

EMPLOYABILITY SKILLS



BECOMING EMPLOYABLE

As you prepare to enter the world of work, it is important that you understand the many factors that can impact on your ability to gain employment. Whether this is about applying for a part time job while you are at college or university or applying for full time employment, there are some questions you need to ask yourself:

- What do you know about the organisation and the job role?
- How well do you present regarding your online and physical presence and your attitude towards the work place?
- Do you understand some of the unique terminology used by employers?
- Does your CV do you justice?
- Are you prepared to meet with employers in a face to face interview?

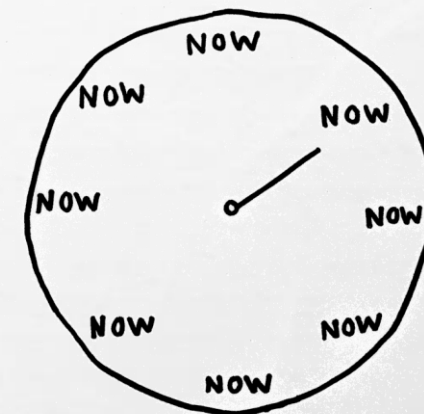
By the end of this programme, hopefully you will have a better understanding of these issues and will feel better equipped to take on a potential employer!



WARNING
ABBREVIATIONS
AND JARGON
AHEAD



WHY NOW?



PATHWAYS

Within every business sector there are numerous job roles requiring different skills, attributes and qualifications.

Choosing what you want to do can be complicated but you should always choose something that suits you.

Everyone is different therefore your journey into employment may not be the same as your siblings, parents and carers or your friends and that is okay!

What other pathways into employment can you think of?



PATHWAYS INTO EMPLOYMENT

Here are some of the common routes into employment.

You might even need to access a combination of these opportunities to get to where you want to be.



- APPRENTICESHIPS
- VOLUNTEERING
- UNIVERSITY
- COLLEGE
- WORK EXPERIENCE PLACEMENTS
- INTERNSHIPS
- EXTRA QUALIFICATIONS
- TRAINEESHIPS
- WORKING FOR A FAMILY OR FRIEND



CAREER RESEARCH

TASKs

1. Select one job role in a business sector you would be interested in choosing as a future career, matching your strengths and interests.

2. Outline a pathway into your chosen future career:



For example, English Teacher:

1. Range of Higher qualifications including Higher English at grade B.
2. Work experience/volunteering working with young people.
3. 4 year Undergraduate degree in English literature.
4. 1 year Postgraduate degree in Education.
5. Complete 1 year as a Probationer teacher in a school allocated to you; meeting requirements set out by the General Teaching Council of Scotland.

CAREER RESEARCH

3. Referring to your chosen career pathway, create an A4 sized poster on the next page to illustrate your chosen path. Your poster should refer to:

1. Job title
2. Qualifications required
3. Main features of the job
4. Responsibilities
5. Skills needed
6. Hours of work



You may find the following websites useful;

- careerpilot.org.uk
- nationalcareersservice.direct.gov.uk
- plotr.co.uk/careers
- prospects.ac.uk
- e4s.co.uk
- myfuture.com



ONLINE APPEARANCE

Social Media is a key player when applying for jobs today. Sites such as Facebook, Twitter, LinkedIn allow employers to see who you are outside of your application. 92% of employers use Social Media for hiring offering job seekers the opportunity to learn and connect with companies of interest and hear about job vacancies. Therefore, it is incredibly important to give potential employers the correct impression.



SHARING ONLINE

If you have access to your social media accounts, have a quick look through them and note what sort of online content you and others share. For example, some people share:

- Job opportunities
- Pictures of their food
- Funny animal videos
- Travel photography

Do you notice any content that is shared that a potential employer would find inappropriate?
Have a discussion with your group about your social media presence.



ONLINE APPEARANCE



TASK 1

Assess the 2 dummy FB and Twitter profiles in the following slides by identifying 3 positives and 3 negatives for each.

Circle the negative and positive aspects and write on the slides why you have said they are positive or negative (use two different coloured pens/pencils).



