Lesson plan

Employability skills

40 Minutes

12-14 Age

KS3:L2/L4/L5 PSHE

Learning outcome(s)

By the end of the lesson students will:

- Understand the concept of employability skills and why these skills are important
- Be aware of the employability skills they are currently developing
- Know how they could develop skills in other areas of their lives

Summary of the lesson

The lesson begins with the CBI definition of employability skills and considering the relevance and range of these skills. Students are introduced to the Skills Builder Framework of eight essential skills. They complete their own personal skills audit, then a skills development worksheet including an action plan to develop some of their skills. Finally, they reflect on what they have learnt and how their personal skills may affect the type of career they choose.

Classroom requirements

- Interactive whiteboard
- Accompanying PowerPoint slides
- Paper and pen between two students
- **Skills audit** worksheets, one per student
- **Skills development** worksheets, one per student

Suitable for students aged

12-14

Time required to complete tasks

40 mins max

Gatsby Benchmarks covered



Learning area in the CDI Career Development Framework

Grow throughout life / Explore possibilities

Programme of Study for PSHE Education

KS3:L2, L4 and L5

Skills Builder Universal Framework



Lesson activities

1. Starter activity

Time Required 10 Min

Explain that the lesson will introduce the concept of employability skills, why they are important, explore what skills students already have and how they can develop their skills further.

Ask students to discuss briefly in pairs what they understand by the term employability skills and ask for responses. Then show PowerPoint Slide 2 - the CBI definition of employability skills - followed by PowerPoint Slide 3 - a simpler definition.

Resources

PowerPoint Slides 2-3

Ask students to discuss in pairs again why employability skills are important and gain several responses before showing PowerPoint Slide 4.

Resources

PowerPoint Slides 4-5

What do employers think about young people's employability skills? Show PowerPoint Slide 5 for quotes from two reports which show that many employers think that young people are not work ready.

Show PowerPoint Slide 6: employability skills fall into three categories - technical, essential and basic skills. Explain that the lesson today will focus on the essential skills which are the skills required to do almost all jobs. These skills cover:

Resources

PowerPoint Slide 6

- Interpersonal
- Communication
- Self-management
- Creative problem-solving

Introduce the Skills Builder Framework to the class (for background information we recommend the teacher looks at the Skills Builder website before the lesson).

Explain that the Skills Builder Partnership is a social enterprise which was set up to support the development of essential employability skills in both young people and adults. The Partnership works with hundreds of employers, schools and organisations. Their premise is that skills can be learned and developed by practising them over a period of time.

Then show PowerPoint Slide 7 which shows the eight essential skills within the Skills Builder Framework. These skills are generally acknowledged as the main ones required by employers. Note: students who have a Morrisby account can find information about the eight essential skills in the Progress area of their account.

Resources

PowerPoint Slide 7

In pairs ask students to match the definitions on PowerPoint Slide 8 to each of the eight skills.

Show answers on PowerPoint Slide 9 - how did they get on?

Resources

PowerPoint Slides 8-9

1. Starter activity (continued)

Next choose an essential skill in the **Framework** area of the Skills Builder website and read out loud the full explanation about how the skill can be developed, using the scroll down bar under the skill icons on the right of the screen. Then scroll down the screen to show steps 0 - 15 which illustrate the explanation given.

Resources

https://www.skillsbuilder.org/

2. Skills audit

Give out the **Skills audit** worksheet to each student. It lists the eight essential employability skills referred to in the lesson already. Show PowerPoint Slide 10. Students spend time considering their own skills then tick the steps they feel they have already achieved for each of the eight skills. Note for teachers: the worksheet lists a selection of steps 0 - 15, not all of them.

Then they choose three of their strongest skills and write down the evidence they have for that skill.

Students share their worksheet in their pairs. Does their partner agree with their scoring? If not, why not?

Time Required 15 Min

Resources

PowerPoint Slide 10

Skills audit worksheets, one per student

3. Skills development

Give out the **Skills development** worksheet to each student.

Show PowerPoint Slide 11. Explain that everyone has skills they develop in different areas of their life which employers value and can be used to support job applications. These are called transferable skills. Students record on this worksheet the skills they are developing or could develop in other areas of their life. Note: they should fill in any sections that are relevant to them.

Then on the worksheet they write an action plan to develop one or more of their skills that need improving. Emphasise that their actions should be SMART (specific, measurable, achievable, realistic and in a time frame).

Time Required 10 Min

Resources

PowerPoint Slide 11

Skills development worksheets, one per student

4. Review

Show PowerPoint Slide 12.

Ask the class how easy or difficult they have found the exercises today. Do they now feel confident to describe their main skills to others? How might the skills they possess affect their career choices?

Time Required 5 Min

Resources

PowerPoint Slide 12

Differentiation

Some students may need help with the skills audit and skills development activities.

Extension activities

- Students talk to an adult e.g. a relative, friend or neighbour, about their job and the main skills they use at work. They could write this up as a case study.
- Students research a career that interests them to find out what employability skills are required and to work out which skills they need to develop. They could add any new skills for improvement to their action plan.

Students who have a Morrisby account add either of these activities as a goal to their Morrisby Action Plan.