



KEY FEATURES INCLUDE:

- Suitable for 13-19 year olds
- 1.5 - 2 hours to complete
- Downloadable certificate and action plan
- Students' progress trackable online
- Live employer engagements available

Employable Me will equip students with the skills and knowledge needed to navigate the world of work through five core units:

1. What is your USP?
2. Finding the dream job
3. Getting to the interview – CVs and cover letters
4. Shine in the interview
5. Digital footprints matter

By progressing through these units, students will identify their **skills** and **qualities** and learn how to showcase these to future employers.

They will discover different approaches to **job hunting**, finding out about tips and tricks which can help land an interview for their dream job. Learning how to structure and write a CV and cover letter will support learners in putting their skills and qualities across effectively.

Videos from real life employers will also provide relevant and detailed advice on how to approach job interviews; including preparation and communication skills.

Students will also become aware of their '**digital footprint**', and how the profiles they have online might affect their chances of getting a job in future.

Following the course, students will be equipped to showcase their skills and experience in the very best way to create an 'employable me'.

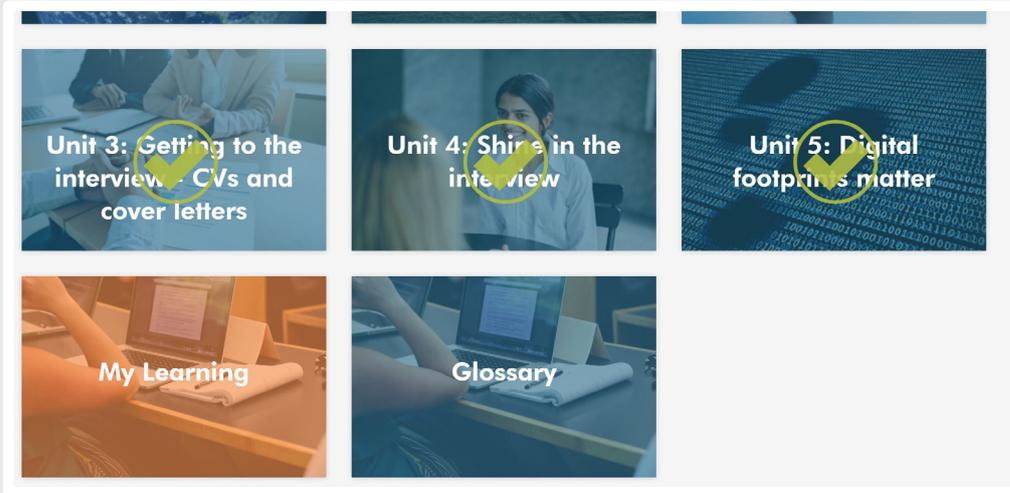


Supports Gatsby Benchmarks of Good Careers Guidance

1. Stable careers programme •
 2. Learning from labour market information •
 5. Encounters with employers & employees • •
- contributes towards
 - • delivers

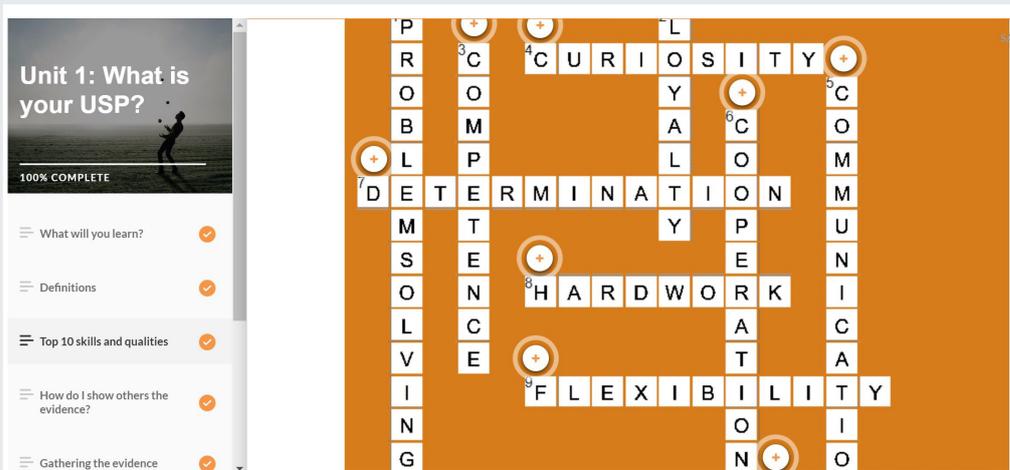
DIGITAL COURSE OVERVIEW

Course Landing Page



This shows what the students will see when logging into their course. A green tick will appear on each unit's panel after they have completed it.

Unit One



This is an activity from the first unit, which provides definitions of the **top ten skills and qualities employers look for**.

Unit Two



This unit allows students to look at different **career options**.

DIGITAL COURSE OVERVIEW

Unit Three

Unit 3: Getting to the interview - CVs and cover letters

100% COMPLETE

- What will you learn? ✓
- What is a CV? ✓
- Types of CV ✓
- CV templates ✓

Here are the most important points to remember about cover letters. Drag the sentence beginnings to the correct endings.

| | |
|--|----------------------------|
| Explain how your skills and experience | be tailored to the job. |
| Include a request for | will benefit the employer. |
| Do not forget to | skills and experience. |
| List your relevant | an interview. |

This matching activity tests students' knowledge on **cover letters**.

Unit Four

Unit 4: Shine in the interview

86% COMPLETE

- What will you learn? ✓
- Types of interviews ✓
- Interview preparation checklist ✓
- At the interview ✓

Do you have any questions for me?

Yes, actually I do.

This activity provides an immersive **job interview** experience, allowing students to consider how to prepare.

Unit Five

Unit 5: Digital footprints matter

100% COMPLETE

- What will you learn? ✓
- What social media accounts do you have? ✓
- What is a digital footprint? ✓
- Social media for good ✓

Muchley Girls FC Aug 14, 2019

@MuchleyGirlsFC

What an absolutely fantastic effort from all the girls! Well done!

To complete the five core units, students will consider their '**digital footprint**'; carrying out an audit of their social media account, and considering their content.