

# EMPLOYABLE ME

## KEY FEATURES:

- Suitable for 13-19 year olds
- CV and cover letter writing
- Interactive video interview scenario
- 1.5 - 2 hours to complete
- Personalised certificate on completion
- Track student's progress online

## COURSE CONTENT:

By progressing through five 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 demonstrating their skills and qualities effectively.

**Videos** from industry experts will provide relevant and detailed advice on different careers, and the skills and qualities you need to succeed in them.

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

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

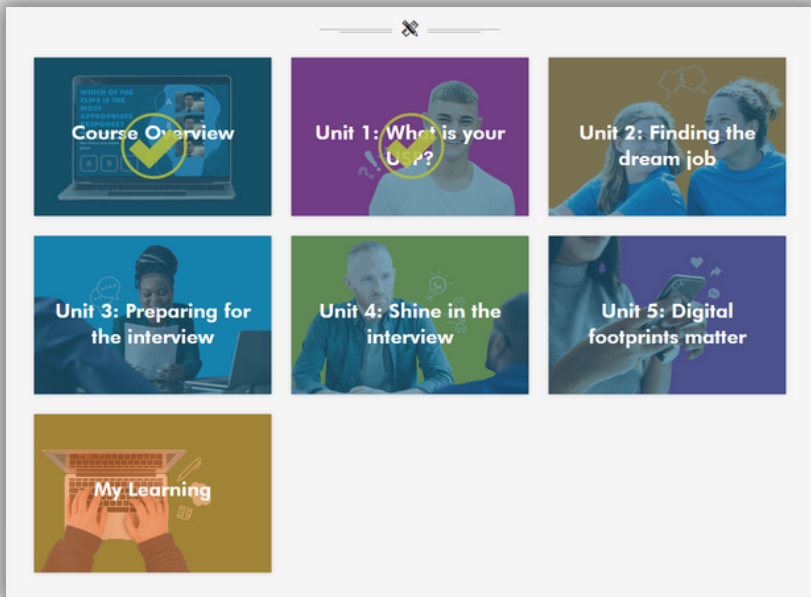
**YE Learning Zone is home to Young Enterprise's online courses for students. This course will equip students with the skills and knowledge needed to navigate the world of work.**



Contributes towards Gatsby Benchmarks of Good Careers Guidance:

1. Stable careers programme
2. Learning from labour market information
5. Encounters with employers & employees

## Course page



This is the course navigation page. Units which have been completed will be displayed with a tick over them. Students can revisit their answers in the "My Learning" section.

Students can fill in the final survey and access their personalised certificate once all five units are complete.

## Unit 1

**THE TOP 10 SKILLS/ QUALITIES EMPLOYERS ASK FOR ARE:**



**SKILLS**

- Good communication – verbal and non-verbal
- Technical skills – with training if needed
- Problem solving
- Ability to work with others
- Willingness to continue to learn

**QUALITIES**

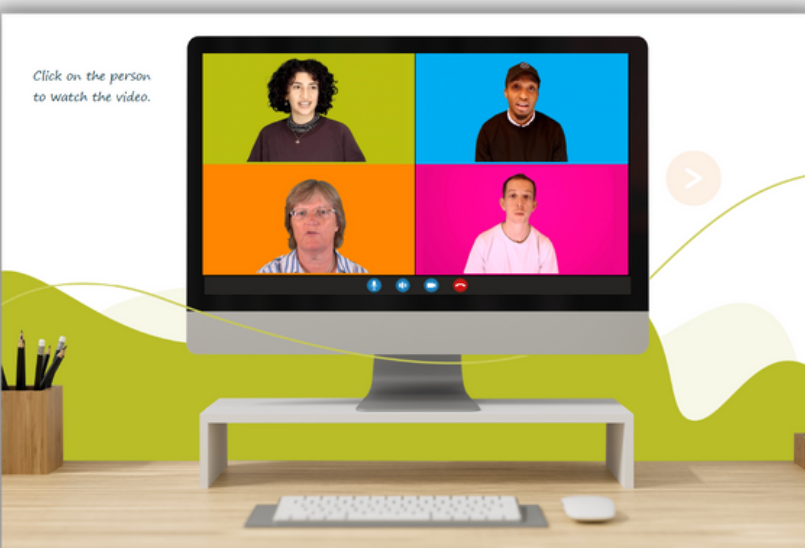
- Honesty
- Hard work
- Flexibility
- Determination, persistence and resilience
- Loyalty

Continue

### Unit 1: What is your USP?

In the first unit, students think about what makes them unique. They learn about what skills and qualities employers are looking for, and how to build and develop their own.

## Unit 2



### Unit 2: Finding the dream job

Unit two focuses on different jobs and industries. Students will hear from our experts about what working in different industries is actually like, how to get into different jobs within these, and the skills they need to succeed.

## Unit 3

**YOUR TURN**

Using the CV template provided, write your own CV. Refer back to the list of your Skills and Qualities you have already put together in Unit 1 – What is your USP? Are there any gaps?

Name:

Personal Statement

Work Experience

Have another look at the job adverts

1 2 3

Continue

### Unit 3: Preparing for the interview

In the third unit, students learn all about CVs, cover letters and how to apply for jobs. They will analyse good and bad examples, before writing their own.

## Unit 4

**WHICH OF THE CLIPS IS THE MOST APPROPRIATE RESPONSE?**

Click on the thumbnails to play each of the responses, then choose your answer below:

A B C

A B C

### Unit 4: Shine in the interview

In unit four, students learn about different types of interviews and the preparations they need to make for face to face or online interviews. They will then go through a mock-interview scenario with multiple choice video responses to find out what to expect and how to stand out.

## Unit 5

**SCENARIO 1**

How would an employer feel after seeing this post?

👍 👎

Chorifraser  
Lamb End, Cornwall

Called in 'sick and escaped to the sea. Sorry not sorry.

### Unit 5: Digital Footprints Matter

In the final unit, students think about the social media platforms they use, and the positive and negative impacts what they share can have on employment opportunities. They will review whether their own social media accounts portray them in a positive light to future employers.

## My Learning



In this course, students can use the "My Learning" unit to look back on their written answers and responses, such as the CV and cover letter writing in unit three.

## Certificates

**Student Completion Report**

- Select Course -   - Select Class -   - Select Academic Year -

Reports section: Filter by course, class or year to find a particular student's certificate.

Name	Year group	Class	Course	Download Certificate
Jack Marshall		10C		

A student's certificate will become available once they have completed all 5 units. The student will see a draft copy of their certificate on the course page.

Their personalised certificate will appear on the Reports section of the School Admin / Teacher account for download.

