

Programme Schedule - Jobcentre Plus Support Contract

Outline Specification for Jobsearch Modules

Aims & Objectives

Jobsearch modules aimed at unemployed customers. Ideally the new modules will be based on bite size parts of the existing Doing Effective Jobsearch module, delivered in 2 hour sessions and tailored to this specific group.

Delivery

Group session for a maximum of 12 people at the following locations:-
Customers may be referred to more than one of the workshops.

1 - CV Workshop – delivery required – 7 sessions

A 2 hour session to be delivered on Jobcentre premises as required by Jobcentre Plus.

Group session for a maximum of 12 people

The session should include the following main areas:

- How to prepare and create an effective CV
- Understanding the importance of a CV
- How a CV can help secure an interview
- How to tailor a CV to suit different jobs and employers.

The session should give customers the information and knowledge to create an effective CV. Topics to be included would be: What is a CV, gathering information, identifying skills and achievements, identifying transferable skills, what an effective CV should contain, how to produce a CV, covering letters.

2 - Applying for Jobs – delivery required – 7 sessions

A 2 hour session to be delivered on Jobcentre premises as required by Jobcentre Plus.

Group session for a maximum of 12 people

The session should include the following main areas:

- Completing application forms (including completing applications on-line)
- Understanding the importance of good presentation
- Job Profiles/Descriptions Person Specifications
- Competency based questions

The session should give customers the information and knowledge to effectively complete application forms. Topics to be included would be: how to show evidence of personal capability in the job role concerned, quality content in job applications, understand that successful job applications involve analysing the vacancy by matching their personal capabilities, experiences

and skills against the requirements listed in the job advert/person specification, advice on completing open questions / competency based questions, on line application processes.

3 - Interview Techniques – delivery required – 7 sessions

A 2 hour session to be delivered on Jobcentre premises as required by Jobcentre Plus.

Group session for a maximum of 12 people

The session should include the following main areas:

- Preparing for interviews
- Interview Skills
- Interview Questions / Asking questions

The session should make participants aware that job interviews are predictable and can be planned for and provide them with the information and knowledge to improve their interview performance. Topics to be included would be: researching before the interview, purpose of the interview, researching the employer, preparing information required at the interview, knowing your skills/needs/abilities, making sure your CV is up to date, journey planning, understanding the importance of personal presentation & how to present yourself at an interview, communication skills at interviews, approaching interviews with a positive frame of mind, body language, preparing and practising answers for the questions most likely to be asked, asking appropriate questions, preparing questions before the interview.

Contract Volumes & Value

We anticipate that the optimum number of participants per module will be 12. JCP will work with the supplier to agree referral numbers to ensure optimum starts.

A module price will be agreed to include travel.

This guidance is no longer current. You can find up to date information on GOV.UK