

# Employability Skills

How can you help young people to further develop their employability skills?



By offering just a few hours per year volunteering to support an Employability Skills workshop in a Croydon school / college, young students will benefit directly from your experience in the world of work.

An Employability Skills workshop provides an opportunity for business volunteers to help prepare young people for work experience and future employment.

## What is an Employability Skills workshop?

An Employability Skills workshop is a half-day event organised by CEBP for a whole year group of 15-16 year old students with business / adult volunteers working alongside teachers to:

- Prepare students for a 2 week work experience placement
- Ensure students understand the concept of Employability Skills, particularly communication and teamwork
- Introduce students to working with an employer during the workshop to give an overview of employers' expectations

## What are Employability Skills?

Employability skills are defined as seven skill areas that help learners improve their learning and performance in education, work and life in general. They are as follows:

- Application of literacy
- Application of numeracy
- Application of IT
- Communication and literacy
- Problem-solving
- Business and customer awareness
- Teamwork
- Self-management

If young people cannot demonstrate the above they are 'at risk' of not being employable. Employability Skills are embedded in the National Curriculum and in all subject disciplines. It is most important that we instil a positive 'can-do' attitude in young people.

## What is my role as a business volunteer?

- Attend an induction or work shadow an event
- Attend a briefing meeting on the day of the workshop to meet your assigned teacher
- Facilitate with a teacher / tutor
- Build students' self-esteem and confidence, and develop their awareness of customer expectations

## What are the benefits to business?

- Opportunity for staff development
- Raise company profile in the community
- Gain knowledge of current education / qualifications
- Review of recruitment procedures / practices
- Knowing that you are making a difference

## What the students say:

*'It really has helped me to think about the skills that I have'*

*'I now feel more able to present myself'*

*'I really enjoyed the teamwork'*

## What the business volunteers say:

*'I realise that different skills are needed when dealing with young people and this will help me in my training role at work'*

*'A very rewarding experience; I saw students become more confident in their presentations'*

## What do I do next?

Please invest in Croydon's young people and future by participating in this and other CEBP activities including:

- Mock Interviews
- Employability Skills Workshops
- Business Champions
- Enterprise Days
- Professional Development for Teachers
- Bizzy Partners

**Contact the team at CEBP... we're here to help!**



**Croydon Education  
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