

## Module Specification

### Shaping my Future

#### Aims and objectives

The aim of this module is to develop confidence and skills to enable young people to be competitive in the labour market. This module is aimed at 18-24 year olds from 8 weeks – 26 weeks of claim.

Customer group: **18 – 24 year Olds**

#### Minimum delivery requirements

- Update CV throughout duration of programme to show volunteering, W/E etc
- What jobs are realistic for each individual? Are they available locally?
- How to search for a job
- Applying for a job: Types of application processes (practical session on PCs)
- Interview techniques: What to expect at an interview, questions you may be asked, questions to ask the interviewer, behaviour
- Dress to impress: Looking at standards of dress but make it fun by looking at colours that suit different individuals
- Confidence building: What are my strengths and weaknesses, able to present yourself positively, life skills I have learned that can be transferred to a work environment
- Identify role models/ idols and why. How to aspire to be like them.
- What employers expect: Timekeeping, behaviour code, dress code, respect of others, dos and don't with IT
- Customer service skills training
- H&S and/or manual handling certificate for those that require it for the types of jobs they are seeking
- First aid certificate
- A day volunteering either individually or as a team to develop team working, communication, confidence
- Work experience placement for minimum of 1 week
- Employer talks – linked to where there are vacancies
- How to find out about apprenticeships
- Mock interviews – using local employers, Rotary members
- Apply for minimum of three jobs / apprenticeships during programme

#### Volume and values

- The duration of a module is over 6 weeks.
- 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.

This guidance is no longer current.  
You can find up to date information on [GOV.UK](https://www.gov.uk)