**SESSION PLAN**

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

**ELEMENT:** Element 2 – Assessing your own skill set

**LEARNING OUTCOME 2**

**Assess your own skill set in terms of employability and use it to write a unique curriculum vitae (CV) and complete relevant job applications, maximising your potential value to an employer (Weighting 20%)**

2.1 Compare your own skill set against the employability skills sought by employers in order to identify gaps and how you might address these through personal development plans

2.2 Utilise your skill set effectively and creatively to complete the documents required when applying for jobs

**NUMBER OF SESSIONS:** Three - approximately 6-8 hours in total. LO2 RESOURCE PPT; Activities 1-8

**SESSION TOPICS:** Session 3: Assessing own skillset in terms of employability; identifying strengths, preferences and gaps, and writing a Personal Development Plan

Session 4: Utilising skillset to complete generic documents required for job applications

Session 5: Searching for jobs and matching application documents to specific jobs roles

**Note to tutors: These are the recommended session outlines for Learning Outcome 2 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 3: Assessing own skillset in terms of employability; identifying strengths, preferences and gaps, and writing a PDP(2-2.5 hours)

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| **Topic** | **Tutor Activity** | **Slides** | **Learner Activity** | **Formative Assessment** |
| Introduction to session and learning outcomes | Use file: **LO2 RESOURCE**Assessment Criterion 2.1 | 1-4 | Listen |  |
|  | Facilitate feedback on **Homework Activity 5 from Element 1.**  | 5 | Contribute to discussionListen and makes notes  |  |
| Benefits of assessing own skillset | Developing self-awareness in order to identify strengths, weaknesses, preferences and gaps necessary to:* Maximise your potential value to potential or existing employer
* Write documents that support job applications appropriately and positively
* Demonstrate your suitability when it comes to interview
 | 6 | Listen and makes notes |  |
| Assessing own skillset | Brief **Individual Activity 1** |  | **ACTIVITY 1** – see Activity Sheet | **E2 LO2 Activity 1**: Assessing employability skillset |
| Career Autobiography and personal SWOT | **Individual Activity 2** – plot own career autobiographyThen refer to Fig 3 in Study Guide Chapter 2 for SWOT in order to identify personal strengths, weaknesses, preferences and gaps  |  | Carry out **Activity 2** plotting your own career autobiography and make notes on the questions in the activity.Then do personal SWOT analysis to identify your own strengths, weaknesses, preferences and gaps | **E2 LO2 Activity 2**: Career autobiography |
| Debrief activity in relation to what to do next:* Taking advantage of strengths
* Developing strategies to overcome weaknesses
* Taking control of opportunities
* Managing threats
 | 7 | Listen, make notes  |  |
| Personal Development Plans (PDPs) | Presenting yourself as a ‘rounded’ individualIdentifying opportunities to close gaps:* Work experience
* Training
* Self-development
 | 8 |  |  |
| Brief on **Homework Activity 3**YouTube clip |  | Listen and ask questions as necessaryIndividual activity as homework | **E2 LO2 Activity 3**: Personal development plan  |
| Review of session and learning outcomes |   |  | Listen  |  |

### SESSION 4: Utilising skillset to complete generic documents required for job applications (2-2.5 hours)

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| **Topic** | **Tutor Activity** | **Slides** | **Learner Activity** | **Formative Assessment** |
| Introduction to session and learning outcomes | Use file: **LO2 RESOURCE**Assessment Criterion 2.2 | 9 | Listen |  |
| PDPs and closing gaps | Facilitate feedback on **Homework Activity 3** | 10 | Contribute to discussionListen, ask questions and makes notes  |  |
| Personal profile and CVs | Outline purpose of these documents and how they can be used to differentiate you from other candidatesPersonal profile – uses and content* Authentic
* Key qualities and characteristics
 | 11 | Listen and makes notes |  |
| Brief **Individual Activity 4**  |  | **Individual Activity 4 -** Write own Personal ProfileCheck with colleague to see if they think it is a good reflection of you and reads well. Be constructive about how the statements could be improved | **E2 LO2 Activity 4**: Personal profile |
| Curriculum Vitae and résumés | Highlight differencesDiscuss content of CVs* Personal details
* Personal profile
* Key skills
* Education with dates (most recent first)
* Work experience with dates (most recent first)
* Voluntary experience
* Hobbies/interests
* References (if requested)

