

Module Specification – Enhanced Finding & Getting a Job

Aims and objectives

The aim of this module is to provide employability and job search skills to at Ex-offenders. This module is based on the existing 'Finding and Getting a Job' module but tailored to the specific difficulties faced by ex-offenders when looking for work.

Minimum delivery requirements

- The benefits of employment
- Identification of transferable skills
- How to produce an effective CV
- Effective completion of application forms both manually and on-line
- Covering letters
- Interview techniques (specifically on how to present any convictions to employers)
- How to receive and use effective feedback
- Accessing the hidden Job market
- Networking and social Media
- Basic advice on criminal conviction disclosure and sign post to a specialist organisation if required.

Additional requirement

- Ideally the tutor/leader will have experience in dealing with this customer group and demonstrate empathy with the difficulties that they face.
- They tutor/leader should also ideally have a proven track record of moving Ex-offenders into employment.

Volume and Values

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.

Modules will be expected to last for 2–3 hours, (but it is for the Provider to advise JCP on module length) with a 1-2-1 one hour follow up with each attendee to discuss individual barriers. The follow-up must be within one month of completing the module.

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.