

Programme Schedule - Jobcentre Plus Support Contract

Outline Specification for Professional & Executive Workshop Module

Initially 4 of the following modules are required, ideally to be delivered in If these modules are successful, there may be a further requirement.

Aims & Objectives

An employability workshop and jobsearch module aimed at unemployed professionals. Ideally this new module will be based on the existing Doing Effective Jobsearch module, but tailored to this specific professional group.

Delivery

The module tutor/leader must have demonstrable experience of dealing with this customer group, with a track record of moving professional & executives into employment.

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.

Delivery should include as a minimum:-

- Identification of transferable skills
- Jobsearch
 - How to produce an effective CV
 - Effective completion of application forms
 - Interview techniques
 - How to receive and use effective feedback
 - Accessing the hidden Job market
 - Networking
 - Social Media.

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.