

# EMPLOYABILITY MASTERCLASS

Helping students to showcase their skills to employers and education and training providers

New for 2020/21 – Digital and in-school delivery options



## FACT FILE

### Age Range:

For students aged 12-19 years

### Delivery:

5-6 hours delivery time for in-school delivery

1.5-2 hours for students to complete the digital package

### Supports Gatsby Benchmarks of Good Careers guidance:

1. Stable careers programme ●●
2. Learning from career & labour market information ●●
3. Addressing the needs of each student ●
4. Linking curriculum learning to careers ●
5. Encounters with employers & employees ●●
6. Experiences of workplaces ●
7. Encounters with further & higher education ●
8. Personal guidance ●

■ contributes towards

■ ■ delivers

## Employability Masterclass

**The Employability Masterclass provides an opportunity for students to learn about the skills and qualities that are required to be successful in the workplace, and how to ensure that they present the very best version of themselves throughout the application process.**

### Digital Package

For the first time we have developed a digital version of Employability Masterclass which can be completed as part of home learning or using ICT facilities within school. This digital package consists of six units of learning which complement the in-school delivery. Each unit takes learners through a 'learn, do, review' cycle, with the provision of a digital certificate once the whole package is completed. The digital package can be used on its own or in conjunction with the in-school delivery package.

### In-school Package

Students will consider a range of approaches to job hunting, how they can describe their own personal strengths and how to showcase their skills to employers. Throughout the day, students will work alongside volunteers from the world of work who share their own experience as a recruiter and job hunter. Students will receive top tips for writing compelling applications, including CVs and covering letters, before rehearsing interview techniques and considering various paths to success. They will understand how to navigate their way from job searching to being appointed as the successful candidate.

## Supporting Schools

- Contributes to a school's stable, structured careers programme by encouraging students to consider a broader and more ambitious range of education and career options; learning from career and labour market information
- Provides evidence of the Gatsby Benchmarks of good career guidance
- Includes meaningful employee encounters which provide opportunities to learn about what work is like and what it takes to be successful in the workplace
- Supports Ofsted success by contributing to judgements on the effectiveness of leadership, management, personal development and welfare by preparing students for the next stage of their education, training or employment

## Learning Outcomes from Employability Masterclass

- Understand the skills necessary to make successful transitions to the next stage of life and meet employer expectations
- Know how to showcase skills to employers
- Understand the different types of CV and covering letter
- Be aware of how digital footprints, including social media profiles, might affect chances of getting a job
- Understand tips and tricks that will help in an interview
- Be aware of a range of approaches to job hunting that will help to get a dream job
- Access and use information about the labour market to inform career decisions and understand which jobs offer long term prospects, including STEM related opportunities
- Set SMART goals and plan next steps to achieve these goals
- Know where to go to find more information and support

## Encounters with Employers and Employees

Young Enterprise has access to over 7000 Business Volunteers from employers of all sizes, and from all sectors. Connecting and interacting with local employers and employees is a core part of the Employability Masterclass. Our volunteers help young people to build their broader understanding of the workplace and employment and provide the opportunity for students to learn about what skills are required to make successful transitions to the next stage of their life.

## Contributing Evidence against the Gatsby Benchmarks of Good Career Guidance

Employability Masterclass supports schools to evidence provision of Good Career Guidance against the Gatsby Benchmarks. Young Enterprise programmes encourage the development of an enterprising mindset and approach which is needed in education and employment in order that all young people navigate pathways to opportunity.



**“The volunteers acted as great role models for the students and I am sure they have helped to raise their ambitions and aspirations”**

Teacher

**“The most valuable thing I learnt today was how to write a good CV and what skills are valuable for a job”**

Student