

Module Specification - Employability and Job search skills

Aim and objectives

The aim of this module is to provide employability and job search skills aimed at unemployed professionals. Ideally this new module will be based on the existing Finding and Getting a Job module, but tailored to this specific professional group.

Minimum delivery requirements

- Self assessment and analysis, identification of transferable skills including 1-2-1 support and action planning.
- CVs and manipulation for positive “hits” on the internet, current HR trends in common industries for the group.
- Effective completion of application forms
- Interview techniques and trends in the industry. How to receive and use effective feedback.
- Accessing the hidden job market
- Open and directed discussion topics; networking; shared experiences
- Practical activities on current job seeking skills and activity for PER occupations. Role of the electronic labour market and social media.
- Self esteem building and confidence, motivation driving techniques
- Self employment options

Additional requirements

- Materials should reflect the customer's likely background and experiences, and examples centred into industries related to the groups' experience.
- The module tutor/leader must have demonstrable experience of dealing with this customer group, and a track record of moving professionals and executives into employment.

Volume and values

Jobcentre Plus anticipates that the optimum number of participants per module will be 12. JCF will work with the supplier to agree referral numbers to ensure optimum starts.

Modules will be expected to last for 2–3 hours, with a 1-2-1 one hour follow up with each attendee. The follow-up must be within one month of completing the module.

The number of modules will be agreed.

A module price will be agreed, to include travel.

Referral mechanism

Jobcentre Plus advisers shall determine customer eligibility and make referrals to the event using the standard SL2 process.

Jobcentre Plus will securely forward an action plan to the provider to prepare suitable materials and allow follow up communication to encourage attendance.