Account for any ‘gaps’Look at different templatesConvey what you achieved rather than just tasksCareful use of ‘buzz’ words | 12 | Listen, make notes |  |
| Writing a CV | Brief on **Homework Activity 5**YouTube clips |  | Listen and ask questions as necessaryIndividual activity as homework | **E2 LO2 Activity 5**: Curriculum Vitae |
| Review of session and learning outcomes |   |  | Listen  |  |

### SESSION 5: Searching for jobs and matching application documents to specific job roles (2-2.5 hours)

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| **Topic** | **Tutor Activity** | **Slides** | **Learner Activity** | **Formative Assessment** |
| Introduction to session and learning outcomes | Use file: **LO2 RESOURCE**Assessment Criterion 2.2 | 13 | Listen |  |
| CV and LinkedIn Profile | Facilitate feedback on **Homework Activity 5** | 14 | Contribute to discussionListen, ask questions and makes notes  |  |
| Looking for jobs | **Class Discussion**: Where to look for jobs | 15 | Contribute to discussionListen and makes notes |  |
| Highlight key places:* Online and setting up job alerts
* Newspapers
* Journals
* Agencies
* Job centres
* Noticeboards
* Websites
* Networking
 | 16 | Listen and makes notes |  |
| Screening potential jobs | Matching your skillset to those required for various jobs by using:* Job advert
* Job description
* Person specification

Look for a close match regarding the essential and desirable skills/experienceNarrow down your choices being mindful of your strengths and preferences | 17 |  |  |
| **Brief Paired Activity 6**Coordinate feedback |  | **PAIRED ACTIVITY 6** – Individually, carry out some internet research to find one job that you could potentially apply for. Then in pairs, for each job, match your own skillset against what is required for both jobs and decide whether you would apply, and if not, why not.Make brief notes so that you can present the rationale for your decisions to your classmates | **E2 LO2 Activity 6**: Searching for jobs online |
| Desk research | Finding out more about the organisation that is advertising the role to decide whether you would like to work for them (getting a job is a TWO-way process):* Nature of industry, what they make/produce
* Size
* Location
* Who are their competitors
* Check out their news centre – how have they been in the news?
* Google the organisation to see what other people say about them
 | 18 | Listen and make notes |  |
| Brief paired **Activity 7**Coordinate feedback |  | **PAIRED ACTIVITY 7** - Find out more about the organisations that are advertising the two roles you picked and find answers to:* Nature of industry, what they make/produce
* Size
* Location
* Who are their competitors
* Check out their news centre – how have they been in the news?
* Use a search engine, such as Google, to find out about the organisation and to see what other people say about them

Is this the sort of organisation you might like to work for? Feedback to class | **E2 LO2 Activity 7**: Researching organisations |
| Covering letters and emails | Should include:* Who you are
* How you can be contacted
* Who the letter to and their details
* The job you are applying for including their reference if it is given
* Introduction
* Suitability statement
* Appropriate close, inviting action
* Appropriate sign off
 | 19 |  |  |
| Matching documents to role profiles | Having identified the skills and qualities that are required for a specific job, you need to tailor your CV/Application Form and the Application Letter or email so that: * Tt is clear you understand the job and what is required
* You have highlighted skills and experience you have that are relevant to the specific job

Other checks:* Well-presented and free of grammatical errors and typos
* Send so that it arrives before the deadline
* Make sure it is clear how they can contact you (ensure voicemail messages are professional)
* References
 | 20-21 |  |  |
| Brief on **Homework Activity 8** |  |  | **E2 LO2 Activity 8**: Letter of application |
| Review of session and learning outcomes |   |  | Listen  |  |