

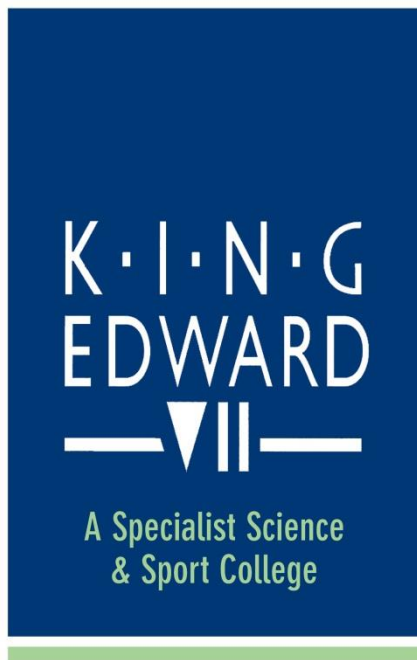
Name:

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The Post 16 Purpose...

“All members of King Edward VII Sixth form will be equipped with the knowledge and skills to flourish in higher education or employment. They will develop academically, socially and emotionally, enabling them to strive for continuous personal improvement and growth”

Employability and Enrichment Opportunities at...



Log book for *Employability Skills*. Please update once a week and use it for reference when writing your UCAS personal statement and / or supporting letter for employment

Building you a better and *brilliant* future

What are employability Skills?

Employability skills are general skills that are needed to get most jobs, but they also help you to stay in a job and work your way to the top. While there will always be some job-specific skills that an employer is looking for, most employers will also want you to have some general skills and will expect you to demonstrate evidence of having these skills.

This booklet has been designed for you to log skills you use in enrichment activities out of school clubs/organisations and part time work. You also need to keep a log of how these skills develop and frequently action point how to improve them or what other skills you need to develop. Take 10 minutes every Tuesday to reflect upon and log the skills you acquired / developed in the past week.

When you write your UCAS personal statement and /or a supporting letter to an employer for an apprenticeship or employment this booklet will be invaluable. It will also help you to prepare for interviews as employers and Universities want evidence that you have practised the following employability skills.



“Employability skills are a set of attributes, skills and knowledge that all labour market participants’ should possess to ensure they have the capacity of being effective in the workplace - to the benefit of themselves, their employer and the wider economy.” John Cridland, CBI Director - General

What is employability?

Employers across all industries want more than just a degree/qualifications; they want young intelligent people who can demonstrate a wide range of other skills, attributes and knowledge, often called ‘employability skills’. Examples include communication skills, planning, team work, enterprise skills, problem solving, reflection, numeracy skills, IT skills and leadership skills.

Why are employability skills so important?

In a competitive and fast-moving global economy, graduates and young people need to stand out to get the jobs they want. Graduate selection procedures are tough and there are large numbers of applicants for each vacancy. Applicants are required to provide evidence of their employability skills on application forms and then demonstrate their skills at assessment events. You need to start logging and developing these skills NOW so to put you in a more competitive position.

How can you develop and prove your skills?

Your Advanced Level courses are already helping you to develop a wide range of employability skills, from report writing to presentation skills. In addition, King Edward VII provide enrichment and extracurricular schemes to help you to develop your skills further. You can volunteer, take part in clubs and societies, work part-time, become a student academic mentor, learn a language and be involved in the National Citizenship Service programme. It is important that you log your efforts in this booklet and record and reflect on your employability skills. This can be used as a basis for applications and interviews both University and employment. There will be a prize at the end of the academic year (July) for the most improved employability skills for boy and girl. This booklet will be used as evidence and a mini interview will be conducted and 'scored' by another student, attendance to enrichment activities, contribution to extracurricular events and activities will also make up the decision criteria

This log book / record of your development has been designed to encourage you to consider not just what you have done, but how you did it and the skills you developed. The booklet also encourages you to consider any gaps in your skill set and work out ways of filling the gaps.



“A degree can only reflect your mastery of an academic discipline and cannot shed light on your personal skills and qualities. It is the person underneath that counts”

Gavin Patterson CEO, BT Group

Mapping Your Current Employability Skills...