Once completed, discuss your findings with your group; explaining what you think and why.



Profile 1 continued:



Intro

Describe who you are

Add info about you

Add featured photos

Photos

Nothing to show

Friends

English (UK) · Polski · Español · Português (Brasil) · Français (France)

+

Privacy · Terms · Advertising · Ad Choices · Cookies · More

© 2016

Can't believe my bezzz got sacked today, you'll be a huge miss mate.

Like

Comment

Share

Write a comment...

Press Enter to post

Billy Mike Skill

21 mins · All

I'm taking on the challenge and running the London Marathon for Sports Aid. Every step makes a difference. Please help me raise money by sponsoring me

G

Join JustGiving and show you care

Raise money, support your friends, give to a cause. Show you care.

JUSTGIVING.COM

Like

Comment

Share

Write a comment...

Press Enter to post

Billy Mike Skill

23 mins · All

Lads, you were class today at footy! best game of the season -well done all me marras for winning the cup.

Intro

Describe who you are

Add info about you

Add featured photos

Photos

Nothing to show

Friends

English (UK) · Polski · Español · Português (Brasil) · Français (France)

+

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Billy Mike Skill

25 mins · All

Nandos and the fix with the besties #extrahot #hulkchicken #matedate

Like

Comment

Share

Write a comment...

Press Enter to post

Billy Mike Skill

26 mins · All

flippin' burgerz is borin man, proper greasy & am bored. Can't wait to go home and watch tv

Like

Comment

Share

Write a comment...

Press Enter to post

Billy Mike Skill

27 mins · All

Can't believe i'm bak at college in 3 days, better start all my essays :|

Like

Comment

Share

Write a comment...

Press Enter to post

Billy Mike Skill

31 mins · All

Started Working at Bernie's Burger

Posted Today — The burger feller

Like

Comment

Share

Profile 2:



SWAG

Bob My Skills

@BobMySkills

I'm a party lover with a big heart. On a weekend I get fairly but volunteer during the week to people less fortunate than me #ushlad

📍 Durham, England

📅 Joined August 2016



Tweets Tweets & replies Media

Bob My Skills @BobMySkills · 2h

uh oh, never learn. the lads have won me over again. Burgers and Beers
[#getinmybelly](#) [#cheese](#) [#lush](#) [#onitagain](#)



Bob My Skills @BobMySkills · 2h

... wouldn't be a good salesperson anyway when I smell like a brewery and look so sleep deprived :|

Bob My Skills @BobMySkills · 2h

Last night was a good one but I need to stay in bed. I can't hack a full day volunteering 2day, I'm ruined, there's always 2moro instead.

👤 🔄 ❤️ ⋮

Bob My Skills @BobMySkills · 3h

Well done everyone!!!! What a achievement, so proud! next year that'll be me if I work hard enough [#pullmysocksup](#)



👤 🔄 ❤️ ⋮

Bob My Skills @BobMySkills · 3h

SCORE!!!! You're now looking at a new Degree Ceremony Volunteer. You'll see me at the stalls selling merchandise!
[#comeseemeguys](#)

👤 🔄 ❤️ ⋮

Profile 2 continued:

Bob My Skills @BobMySkills · 3h

I'm proper nervous, waiting to hear back if I have been successful for the role of a 'Degree Ceremony' volunteer. Always one to help.



Bob My Skills @BobMySkills · 3h

Had a mint wknd. Lads on tour smashing it, can't post the real pic but this sums us up ;)



Bob My Skills @BobMySkills · 3h

Finally catching up with my friends and jumping on the Twitter bandwagon
[#sociable](#) [#friends](#) [#letsgetnosy](#)

YOUR ONLINE PRESENCE



TASK 2

Identify 3 positive and 2 negatives relating to your social media accounts.

Identify 3 positive interests or accomplishments that you could post on Social Media individual to you.

G-YOU-GLE

TASK 3

Google yourself – do you find any information about yourself?

If you do, what have you found? Would you mind an employer seeing it?



