

## Employability Skills Overview

**Discrete Delivery:** Three core modules delivered within vocationally specific contexts at key times within the student programme.

Term	Module	Key themes
<b>Autumn</b>  Term 1 Students	<b>Module One:</b> Getting myself ready for work  <b>Available resources:</b> Standardised SOW, booklet, certificate	Developing a work ethos Recognising personal skills and qualities Personal presentation Personal manner and conduct Health & Safety Exploring work experience opportunities (Abi) - aspirations
<b>Summer</b>  Term 3 Students	<b>Module Two:</b> Exploring the world of work  <b>Available resources:</b> Standardised SOW, booklet, certificate, JED database	Types of employment / what employers want Aspirations and skill matching Basic job searches Rights and responsibilities (employer / employee) Recognising need and accessing support Exploring JED <b>Basic CV writing</b>
<b>Spring</b>  Term 5 or 8 Students	<b>Module Three:</b> Career planning  <b>Available resources:</b> Standardised SOW, booklet/worksheets, Employability App, certificate	What employers want Interview preparation and practise Showcasing skills (Employability CV App input) (see Module Three guidance document)
<b>Summer</b>  Term 6 or 9 Students	<b>Module Three:</b> Career planning  <b>Drop in 1:1 sessions to update CV</b>	<b>CV completion</b> - review and update

**Embedded Delivery:** A wide range of employability skills embedded into each student's vocational programme. Examples of skills and experiences developed in this way include:

Workplace Health & Safety / online-safety  
 Work tasters in departments  
 Internal work experience  
 Skills competitions  
 Workplace links / visits  
 Volunteering / community partnership

Development of key personal attributes;  
 respect, positive attitude, commitment, self-confidence,  
 responsibility, motivation, time keeping, teamwork, raised ambition  
 Learner voice  
 Equality and Diversity in the curriculum  
 Overcoming barriers to success  
 Self-reflection / evaluation / feedback  
 Team building

Bespoke IAG - Level 7 Career Advice and Guidance

**Personal Tutorial Support:** Each student has a Personal Tutor who supports them throughout their programme and monitors their ILP and Transition Plan. This support includes:

Overseeing programme and ensuring clear links to future employment aspirations / opportunities  
 Progress checking and monitoring against agreed individual targets  
 Supporting the student at Review Meetings  
 Liaison with external agencies and the family about future provision including employment  
 Developing and maintaining links with the home area including work experience and employment

**External Input:** External agencies and partners are used regularly to support the employability programme. Examples include:

Themed workshops - Shropshire IASS / Job Centre Plus  
 Industry Champions linked to vocational areas