National Citizenship Service

In the boxes write down a list of employability skills you think you use outside of lessons. Look briefly through this booklet for guidance...

Voluntary work?



Part time work?

ME

Academic Mentoring



Academic Projects

Sports club / Team?

Sports Leadership scheme

Ground rules for enrichment activities:

1. 100% attendance
2. 100% commitment Be honest and clear and do not take on any volunteering commitment which you cannot keep.
3. Contact the organisation / Teacher if you are unable to attend
4. Sign in before you begin your 'shift' this will act as evidence of attendance
5. If you are unsure seek guidance from your 'line manager' (classroom teachers, link person in the organisation)
6. Observe health and safety rules of the activity/placement at all times and do not do anything that may pose a risk to other people on the project and report all accidents

How to use this log / record booklet ..

Communication

Skill	What did you do?	How did you do it?	How I develop this further
g)	I gave information about the theme of trust in 'Of Mice & Men' to a Y10 student	I sat one to one with the student in the library and used the table the teacher provided	Read the book so my information is more thorough and therefore articulated in a more effective way



Play sport!

The ***Sport Industry Research Centre*** calculated that the average graduate who played sport while studying earns £5,824 (18%) more than those who didn't. 21% of graduates who played sports had experienced unemployment compared to 27% of those who didn't. Sporting students develop skills such as team work, communication and leadership.

My Planning / organisation skills

- a) Time management** (creating time lines for an event)
- b) Event organisation** (organising an event for school)
- c) Prioritising** (issues most important to students whilst mentoring / supporting)
- d) Setting targets / objectives**
- e) Written plans / action plans**
- f) Financial planning / budgeting** (Prom)
- g) Researching** (Appropriate venues for the Prom)
- h) Working to deadlines** (creating displays that meet a deadline)
- i) Attention to quality** (providing excellent support to pupils and helping to raise their attainment as a consequence)



MARKS &
SPENCER

"Academic qualifications are not our only important requirement. We will also expect you to have taken on positions of leadership and responsibility and show real ability to take initiative."

Mark Bolland CEO Marks And Spencer

Planning & Organisation

Skill	What did you do? Date?	How did you do it?	How I develop this further

My Enterprise skills

- a) Researching** (potential charities to support)
- b) Identifying an opportunity** (volunteer to performing / present at a pre-organised event e.g assembly to High School students and / or Y10)
- c) Starting something new** (start your own extracurricular club)
- d) Innovation** (creating something to promote the club)
- e) Negotiation** (negotiating with staff to organise an event)
- f) Commercial awareness** (gain understanding of how school and / or work operates as a 'business')
- g) Networking** (use social networking media to promote an issue / event)

Enterprise Skills

Skill	What did you do? Date?	How did you do it?	How I develop this further

“There is no greater thing you can do with your life and your work than follow your passions – in a way that serves the world and you”

Sir Richard Branson



My Reflection skills

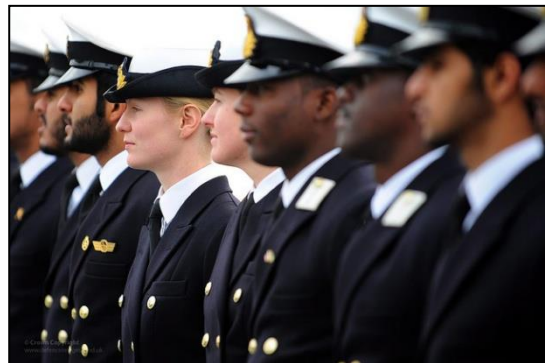
- a) **Identifying what went well**
- b) **Identifying what didn't go well**
- c) **Identifying how to improve something** (evaluate an assembly and improve it next time based on the suggestions from the audience)
- d) **Self awareness** (how could you have behaved differently in order to change a disappointing outcome?)

Reflection Skills

Skill	What did you do? Date?	How did you do it?	How I develop this further

The sort of people that we're looking for are the people who will go out and find the opportunities. **The opportunities are out there.** You've got *sports societies, the student union, the university squadron, voluntary work, paid employment*: it's out there, it's just whether people can be bothered to go and do it...I think it's down to the individual.