IN THE WORLD OF WORK

When you start working there is a great variety of things you have to learn quickly; people's names, how the organisation operates, what's expected of you, but one of the most important things is VOCABULARY used in the work place.

Just as different subject areas in school use their own unique terminology, within any job sector or place of work they will also use their own terminology or jargon. In addition, there will also be language used that applies generically to employment.

Being aware of work place jargon will help you to display professionalism!

Do any of you have part time jobs? What 'jargon' is used in your workplace?



WORKPLACE JARGON

TASK 1:

In the context of the workplace, please define what is meant by:

1. EQUALITY



2. DIVERSITY



IDEAL EMPLOYEE

TASK 2:

These are 15 characteristics that a number of successful organisations look for in their potential employees.

- Number these from 1 to 15, with number 1 being the most important and number 15 being the least important. *I've added in definitions of the trickier words to help you!*
- Highlight 3 of these that best describe you.
- Discuss in your groups how you have demonstrated these 3 characteristics.

ACTION-ORIENTATED (SOMEONE WHO ACTS AND TAKE CHANCES)

INTELLIGENCE (RELATED TO THE AREA OF WORK)

AMBITIOUS

AUTONOMOUS (THINK FOR THEMSELVES, USE INITIATIVE)

LEADERSHIP

PERSONALITY

UPBEAT

CONFIDENT

SUCCESSFUL

HONEST

THOROUGH (PAYS ATTENTION TO DETAIL)

MODEST

HARDWORKING

MARKETABLE
(REPRESENTING THE BUSINESS PROFESSIONALLY)

PASSIONATE



JOB JARGON

TASK 3:

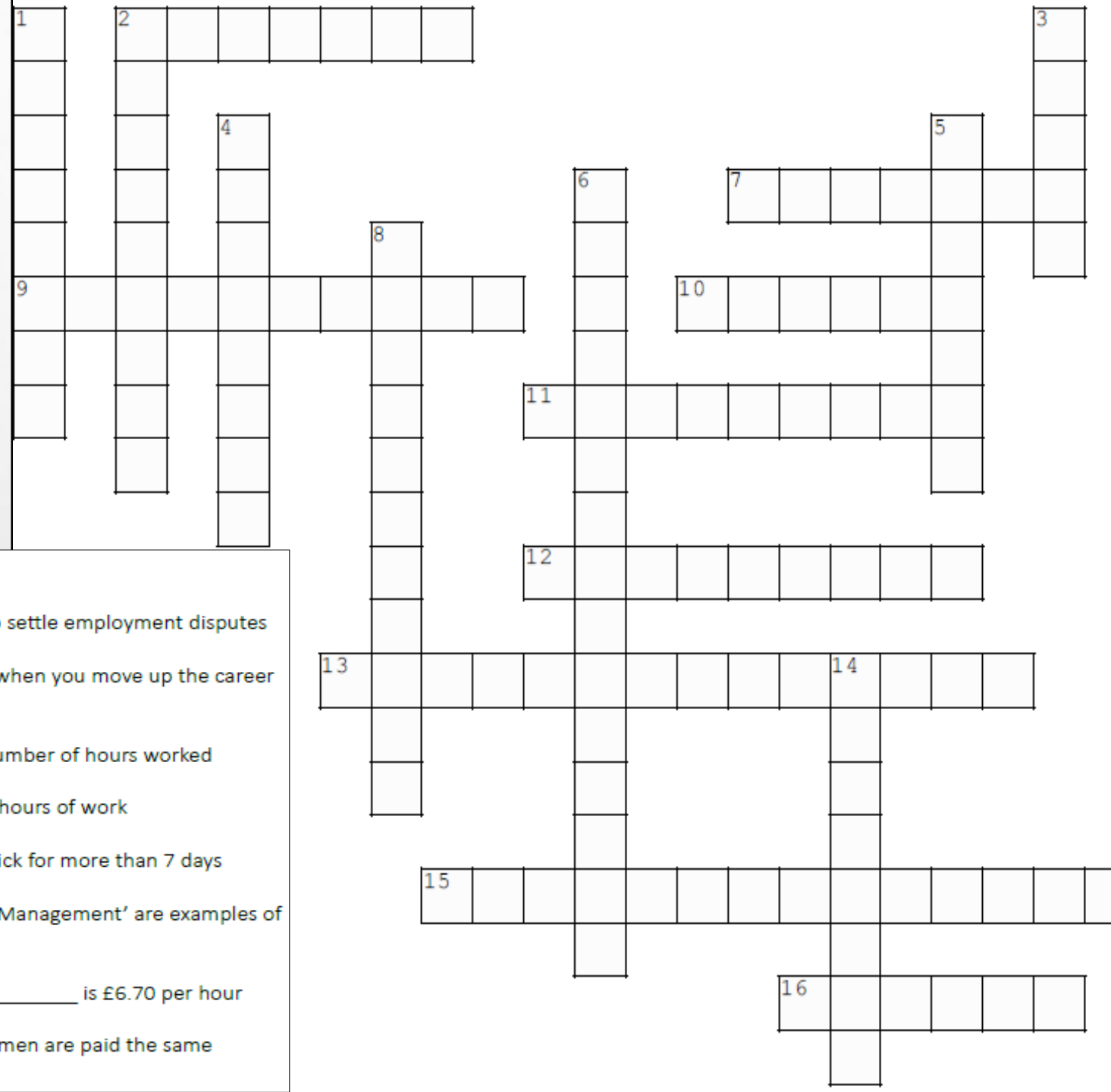
Using the words and description in the following slides, complete this cross word puzzle below. Feel free to discuss your answers in your groups.

