclusive	Including many different types of people and treating them all fairly and equally		
Independent	Not influenced or controlled by other people, events, or things.		
Initiative	The ability to use your own judgement to make decisions without asking another person's advice.		
Innovative	Using new methods or ideas		
Inquisitive	Wanting to discover as much as you can about things.		
Inspiring	Encouraging, or making people feel they want to do something.		
Integrity	Honest and firm in your moral principles		
IT skills	The skills needed to use the primary functions of ICT to retrieve, assess, store, produce, present and exchange information.		
Kind	Having a friendly and generous nature		
Leadership	The ability to lead or guide other individuals and teams.		
Listening	Giving attention to something or to a person who is speaking		
Literacy	The skills needed for reading and writing		
Logical	Using reason to construct an argument		
Loyal	Remaining firm in a friendship or support for a person or thing		
Memory	The ability to remember information, experiences and people		
Multitasking	Doing more than one thing at the same time		
Negotiation	The process of discussing something with someone in order to reach an agreement with them		
Observant	Quick to notice or perceive things		
Passionate	Having or showing strong feelings or beliefs		
Patient	The ability to wait, or to continue doing something despite difficulties.		
Planning	The process of deciding in detail how to do something before you actually start to do it		
Practical	Ability to provide effective solutions to problems especially by the practical application of something rather than with theory and ideas		
Presentation	Feeling comfortable speaking to a group of people		
Proactive	Acting in a way that is intended to cause change, rather than just reacting to change.		

Problem Solving	The ability to find solutions to difficult or complex issues		
Productive	Producing or doing a lot for the amount of resources used.		
Professional	Connecting with trained and skilled people in a serious manner		
Reflective	Anility to reflect on your own actions and engage in a process of continuous learning		
Reliable	Can be trusted or believed		
Research	Investigate systematically		
Resilient	Capacity to recover quickly from difficulties		
Respectful	Showing politeness, honour or admiration to someone or something		
Responsible	Having good judgement and the ability to act correctly and make decisions on your own		
Sociable	Friendly and enjoy talking to other people		
Speaking	The oral transmission of information or ideas.		
Strategic	Systematic process of envisioning a desired future and planning a sequence of steps to achieve it		
Stamina	The ability to sustain prolonged physical or mental effort.		
Supportive	Providing encouragement or emotional help to others		
Thorough	Being detailed and careful		
Trustworthy	Able to be relied on as honest or truthful		
Tolerant	Willingness to accept behaviour and beliefs that are different to you won.		
Socially appropriate language	Eg please, thank you, you're welcome.		

List C Post 16 Pathways Terms

Keyword	Meaning	All pupils	PS students
Pre-Entry Level	Qualifications and activities which broaden experience but have no qualification attached. ASDAN Transition Challenge		
Entry Level (1, 2, 3)	Pre-GCSE Level Qualifications.		
Level 1	Low level GCSE equivalent – 1 - 4		
Level 2	High level GCSE equivalent – 5 - 9		
Level 3	A Level / BTEC Equivalent		
Applied Qualifications	Qualifications that prepare you for further study by combining academic learning with practical skills to give you a broad view of working in a sector (L3)		
Apprenticeships	An official agreement between an employer and an apprentice which sets out the terms of agreement between the 2 parties.		
T Levels	A technical study programme, equivalent to 3 A levels with an industry placement that makes up 20% pf the course T levels are designed to give you the skills that employers need. (L3)		

Technical / Vocational Qualifications	Qualifications which teach you how to do tasks specifically related to the industry and role you want to be in (L1+)		
Traineeship	A work focused study programme that prepares you for an apprenticeship or work. (Level not applicable)		
Supported Internship	Supported Internships are work-based learning placements within mainstream employment settings. The aim is to secure a job at the end of the placement. Placements should last over 6 months and normally would be at least 20 hours per week. You will be supported by a job coach.		
Adult Services	Adult care is support for anyone over the age of 18 who has additional needs and requires assistance with their physical and mental health, helping them to continue activities of daily living. They will usually have a medical condition or physical disability, which means that they require support with some or all aspects of their lives. The aim of adult social care is to enable someone to live as independently as possible, with assistance as and when they require.		