



TOOLKITS FOR MANAGING EMPLOYER-LED INPUTS INTO SCHOOLS AND COLLEGES



Toolkit 8: Employability skills presentation or workshop

Outline of activity

Students aren't always aware of the skills needed in the workplace and how they can develop them. Students often find it difficult to identify, explain or provide examples of their skills. There are lots of ways that employability skills can be introduced in schools and colleges through employer-led activities.

For a comprehensive employability skills development we recommend you use the EDGE Curriculum resource at www.gottheedge.co.uk. Please click on this link and then select Curriculum under the Resources page to download the curriculum.

Examples of possible activities:

- A presentation about general employability skills e.g. team work, communication, problem solving etc.
- A presentation about the skills needed in a particular sector.
- Workshops on topics such as CV and cover letter writing, job or course applications, interview skills and assessment centres.

The format could be a large year group audience, a teaching class or in a smaller workshop that is more targeted and supports individual or small group needs.

Idea for a larger audience/class size, employability skills can be delivered by an employer from a specific career area. The employer provides a short introduction about the work they do, information about what skills are used in school and what is different or similar in the workplace for that career area. This should ideally be followed by a skills-based activity.

Activity ideas:

- Legal sector - students are given a case study and asked to consider the facts and put forward their ideas by taking part in a debate, thereby using relevant employability skills.
- Health and social care sector - consider a case study and what actions they would take.
- Engineering sector – students are set a hands-on activity or task, such as building a tower.

A discussion about the activity and the skills that they have used, linked to the skills needed in the workplace, can bring the session to a close.

A programme of different presentations and workshops could be arranged over a period of KS4 and KS5, which covers all of the above topics plus some of the other suggested activities.

Follow up lessons can be conducted by the same employer or by teachers during PSHE, or in curriculum lessons for skills that are relevant to a specific curriculum area.

Resources and materials needed

This will depend on the activity, and might include:

- A hall or classroom large enough to hold the number of students attending.
- IT equipment: internet access, sound.
- Any materials sent from the employer e.g. case study, which need to be printed in school.
- Teachers to support and manage attendance and behaviour.

Activity considerations

- Contact employers early on to give them enough notice and increase your chances of securing an employer.
- Check the school timetable for any clashes and consider whether you can take students out of scheduled classes.
- Discuss any proposed activity with the employer in advance, so that you can consider how it will be facilitated or managed.
- Some employers may require considerable support to manage and facilitate a large-scale activity with students. How many extra staff will you need?
- Check that the activity will meet your aims and objectives for the session.

SMART objectives for students

- ✓ Students understand and feel more confident about their own skills and qualities, how they are used in the workplace and what employers are looking for.
- ✓ Students are more inclined to start recording and further developing their skills.
- ✓ Students are more prepared and confident to handle mock interviews, applications and interviews.

How to measure success:

- Through verbal student and employer feedback.
- Through student reviews and evaluation forms.

Feedback from similar activity

Year 11 comment: *"I really enjoyed taking part in the debate and learning about the employability skills needed for law."*

Timeline of activities



3 months before	<ul style="list-style-type: none"> • What do you want to achieve? Who is your target audience, is this part of a wider programme of activities? If so, do you want students to have a workbook? • When and how will this be delivered? • Check dates: room availability, clashes with other events. • Contact employers/ send specific and clear brief/address/times/audience. • Agree format/how it will run with employer. • Ask if colleagues have additional contacts. • Advise teachers who will support/help deliver what is expected. • Do you wish to take photographs? If so, who will take them?
2 months before	<ul style="list-style-type: none"> • Chase employers and contact new employers if needed. • Put together a contingency plan (what/who could step in?). • Do you need to produce any materials?
Week before	<ul style="list-style-type: none"> • Contact employer to confirm attendance/times. • Ask for presentations to be sent to the school. • Book resources and equipment. • Send evaluation forms and any other printing to Reprographics department. • Send reminder to teachers and staff. • Brief students.
Day before	<ul style="list-style-type: none"> • Collect any materials and distribute. • Remind staff, including Reception staff and students, about what is expected etc. • Check contingency in place. • Check employer's presentation has been received.
On the day	<ul style="list-style-type: none"> • Greet employer: offer water, tea or coffee, advise where the toilets are and advise of fire alarm procedure. • Set up equipment. Introduce guest. • Manage behaviour, keep time, prompt questions. • Thank employer.
Day after	<ul style="list-style-type: none"> • Email thank you to employer - ask if they would consider doing this again or another activity. • Gain verbal feedback and collate evaluation form.
Week/month after	<ul style="list-style-type: none"> • Review activities and evaluation forms. What went well, what could be improved? • Complete a write-up of activity for the newsletter. • Check you have photographic permission.