

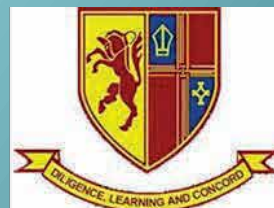
East Riding Collaborative

Employability Skills Passport

Name:

School:

Helping you achieve the best for your
future wherever it may take you.



Employability skills



Employability skills can be defined as the **transferable skills** needed by an individual to make them 'employable'.

Employability depends on your knowledge, skills, attributes and attitudes, how you use those assets, and how you present them to employers.

The following have been defined by the CBI (Confederation of British Industry) as **employability skills** that employers are looking for, in addition to high levels of formal academic achievement:

- **Self-management**
 - ✓ Professionalism
 - ✓ Resilience
 - ✓ Time management
- **Teamwork**
 - ✓ Collaboration
 - ✓ Goal setting
 - ✓ Reliability, trust & respect
- **Business and customer awareness**
 - ✓ Big picture of business
 - ✓ Customer care
 - ✓ Cultures, values & beliefs
- **Problem solving**
 - ✓ Logical & systematic approach
 - ✓ Reasoning
 - ✓ Decisiveness
- **Communication and literacy**
 - ✓ Speaking & listening
 - ✓ Reading
 - ✓ Writing
- **Application of number**
 - ✓ Good numeracy skills in workplace settings
 - ✓ Practical applications
 - ✓ Budgeting & finance
- **Application of digital technologies**
 - ✓ Safeguarding, security & IT Management
 - ✓ Awareness of the digital age & its use in different sectors
 - ✓ Application of ICT

There is an additional “unwritten skill” that you need to be able to demonstrate, the skill of presenting and promoting yourself well in interview.

The East Riding Collaborative Employability Skills Passport

Information for Young People

Within your study programme at school, you will have the opportunity to participate in a range of activities that will help you develop and gain the employability skills employers are looking for. The first half of this booklet provides a framework for identifying and recording the employability skills you have developed and how you have demonstrated them. In time this will support you in making your next steps towards securing employment.

The second half of this booklet provides some practical advice about the key steps to finding employment, and highlights how your passport will be useful to you and any future employer.

Remember all young people must stay in education or training until they are 18, this means that after Year 11 your choices are:-

- Study full-time at sixth form or college or with a training provider (further education)
- Start an apprenticeship or traineeship
- Employment with training
- Work or volunteer full-time with part-time study or training

The information and Employability Skills Passport will be useful whichever pathway you choose at the end of year 11, whether you are looking for a full time job/ apprenticeship or traineeship, a part-time or casual job to support you whilst you are studying full time or volunteering.

For more information about all your options at the end of Year 11 and Year 13, or to search for local opportunities, visit the local Hull and East Riding Prospectus www.logonmoveon.co.uk



The East Riding Collaborative Employability Skills Passport

A group of East Riding secondary schools has worked together to develop this passport framework in consultation with local employers. The shared aim is to improve the employability skills and ultimate success of young people from the East Riding of Yorkshire.

In 2018 each school will have their passport and supporting framework validated by the Humber Local Enterprise Partnership (LEP).

Information for Employers

This Passport provides a framework to enable young people to understand more about the key skills that employers are looking for. Completing the passport requires them to reflect on their existing experiences both inside and outside of school, and the relevant transferable skills they already have. It highlights where they have 'gaps' so they can seek out opportunities to develop these skills.

Young people need to be able to evidence and present how they have achieved all seven of the key skills in the passport to achieve the final award.

The Employability Skills Passport provides a framework to support the work employers do in schools, helping young people to make informed career choices, developing and demonstrating these key skills, and preparing them for the 'world of work'.

Additionally, when it comes to recruitment, achievement of the passport will indicate that a candidate has evidenced the skills, has an understanding of their application in the work place including employer expectations, and will be able to discuss examples at an interview.

“Cranswick are proud to support local educational establishments to develop our next generation. The Employability Skills Passport is a fantastic opportunity for young students to develop, demonstrate and introduce themselves and their abilities into the world of work.”



