**SESSION PLAN**

**COURSE:** ABE Level 4 BM Employability and Self-development

**ELEMENT:** Element 1: Concept of employability

**LEARNING OUTCOME 1**

**Explain the concept of employability, its relevance and value to both employing organisations and individuals (Weighting 10%)**

1.1 Explain what is meant by employability and the attitudes, skills and behaviours that are increasingly demanded by employers when recruiting staff

1.2 Summarise the relevance and value of this shift in selection criteria for new staff in relation to the changing workplace

**NUMBER OF SESSIONS:** Two - approximately 4-5 hours in total. LO1 RESOURCE PPT; Activities 1-5

**SESSION TOPICS:** Session 1: The concept of employability and which skills are most frequently sought by employers

 Session 2: Why employability skills are now part of selection criteria

**Note to tutors: These are the recommended session outlines for Learning Outcome 1 of the ABE Level 4 Employability and Self-development. You should follow the plan, using the resources (referenced as ‘slides’) and activities provided. It is important to enhance all sessions with local examples and case studies, involving the learners ACTIVELY wherever possible.**

### SESSION 1: The concept of employability and which skills are most frequently sought by employers (2-2.5 hours)

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| **Topic** | **Tutor Activity** | **Slides** | **Learner Activity** | **Formative Assessment** |
| Introduction to session and learning outcomes | Use file: **LO1 RESOURCE**Assessment Criterion 1.1 | 1-3 | Listen |  |
| What employers look for in prospective employees | Background – changing nature of workplace requires a different skillset to what was required in the past | 4 |  |  |
| Facilitate **Class Discussion:** * what employability is
* why employers are looking for these skills in addition to qualifications and technical skills
* what skills are most sought
 | 5-6 | Contribute to class discussion |  |
| Draw discussion together by presenting what employability skills are  | 7 | Listen, make notes and respond to questions |  |
| Value of employability skills to employers | Facilitate **Class** **Discussion** to bring out the following points:* transferable/cross-functional skills
* increased productivity (add value)
* flexibility and adaptability (agile workforce)
 | 8 | Contribute to class discussionMake notes |  |
| Facilitate **Group Activity 1** Coordinate feedback – check list against the study guide | 9 | Categorise employability skills under the following headings and say why they are of value to an employer:* Self-management
* Problem solving
* Working together and communications
* Understanding business
* Functional skills

Contribute to group discussion and make notes of key points to feedback to class | **E1 LO1 Activity 1**: Categorising employability skills |
| How can ‘soft skills’ be acquired? | Give some examples of how soft skills can be acquired through life activities and various projects as well as at work | 10 | Listen and make notes |  |
| Facilitate **Group Activity 2** – allocate one of the following areas to each group and ask them to think of examples of employability skills in this area and how they have been acquired:* Self-management
* Problem solving
* Working together and communications
* Understanding business
* Functional skills

Coordinate feedback | 10 | For one category of employability skills, think of examples and how you have acquired skills in this area from life activitiesContribute to group discussion and make notes of key points to feedback to class | **E1 LO1 Activity 2**: Examples of your own employability skills |
| Brief on **Homework Activity 3 -** ask learners to think about how they can acquire additional skills in all categories of employability skills from life activities. |  | Listen and ask questions as necessaryIndividual activity as homework | **E1 LO1 Activity 3**: How employability skills can be acquired |
| Review of session and learning outcomes |   |  | Listen  |  |

### SESSION 2: Why employability skills are now part of selection criteria(2-2.5 hours)

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| **Topic** | **Tutor Activity** | **Slides** | **Learner Activity** | **Formative Assessment** |
| Introduction to session and learning outcomes | Use file: **LO1 RESOURCE**Assessment Criterion 1.2 | 11 | Listen |  |
| Facilitate feedback on **Homework Activity 3** | 12 | Contribute to discussionListen and makes notes  |  |
| Selection criteria and how they are used in recruitment and selection | What selection criteria areHow they are changing over timeConsider using Activity 6 from study guide here | 13 | Listen and makes notes |  |
| How employability skills help to differentiate between candidates | Facilitate **Class** **Discussion** to bring out the following points:* What tools you have available to demonstrate your skillset (CV, Application Form, Personal Profile and wherever it is used, letter or email to support application, screening tests, assessment centres, interview and presentation)
* Highlighting soft skills as well as hard skills
* ‘Tipping the balance’
 | 14-15 | Contribute to class discussionMake notes |  |
| Highlighting benefits to the employer of employability skills:* Doing things right the first time (increased efficiency and effectiveness)
* Responding to competitive pressures (flexibility, agility, innovation, creativity)
* Using initiative within boundaries
* Ownership and accountability
* Employee loyalty and commitment (reduced absenteeism and turnover)
 | 16 |  |  |
| Benefits to the employee:* Improved sense of contribution and satisfaction
* Employability skills are transferable so can help with promotion/future job prospects
* ‘The virtuous circle’
 | 17 |  |  |
| Facilitate **Group Activity 4**Based on case study about Khalil – what kind of employability skills would benefit Khalil in terms of:* Preparing for the training
* Understanding the problem
* Delivering the training

Coordinate feedback |  | **Group Activity 4 -** Contribute to group discussion and make notes of key points to feedback to class | **E1 LO1 Activity 4**: Employability skills in practice |
| Brief on **Homework Activity 5** |  | Listen and ask questions as necessaryIndividual activity as homework | **E1 LO1 Activity 5**: Personal employability skills |
| Review of session and learning outcomes |   |  | Listen  |  |