ACROSS

- 2. Shows you the amount of money earned
- 7. Increase in money for doing the same job
- 9. Interacting with others in exchange of information
- 10. When you leave a current job you will _____
- 11. When a job no longer exists you are made _____
- 12. Not being at work due to illness
- 13. When a Mother is pregnant and leaves work she goes on _____
- 15. Raising a concern in the workplace
- 16. Fixed monthly payment

DOWN

- 1. Group of people who settle employment disputes
- 2. You receive a _____ when you move up the career ladder
- 3. Payment based on number of hours worked
- 4. Contract with no set hours of work
- 5. required if off work sick for more than 7 days
- 6. 'Honesty' and 'Time Management' are examples of what?
- 8. The adult hourly _____ is £6.70 per hour
- 14. When Men and Women are paid the same



Job Application – Form/paper which indicates interest in a place of employment and position within a company. Job Specification – A statement including a detailed description of the role, including all responsibilities, objectives and requirements. Person Description – Specifics describing the personal attributes desired in a potential employee. Contract of Employment - This is an agreement between the employer and employee including details of pay, working hours, holidays, job title and description, place of work, probationary period, pension, notice and grievance. Salary - A fixed payment paid on a monthly basis quoted on an annual basis. Wages - Payment based on the number of hours worked typically paid on a daily or weekly basis. P11D - Gives HMRC information about benefits you've received from your employer apart from your salary. National Insurance - This is a tax on income more than £155 per week which builds up to an entitlement to certain state benefits, called national insurance contributions.	Tax Codes – The amount of tax you pay depends upon how much income you earn. Different people have different tax codes depending on their circumstances. Payroll Number – A set of numbers assigned to an employee as a reference for their salary, usually three to eight digits long located at the upper right or left hand corner of a payslip. Payslips – Available electronically or paper-based, this records how much you have earned and how much tax and insurance has been deducted. Pensions – A fund into which a sum of money is added during an employee's employment years and from which payments are drawn to support a person when they retire. Equality and Diversity – Organisations should have practices and policies in place under the Equality Act to ensure all workers are treated equally and given the same opportunities regardless of their race, sex, gender, age, disability, religion, sexual orientation, marriage, pregnancy and maternity. Sick Leave – Leave of absence granted because of illness. If you are off for more than 7 days in a row you have to provide your employers with a 'fit note' provided from your doctor. Whistle blowing – Raising a concern about wrongdoing in the workplace. This is not the same as a complaint.	National Living Wage (NLW) – For workers part and full-time aged 25 and above, this is £7.20 an hour. National Minimum Wage (NMW) – The minimum wage per hour a worker is entitled to in the UK. Workers must be at least school leaving age. From 2015 the hourly adult minimum wage is £6.70. Payroll – The total amount of money that a company pays to their employees Pay Rise – An increase in the amount of money you earn for doing your job. Maternity/Paternity leave – A period of absence from work granted before and after the birth of their child. Day Release – Allowing employees a day off to go on educational courses. Flexi-time – Working a set number of hours with start and finish times chosen between agreed limits. Zero hour contract – Employer is not obliged to provide any minimum working hours and the employee is not obliged to accept any work offered. Equal pay – The right for both men and a woman to be paid the same for the same or equivalent work and is an aspect of sex discrimination law.
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Unfair Dismissal – The ending of employment without good reason.

Redundancy – Dismiss an employee because the job no longer exists.

Resignation – Telling your employer you are leaving your job.

Paid in Lieu – Payment to an employee for a notice period that they do not have to work.

Garden Leave – Practice of asking an employee to remain at home on full pay and do not attend the workplace if they have resigned or been dismissed during their notice period.

P45 – A certificate provided to an employee at the end of employment providing details of their tax code, gross pay and annual tax paid. This must be passed to their next employer.

P60 – Also known as the end of year certificate, this is a statement issued to employees at the end of the tax year showing how much tax they have paid.

Secondment – Temporary transfer of a worker to another position.

Networking – Interact with others to exchange information to develop professional and social contacts.

Code of conduct – Set of rules outlining responsibilities and proper practices for an individual and organisation.

Dress code policy – To ensure workers are safe and dressed appropriately by setting out a reasonable standard of dress.

Promotion – The next step up in your career ladder.

Corporate Governance – System of rules and processes by which a organisation is controlled.

Salary Sacrifice Scheme – Give up part of your salary in tern for a non-cash benefit such as company cars, childcare vouchers.

Negligence – Conduct that breaches a duty to take care of employees.

Professionalism – Refers to your conduct and qualities to mark a professional person such as competency, honesty, integrity, image, time management, being personable, appropriate dress, no swearing, remaining positive, be helpful, honesty.

Gross Misconduct – Bad behaviour demonstrated by an employee which destroys the employee/employer relationship.



The element of
CONFUSION



TASK 4:

Find the words below in the word search.

Competency	Tribunal	Rules
Day Release	Integrity	Salary Sacrifice
Disciplinary	Job Application	Secondment
Dress Code	Maternity Leave	Tax
Equal Pay	Negligence	Wages
Equality	Payroll	Whistleblowing
Flexitime	Pension	
Garden Leave	Positive	
Gross Misconduct	Professionalism	
Honesty	Promotion	
Insubordination	Resignation	

CV AND COVER LETTERS

A CV (Curriculum Vitae') is an outline of your educational history and relevant experiences. It is the most common documents prepared for job applications.

What information do you think should go on a CV?



YOU ON PAPER

When employers have a vacancy, they put together a person specification which is a list of skills, experiences and qualities they are looking for in their ideal employee.

Your CV should market you as the ideal candidate and should also be accompanied by a cover letter. A cover letter outlines your expression of interest in the post, summarises your strengths and experiences and should make connections between your experiences, skills and the job being applied for.

What skills and experiences do you think an employer would want to know about?

Did you know that, on average, an employer will receive 140 CV's for every 1 job advertised?



CV TOP TIPS

Your CV should:

- Be no longer than 2 sides of A4 paper and printed double sided.
- Not include your age
- Have an appropriate email addresses
- Outline experiences and skills relevant to the job
- Be proof read for errors – it can help to read it out loud
- Tell the truth!



WRITING YOUR CV

- Use the 'CV guide' booklet to help you write a CV that will secure you that interview.
- Not all employers will be looking for a CV but having one written out will help you to answer some of the questions employers put on their application forms.
- Remember that you can ask your DHH or Career Advisor to have a look at your CV for you.