

Employability Skills Programme

About this programme

This programme is a series of free online courses and other help to enable you to further develop your employability skills, help you with job searching techniques, enhance your CV writing skills and also your interview techniques, as well as looking at long term career adaptability and general life skills help.

I have broken it down into sections to make it easier for you to navigate.

The core part of the programme covers the essential employability skills that will help you with your next steps after Whitby Sixth Form.

The rest are more to help you to further develop and maintain your employability skills in the long term and so are strongly recommended. You can do these at anytime, even after you've left Whitby Sixth Form, so keep this guidance handy.

Other sources of help

There is a lot of help out there for young people to build and maintain employability skills, one scheme that is particularly good is the 'Young Professionals' Training scheme from Youth Employment, where you can sign up to free courses and receive monthly newsletters that keep you in touch with the labour market and how things are changing.

There are some really interesting changes going on in the labour market at the moment in response to all the challenges it has been facing recently so it's really worthwhile keeping up to date with it all

Here's the link for this scheme:

<https://www.youthemployment.org.uk/young-professional-training/>



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Core Programme

The core programme is designed to help and support you on your next steps after Whitby Sixth Form and also to help you to build lifelong employability skills for your career journey. Please remember that there are lots of transferrable skills that will help you through your working life, these will be discussed in more detail in the career development section.

- The first step in looking for work is learning how to look for work! There are some useful website links on the careers page on the Whitby Sixth Form website which can give you an idea.
- The main ways to look for work are:
 - * to look on the vacancies page of the company you want to work for
 - * use job search websites of which there are a lot — some are job sector specific some are general so it is worth using a search engine like google to find out which job search website is best for your needs
 - * local job adverts on Facebook
 - * networking and word of mouth
 - * job agencies
 - * job fairs
 - * industry magazines and newspapers
 - * work experience/internships
- You can also put in a speculative CV to a company you are interested in working for, there is more information about that here:
 - ⇒ **How to write a speculative application: Know-how library (unifrog.org)**
 - It does take skill, practice, time and patience to look for work so learning how to do this is essential. Here is a basic course to help you to understand some of the skills you need to develop:
 - ⇒ **https://www.learnmyway.com/courses/job-hunting-online/?utm_source=lloyds&utm_medium=website&utm_campaign=academy**
 - There is also more advice for you on the National Careers Service website about how navigate the various ways to look for work:
 - ⇒ **<https://nationalcareers.service.gov.uk/careers-advice/advertised-job-vacancies>**
 - A great way to get your foot in the door can be to do some work experience or an internship in the company you want to work for. This course is about how to get the most out of your work experience or internship:
 - ⇒ **https://www.open.edu/openlearn/money-business/internships-and-other-work-experiences/content-section-overview?active-tab=description-tab&utm_source=nationalcareers.service.gov.uk&utm_medium=referral&utm_campaign=skillstoolkit**



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Core Programme continued:

- Once you've learnt how to search for work, you need to know how to apply for and get the job you're interested in.
- On the careers page on the Whitby Sixth Form website there is a guide to help you with application forms, CVs and interviews so check this out first of all so that you have a good understanding about these and how they are used.
- Moving on from the guidance, the best way to write better and better applications forms and CVs is to practice. Here are the courses that are part of this core programme to do this:
 - Writing application forms:
⇒ <https://www.futurelearn.com/courses/writing-applications>
 - Another essential skill in writing CVs and application forms is making sure your grammar and use of language is the best it can be:
⇒ <https://www.open.edu/openlearn/languages/grammar-matters/content-section-0?active-tab=description-tab>
 - Interview techniques and confident speaking:
⇒ <https://www.futurelearn.com/courses/interviews>
⇒ <https://www.open.edu/openlearn/money-business/business-strategy-studies/conversations-and-interviews/content-section-0?active-tab=content-tab>



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Core Programme continued:

- Networking and online presence is also important now for creating opportunities for yourself. This would have once been known as finding out about jobs through 'word of mouth' but with massive expansion of online networking apps it's a little bit bigger than this! The main job networking app is LinkedIn and so as part of the core programme there is help with creating a great presence on there.
- The first thing to consider is your 'brand'. How do you want to sell yourself to prospective employers?
⇒ <https://www.open.edu/openlearn/money-business/personal-branding-career-success/content-section-overview?active-tab=description-tab>
- Alongside this it's important to consider your online identity:
⇒ <https://www.futurelearn.com/courses/online-identity>
⇒ https://www.futurelearn.com/courses/create-a-professional-online-presence?utm_source=nationalcareers.service.gov.uk&utm_medium=referral&utm_campaign=skillstoolkit
- Once you've learnt about how to maintain a professional online brand, you can find out a little more about professional networking:
⇒ <https://nationalcareers.service.gov.uk/careers-advice/networking>
- And look into registering with online job networking apps like LinkedIn. Here is some help with creating a great LinkedIn profile:
⇒ <https://www.totaljobs.com/advice/how-to-write-a-great-linkedin-profile>
⇒ <https://www.unifrog.org/student/know-how/keywords/curating-an-online-profile-how-to-use-linkedin-like-a-pro>



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Career Development & transferable skills

This part of the programme is for you to further develop those core skills and also to begin to build the career resilience and career skills that can help you navigate your way through your lifelong career journey.