Employability Skills Passport Final Award

	KS 4	KS 5
Self-management		
Teamwork		
Business and customer awareness		
Problem solving		
Communication and literacy		
Application of number		
Application of digital technologies		
Completed passport awarded by		
Date completed		

Show how you have developed your Employability Skills

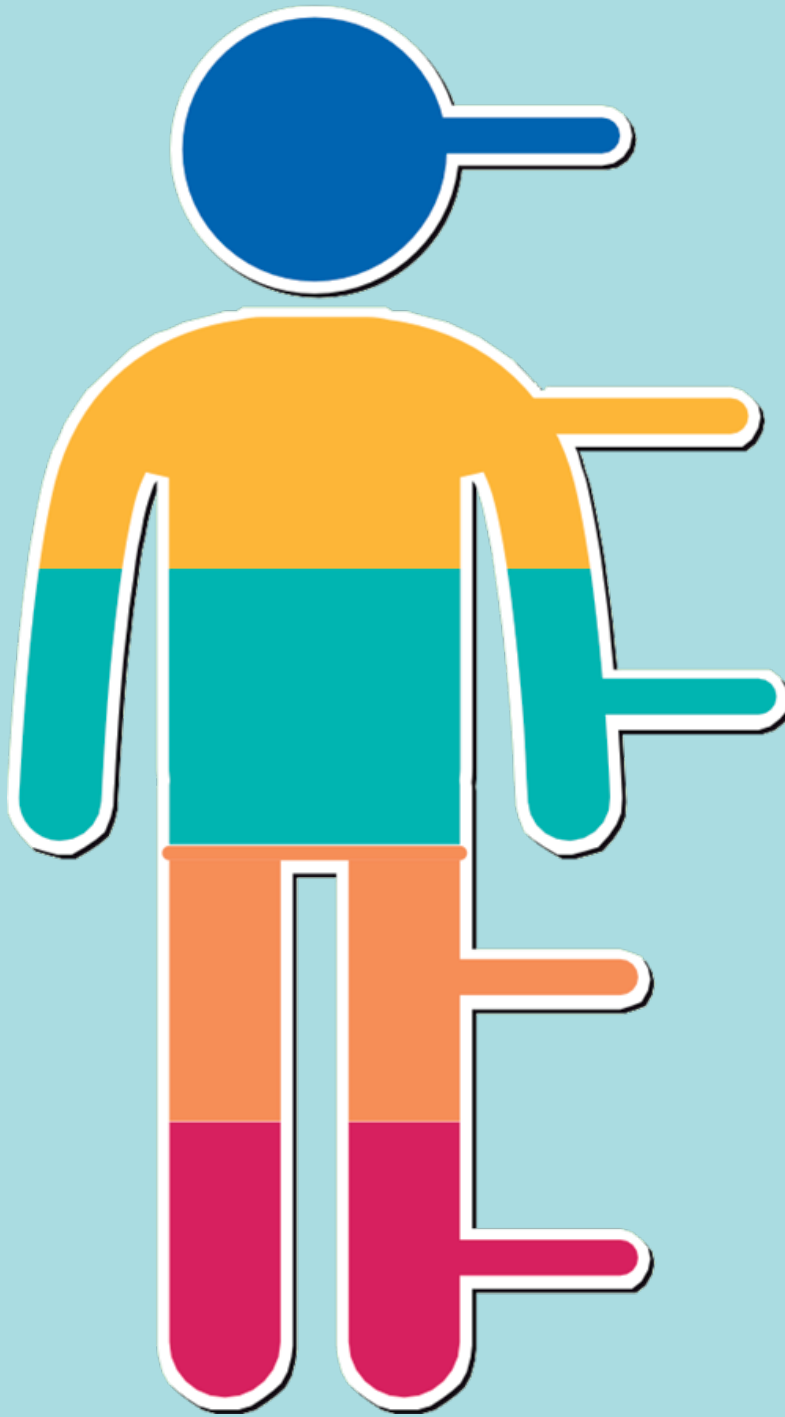
There are 7 Employability Skills which are made up of a number of different competencies. Each skill requires you to demonstrate reflective practice and that you are able to identify your own skills and present them to others. Once you have satisfactorily demonstrated all sub skills within each strand, you will receive a completed stamp on the final award table on the previous page, and on completion of all the skills you will be awarded with your Employability Skills Passport

