



# Right Skills | Right Job

Senior Phase Employability Programme

**DYW**

**BORDERS**

Developing the  
Young Workforce

# Introduction

Right Skills | Right Job is an employability programme aimed at all senior pupils to prepare them for the transition from school. Delivery will be 5 x 50-minute sessions, where pupils will cover topics including; My Pathway, Personal Finance, Online Appearance, CV and Cover Letters and Preparing for interviews. Designed to provide transferable skills, build confidence, advance digital skills and give pupils an insight into the world of work.



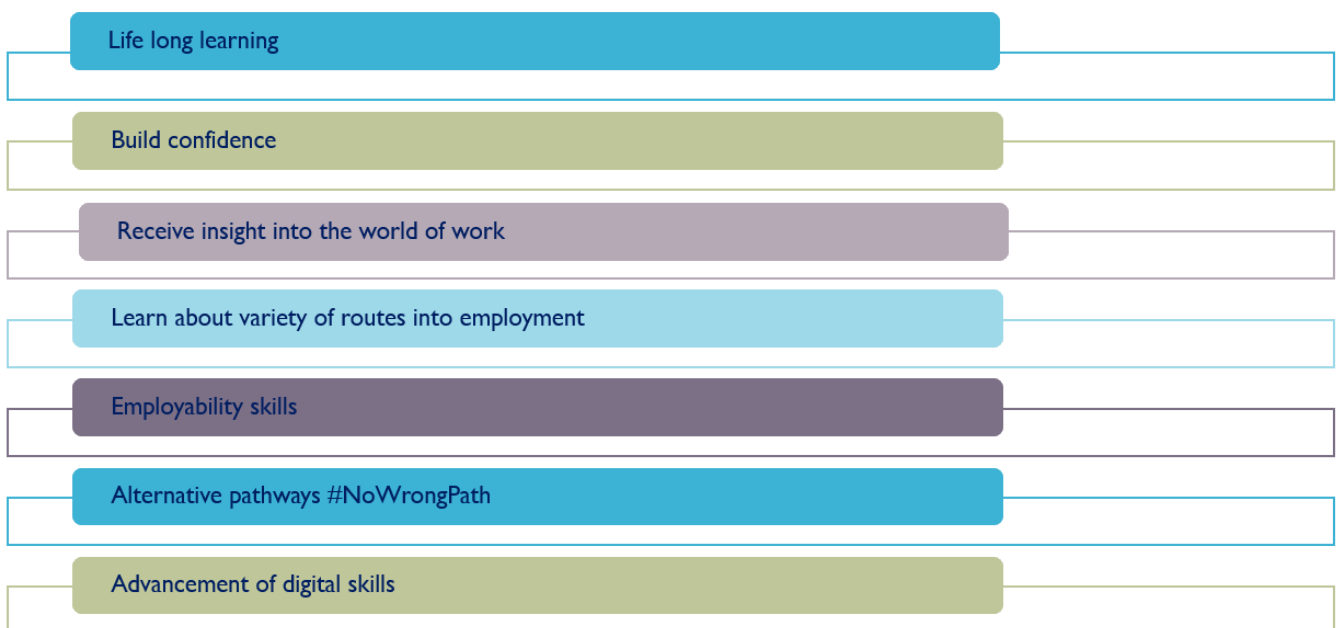
## How it works?

Individual businesses sourced by DYW Borders will deliver a session on one of the above topics. Each business will have received information prior to the day and will tailor their lesson to suit their industry making this a unique experience for pupils.

Pupils then take back what they have learnt during the session to the classroom where they will complete a relevant task to evidence what they have learned.

Tasks must be created and saved as a portfolio in a digital format, e.g. Glow One Drive, Glow Blog, this can then be shared with their teacher.

## Benefits



Within every business sector, there are various job roles available each requiring different skills, qualities and qualifications. Choosing what you want to do is not always an easy task, but you should always choose something that suits you. Everyone is different and therefore your journey through school into employment will not be the same. On leaving school there are many options available for example college, university and employment. It is important to remember there are alternative routes into employment available depending on your preferred career choice, qualifications and career aspirations.

Making informed career decisions should not be rushed; you need to understand and consider the different options and routes available. Career pathways can begin with any of the following:

- Apprenticeships- Foundation, Modern and Graduate
- Volunteering
- University
- Work Experience Placements / Internships
- Extra qualifications
- Full-time education e.g. Studying Highers, College- HNC, HND, etc.

## **Pupil Task 1**

Choose a business sector that you are interested in. For examples; Tourism, Manufacturing, Construction, Engineering, Digital, Health and Social Care etc.