Royal Navy



My Leadership skills

- a) **Leading a project**
- b) **Delegating**
- c) **Persuading and influencing** (persuading students to contribute/come to an event)
- d) **Setting an example / positive role model** (academic mentoring in a professional and reliable manner)
- e) **Motivating others** (year 10 student to complete a piece of coursework to the best of their ability)
- f) **Being assertive** (To a Y10 student if they say they 'can't' do a piece of work and when necessary!)
- g) **Negotiation** (with members of staff to make decisions)
- h) **Decision making** (taking the lead on a decision when organising a event)
- i) **Setting targets/ objectives**
- j) **Enthusiasm** (showing passion for education when supporting a younger student)
- k) **Accepting responsibility**

Leadership Skills

Skill	What did you do? Date?	How did you do it?	How I develop this further



“It is better to lead from behind and to put others in front, especially when you celebrate victory when nice things occur. You take the front line when there is danger. Then people will appreciate your leadership”

Nelson Mandela

My Problem solving skills

- a) Analysing**
- b) Identifying / evaluating Options** (devise a range of solutions to a younger students 'problem' and encourage them to follow their decision through)
- c) Lateral thinking** (solution based problem solving that is 'outside the box' thinking. E.G organising a book selling event to new Year 12 students ... it saves money, time and adds to Y13 pocket money fund!)
- d) Flexibility / adaptability** (organising things last minute, being prepared to stay longer after school to meet a new deadline)

Problem Solving

Skill	What did you do? Date?	How did you do it?	How I develop this further



“Problems can also be opportunities: they allow you to see things differently and to do things in a different way: perhaps to make a fresh start”

Kent University

My Positive Attributes

- **Energy** (attend all rehearsals / sports training)
- **Drive** (wanting to make your input into enrichment activity as successful as possible)
- **Resilience** (if you fall down pick yourself up and try, try again!!)
- **Integrity** (be honest and open)
- **Reliability** (being punctual and attending all enrichment activities you've committed yourself to)
- **Enthusiasm** (promoting events / give support with enthusiasm, energy and positivity)
- **Self awareness** (know and understand your strengths, improve upon your weaknesses)
- **Confidence** (develop the capacity to deal with a range of queries problems and issues)
- **Cultural awareness** (develop an understanding of the locality, region, country and global world in which we live)
- **Capacity to develop** (being prepared to take on new challenges in order to develop your 'hidden' skills)
- **Creativity**
- **Completer / finisher** (ensuring that your task is finished to the best of your ability no matter how big or small!)
- **Self reliance**
- **Attention to quality** (all the activities you undertake are done so with quality and care)
- **Flexibility / adaptability** (attending events / work at last minute if required)
- **Self motivated** (being a leader, arranging events and meetings, developing and setting up extracurricular activities)

<i>Skill</i>	Communication	Planning / Organisation	Enterprise	Reflection	ICT	Team Work	Leadership	Problem Solving	Numeracy
Autumn Half Term 1									
Autumn Half Term 2									
Spring Half Term 1									
Spring Half Term 2									
Summer Half Term 1									
Summer Half Term 2									

December 2014

Skill	Overall grade for the term	Precise ACTION I need to take over the Holiday /next term to ensure this skill is developed further ...
Communication		
Planning / organisation		
Enterprise		
Reflection		
ICT		
Teamwork		
Leadership		
Problem Solving		

March 2014

Skill	Overall grade for the term	Precise ACTION I need to take over the Holiday /next term to ensure this skill is developed further ...
Communication		
Planning / organisation		
Enterprise		
Reflection		
ICT		
Teamwork		
Leadership		
Problem Solving		
Numeracy		

June 2014

Skill	Overall grade for the term	Precise ACTION I need to take over the Holiday /next term to ensure this skill is developed further ...
Communication		
Planning / organisation		
Enterprise		
Reflection		
ICT		
Teamwork		
Leadership		
Problem Solving		
Numeracy		

Please use for your own notes / tracking / monitoring purposes: