

VIBE

Session Title: Job Applications

Duration: 3 x 45 minute sessions

Resources:

- Whiteboard/flipchart & pens
- 'Job Cards', 'Priorities, Skills & Interests', 'CV Template', 'Cover Letter', 'Person Specification', '10 Questions' & 'Job Interview Checklist'
- Computers or learners' own phones
- Post-it notes
- Pens

Aims:

- To be aware of the ways in which to find job opportunities.
- To understand the process of applying for jobs and education courses.
- To understand that certain jobs require special skills/training.

Outcomes:

- Learners will investigate different pathways to employment and education
- Learners will be able to identify standard features of a CV and cover letter.
- Learners will practise interview techniques

At a Glance:

- Session 1 : Different Jobs & Pathways
(Different jobs & skills/interests audit)
- Session 2 : CVs, Letters & Statements
(Templates & drafting)
- Session 3 : Job Interview Preparation
(Possible questions & 'on the day')



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Session Title: Job Applications

Timings: 45 minutes

Subject: Different Jobs & Pathways

Resources:

- Whiteboard/flipchart & pens
- "Job Cards" & "Priorities, Skills & Interests" resources
- Ability to get online: either computers or learners' own phones
- Pens

Activity:

Icebreaker - 20 questions

Hand out job title cards to each learner. Each person to take turns being asked questions to ascertain which job they were given! Yes/no questions only. Encourage questions that focus on specifics, to get the group thinking about different features of different jobs:

- technical skills required?
- practical/working with your hands?
- well-paid?
- work alone?

Working forwards ...

We'll start by thinking about the questions that were asked; which of these things are priorities for the group? (doing something practical, working in a team, taking home a good salary, doing something fun etc)

In the "priorities" column, write these down.

In pairs

Discuss the second 2 columns: "skills" and "interests". There may be crossover here! Learners to fill in the other columns accordingly.

Model some examples of each on the boards
Skills: communication, organisation, leadership
Interests: maths, travel, politics

Hand the worksheets in, then randomly distribute. Each learner to read the mystery "priorities, skills, interests" profile, and suggest a job that would fit. How do they feel about the suggestion?!

Job Advertisements

Where are jobs advertised? List as many as you can on the whiteboard. Ideas: Indeed, Local Authority, voluntary organisations (e.g. VAS in Sheffield), Facebook. Each learner to select one website.

Spend the last part of this session on allocated website - find the job you would be most interested in applying for.

VIBE

Session Title: Job Applications

Timings: 45 minutes

Subject: CVs, Letters & Statements

Resources:

- Whiteboard/flipchart & pens
- 'CV Template', 'Cover Letter' & 'Person Specification' resources
- Pens

Activity:

CV writing

A CV is an important document; it compiles all your experience, educational achievement and skills in one place. Although many jobs will require an application form tailored to the specific role, CVs can be asked for as well. In addition to this, CVs can be distributed speculatively, so even if there are no positions currently available, the employer will have your information available for when they are.

Go through the CV template, highlighting the various sections.

Learners use the template to draft their own CVs, with assistance as required.

Cover Letters

If you are attaching your CV to an email, this email will be the first impression given to the employer. As a result it is important to present yourself to the best of your ability, in what is known as a "cover letter".

Go through the cover letter template, highlighting the various features/

Personal Statements

At the end of a job application, you will be asked to describe how your skills and experiences make you a suitable candidate for the role. Similarly, if applying for university, you will be asked to explain what attracts you to the course and why you should be allowed a place.

When writing a personal statement for a job application, it is important to tailor it to the job specification and requirements. Do not write generally about how great you are!

Label the job specification, taking brief notes on how your skills and experience meet each criteria. Model this!

VIBE

Session Title: Job Applications

Timings: 45 minutes

Subject: Job Interview Preparation

Resources:

- Whiteboard/flipchart & pens
- '10 Questions' & 'Job Interview Checklist' resources
- Post-it notes
- Pens

Activity:

Each learner to write a question they think they might be asked at interview on a post-it note, and come stick it on the board. If their question is already there, they must think of a different one! No duplicates. Stop when there are 10 on the board.

Hand out the 10 questions sheet. Did the group miss any?

With either their dream job or one they've discovered in their searches in mind, jot down notes in answer to the commonly asked questions. Provide support in this.

Split the group into 3, and give each group a large piece of paper with "before", "during" or "after" written on it.

Each group has 10 minutes to come up with everything you should consider before, during and after interview in order to give yourself the best chance. Take it in turns to present to the rest of the group. Is there anything missing?

Hand out checklists for learners to keep.