Employability Skills	Examples	KS 4	KS 5
Self-management <ul style="list-style-type: none"> • Time management • Professionalism • Resilience 	Student Attendance Level Course Deadlines met Work experience Homework Assignments Part-time jobs		
Teamwork <ul style="list-style-type: none"> • Collaboration • Goal setting • Reliability, trust & respect 	Classroom Projects Extra-Curricular clubs Student Ambassador School Performances Rock Challenge Peer Mentor Sports Leadership award Team Captain Sports team School band		
Business and Customer Awareness <ul style="list-style-type: none"> • Big picture of business • Customer Care • Culture, values & beliefs 	Classroom Projects in: PSHE Geography Business ICT Building Skills Workshops Work Experience		

<p>Problem-solving</p> <ul style="list-style-type: none"> • Logical & systematic approach • Reasoning • Decisiveness 	<p>Classroom Projects Student Ambassador Lifestyle Rock Challenge Peer Mentor Sports Leadership Award House Captain</p>		
<p>Communication and literacy</p> <ul style="list-style-type: none"> • Speaking & listening • Reading • Writing 	<p>English Grade Coursework Grade Work experience</p>		
<p>Application of number</p> <ul style="list-style-type: none"> • Good numeracy skills in workplace settings • Practical application • Budgeting & finance 	<p>Maths Grade Assessment Grade Subject specific units in: PSHE Engineering Science Business ICT Textiles Cooking Work experience</p>		
<p>Application of digital technologies</p> <ul style="list-style-type: none"> • Safeguarding, Security & IT Management • Awareness of the digital age & its use in different sectors 	<p>ICT Grade Business Grade IT Safety workshops Seminars Work experience</p>		

Planning for your future

Like most things in life in order to be successful in finding a job or apprenticeship, it is important to plan ahead.



1. Making a start
2. Looking for jobs and apprenticeships
3. Preparing a CV and completing application forms
4. Preparing for an interview
5. Keeping track of your progress and review

“Failing to plan is planning to fail”

Step 1:

Making a start



You can't just start looking for an apprenticeship or job without first doing some planning and preparation.

Having a plan will help you get the most from your efforts. First ask yourself some basic questions:

What sort of work
can I do?

Where are there
opportunities?

What skills are needed?

What have I got to offer?

Knowing how to “sell” yourself can make finding a job easier. Start by asking yourself honestly...

- What skills do I have?
- What are my attributes?
- Can I use any of these skills in other jobs, are they transferable skills?
- Do I have any other skills connected with my hobbies or interests which I could develop?

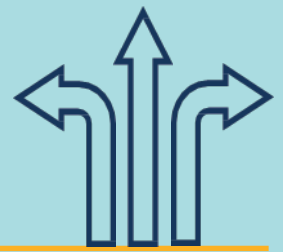
Further information about how to get started and your options is available at www.logonmoveon.co.uk. In the Information & Inspiration section you can find out about employment sectors, job roles and requirements.

Hull and East Riding Prospectus

> [Log on](#) | [move on](#) >



Step 1 (continued): Making a start



Many people make a mistake and consider themselves unskilled because they don't have much work experience or because they don't know how to do anything else.

The diagram below may help you think about skills you already have including **leisure** and **social** activities and **other things you have achieved**.

Think about your activities and check whether you have skills or experience which could be useful in a new job.

For example, being a member of a sports team could involve the following skills:

- **Getting on well with other people**
- **Following or giving instructions**
- **Being committed to something (reliability)**
- **Following a routine**
- **Communication**
- **Leadership skills**

Social activities

- ⇒ On a committee
- ⇒ In a team
- ⇒ A club member

Personal skills

- ⇒ Check for accuracy
- ⇒ Organise people and work
- ⇒ Raise funds

Leisure activities

- ⇒ A member of a team
- ⇒ Doing voluntary work
- ⇒ Using a home computer

Other activities

- ⇒ Being elected as a committee member
- ⇒ Managed or coached a team
- ⇒ Won a competition
- ⇒ Gained an award, honour or prize

Step 2:

Looking for apprenticeships and jobs



The following are some of the places to use in your search for work.