- Developing and building career resilience is a lifelong skill and I highly recommend you take this course to help you with this:
 - ⇒ <https://www.open.edu/openlearn/money-business/developing-career-resilience/content-section-overview>
- Maintaining your skills and being able to re-evaluate them is also a key skill of having a successful career, have a look at these courses to see how you can learn to do this:
 - ⇒ <https://www.futurelearn.com/courses/career-skills-for-the-2020s>
 - ⇒ <https://www.open.edu/openlearn/education-development/succeed-the-workplace/content-section-overview?active-tab=description-tab>
 - ⇒ <https://www.open.edu/openlearn/money-business/business-strategy-studies/working-life-and-learning/content-section-0?active-tab=description-tab>
 - ⇒ <https://www.open.edu/openlearn/society-politics-law/sociology/working-the-voluntary-sector/content-section-overview?active-tab=description-tab>



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Career Development & transferable skills continued

- Transferable skills or 'soft skills' are something that all employers are looking for but what are they?
- The most common skills are:
 - * Communication skills
 - * Leadership
 - * Problem solving
 - * Critical thinking
 - * Team working
 - * Flexibility
 - * Resilience
- As most soft skills can be a combination of many different types of skills so this list is essentially endless. Here are a couple of websites with more information about them, this will help you to increase your understand about them. This is important as soft skills should be demonstrated throughout the application process, including on your application/CV and also during the interview:
 - ⇒ <https://www.reed.co.uk/career-advice/what-are-soft-skills/>
 - ⇒ <https://uk.indeed.com/career-advice/career-development/transferable-skills>
- Soft skills are skills developed through your school work and also through your career. It is important the self-reflect and consider how you are getting on with developing and maintaining these skills in order to move on throughout your career journey. Here are some courses to help you with that:
 - ⇒ <https://www.open.edu/openlearn/education-development/key-skill-assessment-unit-working-others/content-section-0?active-tab=description-tab>
 - ⇒ <https://www.open.edu/openlearn/education-development/key-skill-assessment-communication/content-section-0?active-tab=description-tab>
 - ⇒ <https://www.open.edu/openlearn/education-development/key-skills-making-difference/content-section-0?active-tab=description-tab>
 - ⇒ <https://www.open.edu/openlearn/education-development/key-skill-assessment-unit-problem-solving/content-section-0?active-tab=description-tab>
 - ⇒ <https://www.open.edu/openlearn/money-business/leadership-management/the-importance-interpersonal-skills/content-section-0?active-tab=description-tab>



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Basic Employability Skills

In this section we look at key skills that can be needed around the workplace, such as the use of computer programmes and presentations.

- You will already be very adept at using computers and particular computer programmes and applications but the more you can use well the better as different employers favour different office systems and prefer employees who are adaptable and able to learn quickly.
- Here are some courses for you to learn a little more about office programs and some Microsoft office programs you may be less familiar with as well as a look at how to assess your ICT skills:
 - ⇒ <https://www.open.edu/openlearn/science-maths-technology/computing-ict/key-skill-assessment-unit-information-technology/content-section-0?active-tab=description-tab>
 - ⇒ <https://www.learnmyway.com/subjects/office-programs>
 - ⇒ <https://support.microsoft.com/en-gb/office/powerpoint-for-windows-training-40e8c930-cb0b-40d8-82c4-bd53d3398787?ui=en-us&rs=en-gb&ad=gb>
 - ⇒ <https://support.microsoft.com/en-gb/office/excel-video-training-9bc05390-e94c-46af-a5b3-d7c22f6990bb?ui=en-US&rs=en-GB&ad=GB>
- Presentation skills and customer service skills are also important skills to learn in the workplace. The more you do them the better you will be at them but I suggest you start with these courses and build on those skills through experience:
 - ⇒ https://www.futurelearn.com/courses/presenting-your-work-with-impact?utm_source=nationalcareers.service.gov.uk&utm_medium=referral&utm_campaign=skillstoolkit
 - ⇒ <https://www.youthemployment.org.uk/9-great-customer-service-skills-develop-personal-work-success/>



Employability Skills Programme

Life skills

It can be daunting learning to budget your money and learning to look after yourself when you leave home. Here are some courses and videos to help you with it!

- The great debate that you will come across at some point: to buy or to rent and what's possible? Here's a little help with that!
⇒ <https://www.open.edu/openlearn/money-business/rent-or-buy-the-challenge-access-housing/content-section-0?active-tab=description-tab>
- Finding budgeting difficult? Here's some help with that too from Barclays life skills, you just need to sign up to access all of their content:
⇒ <https://barclayslifeskills.com/families/money-skills/>
- Do you find it difficult to make decisions? This is definitely a skill most of us have to learn! Here is a little help with that from the Open University:
⇒ https://www.open.edu/openlearn/science-maths-technology/digital-thinking-tools-better-decision-making/content-section-overview?active-tab=description-tab?utm_source=ncs&utm_campaign=ol&utm_medium=digital-thinking-tools
- And finally some life skills help with acing a couple of basic recipes that are cheap as well from our career partners FutureHY:
- Making a pasta sauce:
⇒ <https://www.youtube.com/watch?v=CZHWM78pBk8&t=22s>
- Making a stir fry:
⇒ <https://www.youtube.com/watch?v=s62NwHSvQOg> stir fry
- And also laundry tips so you don't ruin your clothes!
⇒ <https://www.youtube.com/watch?v=iZTjAiyZOE0>
- Check out more YouTube clips from FutureHY about general life skills tips, they do have a focus on university students but they are helpful for anyone starting out. Content is being uploaded all the time:
⇒ <https://www.youtube.com/channel/UCcjUcaueBFKA8AIh5Fpls9A/videos>

