

Module Specification - Effective Curriculum Vitae (CV) Preparation

Aims and objectives

Jobcentre Plus requires a short, sharp, CV workshop for Lone Parent Customers.

Objectives of this course are that the customers will complete the pre-course preparatory work, attend the course, and with tutor/ I.T. support, leave the course with a copy of their respective CVs.

Minimum delivery requirements

- The provider will issue a template prior to the course outlining all the information that the customer needs to bring to the session in order to achieve maximum value in attending the programme
- CVs and manipulation for positive “hits” on the internet according to current HR trends in common industries for the group
- Customers will use I.T. whilst in attendance to facilitate completion of activities
- Delivery on pre-agreed event dates (subject to change of date should referral volumes for the event be below agreed tolerance levels)

Additional requirements

- Pre-event contact with prospective participants to gain commitment and maximize attendance. Jobcentre Plus will also encourage attendance;
- The trainer must have suitable experience to enable successful delivery of the programme.
- Jobcentre Plus requires that the Provider has capacity, both in resource and venue size to accommodate all attendee's on the day. No customer should be turned away.

Volume and values

- There will be a maximum of 6 customers on each course to ensure that each attendee receives a tailored and quality service.
- The event will be delivered on a part time basis over 2 days (minimum 4 hours per day to run around school hours due to the nature of the customer group).
- The number of modules will be agreed.
- A module price will be agreed – to include travel.

The success of the event will be evaluated as follows

- Customers must leave the 2 day course with either hard copies of their CV, the CV e-mailed to the customer, or saved on a memory stick or a compact disc (CD).
- The number of customers attending and completing the event

- The number of participants attending subsequent adviser interviews who have a CV and are using the CV to apply for work.
- The District will evaluate whether this initiative has facilitated a quicker return to the Labour Market through adviser follow-up activity.
- The provider should provide management information including information on DNA's, starts, leavers, completers, any emerging 'Good News Stories.' This will help the District to evaluate success, in addition to Jobcentre Plus's own measures to evaluate success.
- Feedback from event participants on the quality of their experience whilst on the event

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.

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