Social Media

Many companies are now moving towards advertising employment opportunities through social media like Twitter, Linked In and Monster—what does your social media account say about you? Ensure that you set your "privacy settings" so your account is not available to the public.

Newspapers

Both local and national papers advertise jobs but initially you might be better off looking in the local paper until you feel you have wider experience.

Shop windows/newsagents/local Library

Really helpful for part time jobs in the local area—remember local people may know you or recognise you—what impression are you giving on your way home from school for example!

>log on | move on>

This website provides more information about what an apprenticeship is and links to the national database of apprenticeship opportunities, as well as linking to larger employers who offer their own schemes.

Employment agencies

Can be really helpful but will only register those over the age of 16 and some will only register those over the age of 18. These are now also based as on-line agencies.

Jobcentre Plus

Jobcentre Plus provide a service for over 18's, their offices are easy to access, and you will not be charged to use the services. A range of full-time, part-time and temporary vacancies are displayed on vacancy cards and staff will help you to apply. You can also search their vacancies on-line and register your details with their Universal Jobmatch service at www.gov.uk/jobsearch.

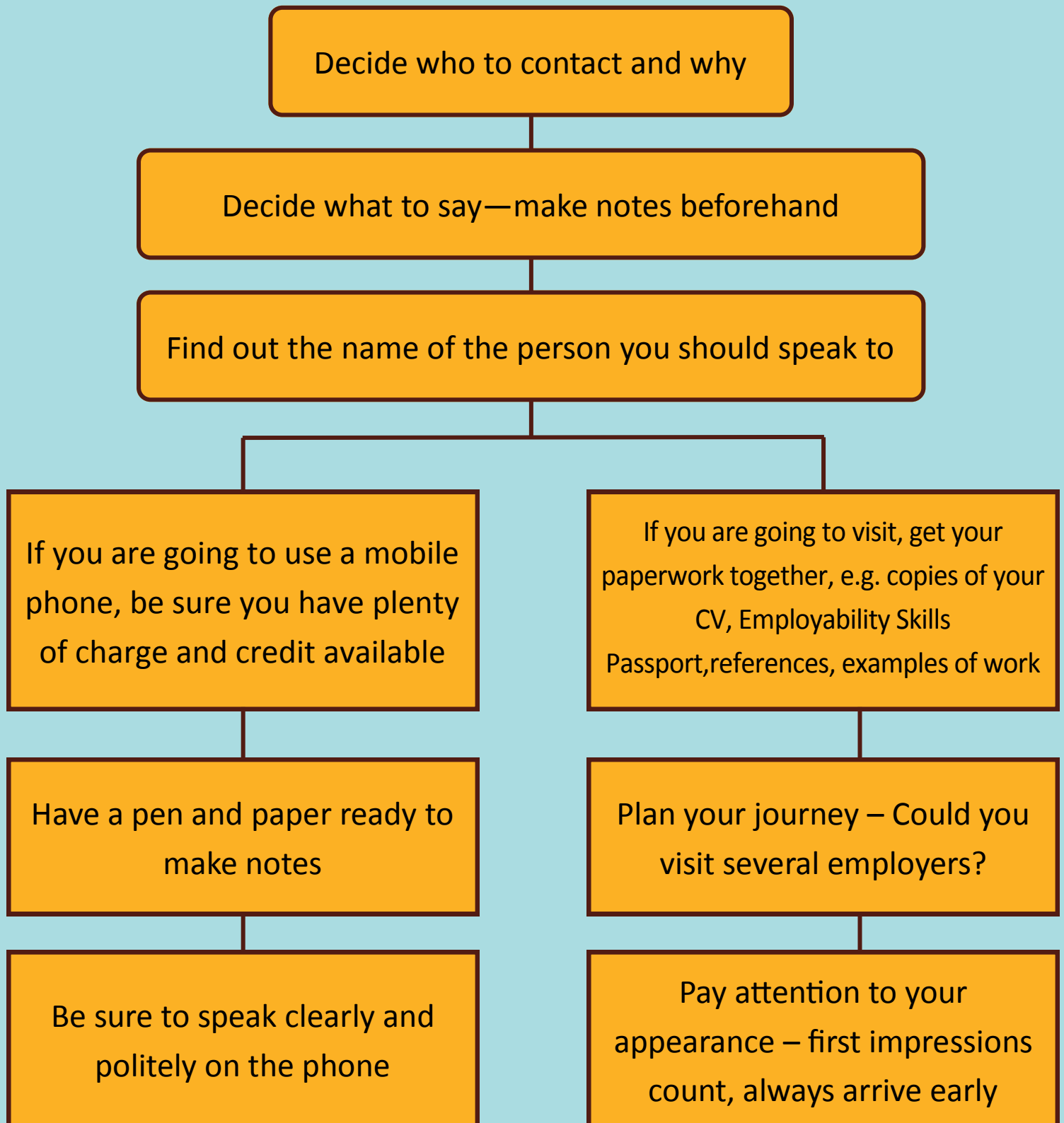
Step 2 (continued):

Enquiring on the “off-chance”



There is always a chance to find job opportunities by enquiring on the ‘off chance’.

The chart below may help you to prepare for a visit or a telephone call to an employer.



Step 2 (continued):



Word of mouth

Many vacancies are never advertised anywhere. One of the best ways of finding out about jobs is through people you know. Friends, relatives and other acquaintances may hear about existing vacancies or jobs not yet advertised.

THINK

Who could I get in touch with?
Who might know of opportunities?
What about people I used to work with or friends from the past?
Relatives?
What are the pros and cons?

What will I say?
What should I say I'm looking for?
How can this person help me?

PLAN

DO

List anyone you think may be able to help
Decide how to get in touch with them: - phone, letter, in person, etc..

Follow up any requests to check any results
Keep in touch (but try not to be pushy!)

THEN

Safety and security when looking for work

To make sure you keep safe when looking for jobs or apprenticeships and going to interviews, you should never:

- pay any fees upfront to help with job searches or training
- let the interview take place in your own home
- talk about personal matters that have nothing to do with the job
- accept a lift from the person interviewing you
- give out personal details about yourself or your finances, i.e. bank details, National Insurance number, driving license, etc until you have a job offer.

Step 3:

Preparation of a CV



What is a CV?

Curriculum Vitae (CV) is a short factual account about yourself, including your work experience and qualifications. It should ideally be no more than two sides of A4. It should provide all potential employers with essential information about you.

Some advertisements for job vacancies may ask you to apply in writing. In this case it is normal to send a copy of your CV with a covering letter. They will tell you if they need you to request an application form. Remember, even a telephone call to request an application form will leave an impression, so do it well!

What to include

There is no set format for a CV, the style is personal choice and there are lots of examples on the internet, but generally it is useful to include the following:

Personal details

- Name
- Address
- Date of birth
- Phone number
- Email address (what does it say about you?)

Personal profile

- A short statement at the beginning of the CV
- Include positive words such as competent, adaptable, conscientious

Achievements

- Mention things you did well in your past job/school, highlighting some key skills from your Employability Skills Passport.

Work history

- Put the most recent job first, with dates and key roles
- If your work experience is limited you may wish to include temporary, part-time or voluntary jobs

Training/qualifications

- Include any training and qualifications gained or currently studying for

Interests

- Aim to sell yourself, show you are a well rounded individual
- Include hobbies, interests and membership of clubs

References

- Last employer or someone who has known you for a long time (not a relative)

More tips about how to prepare an application form and CV can be found on www.logonmoveon.co.uk on the Information & Inspiration pages.

Step 3 (continued): Application forms



Some employers will ask you to complete an application form as well as, or instead of, a CV.

The application form may be in paper format or as an e-form. Whichever application type the employer asks for is your "first impression". Will your application be filed 'in the bin' or take you on to the next stage in the recruitment processes?

Remember you never get a second chance to make a good impression.