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

You may find the following websites useful;

[www.myworldofwork.co.uk](http://www.myworldofwork.co.uk)

[www.planitplus.net](http://www.planitplus.net)

<https://www.prospects.ac.uk/job-profiles>

[www.dywborders.co.uk](http://www.dywborders.co.uk)

2. Produce a written summary of this job role which includes;
  - Main features of the job
  - Responsibilities
  - Reasons why you have chosen this job role
3. Referring to your chosen job role, create a mind map to illustrate your chosen career pathway. Your mind map should refer to:
  - Job Title
  - Qualifications required
  - Entry route e.g. degree, apprenticeship, work experience
  - Skills required
  - Your strengths which matches this job role
  - Backup plan

## My Pathway Task Box

1.)

2.)

3.)



# Personal Finance

Having a fulfilling career should always be your goal but it is also vitally important that the pay from your career can support your lifestyle.

In the UK around 60% of families living in poverty are working\* showing that just because you work, doesn't necessarily mean that you earn enough to support yourself and your family.

Therefore, financial planning is key to ensuring you have enough money to pay for what you need and to ensure if you are unable to work, that you can still be able to live comfortably.

It is important to think realistically about your future and the type of life you would like to afford. Early planning of your money can secure your future and avoid financial hardship.

\*Source: <https://www.theguardian.com/society/2017/may/22/record-britons-in-work-poverty-families-study-private-rented-housing>

## Pupil Task 2

1. Using your Learners Pathway Mind Map from the previous task, you should find a realistic starting (gross) salary for the job role you chose, this can be done by looking for job vacancies in your area (remember some areas pay more) or finding generic information about the job role.

Average Salary = £

2. From this starting (gross) salary, you need to work out your 'take home' (net) pay. You can use the HMRC calculator to help you: [www.gov.uk/estimate-income-tax](http://www.gov.uk/estimate-income-tax)

Take Home Pay = £

3. Once you have your monthly 'take home' pay, complete the Budget Planner to work out how you will spend your money on essential expenditure and discretionary expenditure. Consider what you would need to cut back or lose out on if you didn't earn the necessary amount of money to cover these expenses.

### Monthly Budget Planner

Expense Type	Detail	Amount
Rent/Mortgage		
Gas and Electric		
Council Tax		
TV Licence		
TV and Broadband		
Mobile Phone		
Travel Costs		
Food		
Clothing/Misc.		
	<b>Total</b>	

If you have money remaining you can now have more choice over what you spend next.

<b>Expense Type (e.g. Cinema, Socialising)</b>	<b>Detail</b>	<b>Amount</b>
<b>Total</b>		

4. How much money are you left with from your monthly take-home pay after accounting for essential and discretionary expenditure?

£	
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If you aren't left with anything, you would need to amend your Monthly Budget Planner.

**The Expenditure Menu**

You can use these figures or work out your own more accurately by researching online or asking friends and family. The following figures are monthly estimates for a single person, living alone.

<b>Essentials:</b>			
Rent/Mortgage	£300-£800	Clothing/Misc.	£50
Gas and Electric	£40-£70	Lending (Car Finance, Loan, Credit Card)	£150-£500
Council Tax	£90-£150	Car Insurance (Driver under 25)	£50-£200
TV Licence	£12	Driving Expenses (Tax, Repairs, Maintenance)	£20-£50
TV and Broadband	£25-£50	Home Insurance	£5-£50
Mobile Phone	£25-£45	Travel	£60-£150
Food	£100-£150		
<b>Discretionary:</b>			
Pet/Animal Expense	£20-£50	Dental/Optical Care/Prescription Costs	£10-£20
Gym	£25-£40	Hair and Beauty	£10-£80
Memberships/ Subscriptions	£10-£25	Holiday	£50-£100
Eating out/ Socialising	£50-£150	Savings	

# Online Appearance

Social Media is a key player when applying for jobs today. Sites such as Facebook, Twitter and Instagram allow employers to see who you are outside of your application. According to a 2017 survey, 70% of employers use Social Media to screen candidates before hiring\*. Therefore, it is incredibly important to give potential employers the correct impression.

To be taken seriously in a professional world you should be careful what you share with the world online. Offensive statuses, inappropriate profile pictures, distasteful comments and out of date profiles could affect your chances of employment before you reach an interview.

You should consider using your online appearance in a positive way as a self-marketing tool to demonstrate your strengths, shine a positive light on unique hobbies, and communicate your values, skills and experiences to potential employers.

There are many different forms and types of Social Media and no matter what platform you use, it is important to be vigilant and to not post anything you wouldn't mind an employer or potential employer seeing. Make sure you check your privacy settings.

## **What employers want to see on Social Media:**

- Correct spelling and grammar
- Statuses/Photos reflecting reputable interests
- Examples of education and work experience
- Demonstrate your strengths not weaknesses
- Volunteering/Charity work
- Clubs and societies

## **What employers don't want to see on Social Media:**

- Sharing your political affiliation
- Debates over controversial topics
- Making references to illegal drugs and profanity
- Complaining about your teacher/school/job/boss
- Using texting language
- Posting tasteless comments
- Posting photos with alcohol
- Unprofessional profile pictures
- Allowing friends to post unprofessional comments

\* <https://www.careerbuilder.com/advice/social-media-survey-2017>

### **Pupil Task 3**

1. Assess and annotate the 'dummy profiles' attached of Twitter. Identify 3 positives and 3 negatives for each profile and explain the reasons why.
2. Identify positives and negatives relating to your online appearance. In addition, identify 3 positive interests or accomplishments that you could post on Social Media individual to you.

**Positives**

**Negatives**

**1.**

**2.**

**3.**

3. Search your name on Google to see if you can find your social media profiles. You need to make sure what you find is appropriate for a potential employer to read. If not, either stop posting unprofessional information or ensure your profiles are private. Doing this ensures your personal information is only viewable to your friends.



# Twitter



 [Follow](#)

## Bob My Skills

@BobMySkills

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

 [Durham, England](#)  Joined August 2016

31 Following 4 Followers

[Tweets](#) [Tweets & replies](#) [Media](#) [Likes](#)

**Bob My Skills** @BobMy... · 24/08/2016 ▾  
uh oh, never learn. the lads have won me over again. Burgers and Beers  
[#getinmybelly](#) [#cheese](#) [#lush](#)  
[#onitagain](#)




[Tweets](#) [Tweets & replies](#) [Media](#) [Likes](#)



   5 

**Bob My Skills** @BobMy... · 24/08/2016 ▾  
... wouldn't be a good salesperson anyway when I smell like a brewery and look so sleep deprived :|

**Bob My Skills** @BobMy... · 24/08/2016 ▾  
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** @BobMy... · 24/08/2016 ▾  
Well done everyone!!!! What a achievement, so proud! next year that'll be me if I work hard enough  
[#pullmysocksup](#)




[Tweets](#) [Tweets & replies](#) [Media](#) [Likes](#)

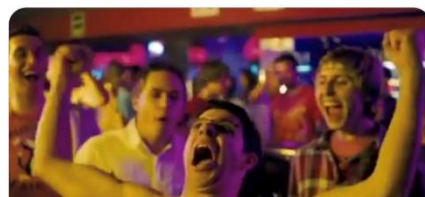
**Bob My Skills** @BobMy... · 24/08/2016 ▾  
SCORE!!!! You're now looking at a new Degree Ceremony Volunteer. You'll see me at the stalls selling merchandise!  
[#comeseemeguys](#)

**Bob My Skills** @BobMy... · 24/08/2016 ▾  
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** @BobMy... · 24/08/2016 ▾  
Had a mint wknd. Lads on tour smashing it, can't post the real pic but this sums us up ;)



## Twitter

Positives	Reason Why:
Negatives	Reason Why:



# CV and Cover Letter

When applying for a job, you may be asked to provide a CV (Curriculum Vitae – Story of your life) and Cover Letter. Your CV should outline your educational history, relevant experiences and your skills. When tailoring your CV you may be able to use the job specification (a list of skills and experiences they want the ideal candidate to have) which is sometimes included in the job advert.

If you need to complete an online application for a role, this will include; personal details, your skills, abilities, knowledge and experience. You may also be required to complete several application questions or an online assessment which are designed to find out whether you have the essential skills for the role.

## **Tips for a good CV:**

- Should be no longer than 2 sides of A4 printed
- Don't include your age
- Use appropriate email addresses
- Tailored to the job
- Proof-read for spelling errors
- Don't falsify information
- Well laid out and clear to read

## **Pupil Task 4**

1. Use the Internet to find examples of high impact CV's. Produce your own CV that includes:

- A personal statement - a written description of your achievements, interests and What you do outside of school that might be of interest to an employer.
- Personal details – name, home address and postcode, email address and contact number
- Your skills and qualities
- Work experience and education history
- References – someone you know in a professional manor, this could be a teacher or employer.

## **CV do's and don'ts:**

- Must be word processed - use black font colour
- Should be 1 - 2 pages on white paper
- Should not have spelling or typing errors
- Use a plain clear font such as Arial or Times New Roman

CV

2. Produce a cover letter based on the job role you looked at in My Pathway. The cover letter should explain your suitability and highlight areas which would make you right for the role.

**Writing a Covering Letter:**

- Usually you would send a covering letter with your CV to possible employers or in response to a job vacancy
- The purpose of the covering letter is to outline what you are applying for and your current situation
- It needs to be brief and to the point, drawing attention to relevant parts of your CV but not repeating it

**Optional Task**

Answer the following questions which are typically found on an online job application, refer to your chosen job role from My Pathway.

- Describe something that you are most proud of in your education or relevant experiences and how you achieved this.
- What personal characteristics do you have that you think are necessary for success within your chosen job role?

**Covering Letter**

## **Optional Task**

Answer the following questions which are typically found on an online job application, refer to your chosen job role from My Pathway.

**1. Describe something that you are most proud of in your education or relevant experiences and how you achieved this.**

**2. What personal characteristics do you have that you think are necessary for success within your chosen job role?**

# Preparing for Interviews

Well done you are now at the final stage of the application process. You will be invited to an interview as you have potential and the employer believes you could be a great fit for the workplace.

There are lots of types of interviews including online assessments, telephone, face to face, video, panel and group. The application process can include up to three of these assessments before you have a face to face interview. Preparation is key! Fail to plan – plan to fail.

Interview tips that will help you be prepared so you are in the right frame of mind to do well and in the position you want:

## **How to prepare?**

- Search the company online.
- Gather background knowledge of the industry so you can impress.
- Be sure you know the time, date and location of the interview and the name of the interviewer.
- Prepare what you are going to wear the night before. If you look good, you tend to feel good.
- Decide how you are going to get there and what time you need to leave.
- Familiarise yourself with the job advert and person specification, its likely you will be asked questions relating to this.

## **Most common interview questions:**

- What can you tell me about yourself?
- What are your strengths and weaknesses?
- Why are you suitable for this role?
- Where do you see yourself in 5 years' time?
- Why do you want to work here?
- What motivates you?
- Is there anything you would like to ask me?

## **During the interview:**

- Stay relaxed
- Maintain eye contact
- Nod approvingly
- Do not interrupt
- Don't be afraid to ask the interviewer to repeat the question
- Always have at least one question to ask

The STAR model is useful when it comes to answering questions as it provides all the information employers are looking for.

- Situation: What happened and where
- Task: Explain what you were doing
- Actions: Describe what actions you took and the skills you used
- Result: Describe the outcome and what you achieved



## **Pupil Task 5**

1. Describe 3 ways to prepare for an interview which will improve your chances of being successful.

1.

2.

3.

2. Prepare answers to:

**1. Two good reasons why you are suitable for the job role**

**2. Your strengths/attributes and skills**

**3. Identify a weakness and your plans to overcome this**

3. Prepare two questions that you could ask the interviewer.

1.

2.

### **Optional Task**

Interview role play: In pairs, assign roles of 'interviewer' (student A) and 'interviewee' (student B) to practice speaking at an interview.

You could use the job roles from Task 1 and prepare suitable questions. Try to answer using the STAR model.



# Career Education Standards (3-18)

## Get Inspired

The aim for career education is to help all learners to see the link between the skills they develop across the curriculum and how these are used in the world of work.

Senior Phase	Task which evidence	Reason
I can identify the skills I have learnt across the curriculum, how these relate to the world of work and can apply these appropriately during work placements and other work-related learning 		
I can confidently access and interpret the information I need to make well informed choices about my learning options, pathways and how these relate to possibly future careers 		
I can work towards achieving qualifications which support me to achieve my future career aspirations 		
I can share, evaluate and evidence my skills for learning, life and work to help me make successful future choices and changes 		
I can draw appropriately on evidence from my skills profile to help me complete application forms, create CVs and when practising interview techniques 		
I can describe all aspects of typical recruitment and selection processes and how to best prepare for and manage these 		
I can consistently demonstrate the skills, attributes and behaviours needed to sustain and progress my career 		
I can identify and access support networks that will help me into a positive and sustained destination beyond school 		
I can assess the opportunities and challenges that entrepreneurship/self-employment can provide as a career option including financial and legal aspects 		
I can describe the rights and responsibilities placed on employers and employees and how these relate to creating a positive, productive and sustainable work environment 		