

## **Module Specification - Presenting to Employers**

### **Aims and objectives**

The aim of this module is to provide training to attendees on how to present themselves well to prospective employers.

Customer group: **JCP Customers outside the Work Program**

### **Minimum delivery requirements**

- Identification of existing skills
- How to create an effective CV
- Understanding the benefits of a range of Job search techniques/methods
- Preparing for interviews/ how to market self to employers
- Networking
- Use of Social Media
- Developing good interview skills
- How to use feedback positively
- Challenging perceptions and exploring flexible job goals

### **Additional requirement**

- The tutor must be able to demonstrate experience in working with this customer group

### **Volume and values**

It is anticipated that the optimum number of participants per module will be 12. JCP will work with the supplier to agree the optimum level of referrals to achieve the required level of starts.

Each module will be expected to last for 1.5 days. 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.