Can you spot the **errors** this candidate has made on their application form? Even better, can you correct them

Application form

Surname: James Forename: Smith
Email: cheekyboy_jim@hotmail.com Phone: 01234 567890
Address: tranby house, heads ln, hessle, hu13 0jq

Education & Work experience

Hessle school
2012-2016
I got 4 gcse's

Asda supermarket
2016-now

- stacked shelves
- Helping customers

Sixth form
2016-now
Studying sport

Personal statement

I don't do much except hang about with my mates and play on Xbox.

We go to a few parties and we play some footie on the local playing field at the weekend.

References

Chris—manager at Asda
01234 567890
Asda, Hessle Rd

Dad
01234 567890
tranby house, heads ln, hessle,
hu13 0jq

Step 4:

Preparation for interview



Top Tip - you never get a second chance to make a first impression!

Planning

Do a practice route to the interview location, the week before - how long does it take, what bus route is it on?

Prepare your clothes the night before—including ironing the outfit, polishing your shoes and sorting chipped nail varnish!

Consider – what does your interview outfit say about you? (Even if you know that everyone who works for the company wears jeans for work consider is that appropriate for an interview?)

Your interview outfit could be your school uniform - it is smart and you wear it with pride!

Research the company you are applying to.

Review your CV, Application form and Employability Skills Passport so you are familiar with ALL your skills and can give examples of how you've demonstrated them.

On the Day

Is it raining or sunny - dress for the weather!

Always arrive early - you might need the loo!

Remember your manners – a receptionist will be making a judgement about you and may well be asked their opinion of the candidates.

Ask for the interviewer by name.

Take a copy of your CV/Application Form and Employability Skills Passport and scan through it while you're waiting

Greet the interviewer with a good, firm handshake and an appropriate salutation.

Step 4 (continued): Preparation for interview



During the interview

Having a copy of your CV and your Employability Skills Passport with you will help you before and during your interview, it will help to refresh your memory and prompt you to talk about your skills. You may wish to take two copies of each so that you leave a copy with the interviewer.

Be clear about your answers and try not to waffle.

Consider your body language - sit forward to appear interested and make eye contact with the interviewer(s).

Top Tip - remember the five key steps for a successful interview



“Ensuring students have employability skills at a young age puts them ahead of other candidates when at interview .”



Step 5: Keeping track of your progress and Review



It's a good idea to keep all your paperwork together, including copies of completed application forms, CVs, job advertisements, references, etc. Then you can keep track of your progress.

Consider keeping a record of your application activities. It will help you to see at a glance what is happening with each application, and is a useful reminder when you're following up recent applications. Ask for feedback to see where you could improve in the future.

If you are applying to a number of different post 16 training & education providers, you may find it useful to utilise the Common Application Process (CAP) online application form on the Hull & East Riding website >log on | move on>. You may already have been registered by your school, but if not you can register yourself. It will save you time as you only have to complete one application form that can be sent electronically to most training providers in the area, and you will be able to track the progress of your application electronically.

Employer / Training provider	Address and Tel no.	Name of contact	Position / courses applied for	Date and how	Result	Rank you preference i.e. 1st, 2nd, 3rd, etc
Hull City Council	Eastbank Road, Hull	Jane Hunter	Admin clerk	Letter 25th May	Contact again in June	2nd
Arco	Priory Park, Hessle	James Wilson	Supervisor	Telephone 17th June	Application form completed (sent 21st June)	3rd

Employer / Training provider	Address and Tel no.	Name of contact	Position / courses applied for	Date and how	Result	Rank you preference i.e. 1st, 2nd, 3rd, etc



East Riding Collaborative Employability Skills Passport

Beverley Grammar School

Howden School

Driffield School & Sixth Form

South Hunsley School & Sixth Form College

Hessle High School & Sixth Form College

Withernsea High School

This employability skills passport booklet has been developed collaboratively by the above group of East Riding secondary schools, supported by Hessle High School, East Riding College and East Riding of Yorkshire Council with contributions from local employers.

This SSW pilot project has been funded by ESF in partnership with the Humber LEP and the York, North Yorkshire & East Riding LEP

