

Employability Gateway- Sector Specific - Scheme of Work

Tutor: Employer Liaison Team.

Course: Port/Construction Sector Specific NON-ACCREDITED	Group: Min 6 max 10 workless Sefton residents	Duration: 2.5 hours From/To: Ongoing
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No of Sessions: 1 X 2.5-hour session.	Contact Hours: 2.5 Non-contact hours: 0	Venue: S@W Bootle office & other venues
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Aim of course: To give unemployed Sefton residents, identified by their Sefton@Work Adviser, the opportunity to develop Port & Construction Sector Specific skills and knowledge in their chosen field, in order to bring them closer to the labour market and increase employability.

Session	Aims of Session	Objectives/Learning Outcomes	Activities, Resources & Functional Skills	Assessment
1. Information Session about chosen sector.	<ul style="list-style-type: none"> Provide participants with an overview of their chosen sector and describe how the sector is structured. Provide participants with information on drug testing in the workplace, the technologies used and the possible consequences of a person providing a positive drug test through a presentation and discussion with guest speaker. Help breakdown common misconceptions of employment with information on what is required for the 	<p>By the end of the 2.5 hour session participants will be able to:</p> <ul style="list-style-type: none"> Understand their chosen sector and describe how that sector is structured. Feed back to the group with 4 different areas within their chosen sector. Identify 2 local companies they want to work for and the reasons why. Have a basic understanding of why employers drug test in the workplace and identify 2 of the different types of drug testing technologies used. 	<p>Activities: Housekeeping, Icebreaker, Induction, Q&A, group discussion, working in pairs, Role-Playing, Mock interviews, Peer feedback, Presentation, Scoring Work Sheets</p> <p>Resources: Icebreaker work sheet. Laptops, Pens,</p>	<p>One to one and group discussion.</p> <p>Questionnaire.</p> <p>Self Assessment work sheet.</p> <p>Evaluation Sheet</p>

	<p>chosen sectors and provide hints on what employers look for.</p> <ul style="list-style-type: none"> • Watch a video on interview techniques and provide participants with the opportunity to be mock interviewed by their peers using sector specific questions and to feedback on their performance. • Provide participants the opportunity to research companies in their chosen sector and to compare salary levels and job descriptions. 	<ul style="list-style-type: none"> • Be better prepared and more confident for interviews and be more aware of sector specific questioning and interview types. • Reflect on peer feedback and be able to discuss with the group about 1 positive aspect and 1 negative aspect they noticed during the interview process. 	<p>Paper, flip chart, smart board, PC, self assessment work sheets. Alcohol & drug paraphernalia, Blank Interview Template</p> <p>Functional Skills: Literacy is embedded in every activity through discussion, reading & writing. IT is embedded through use of smart board and researching of companies using laptops/internet. Numeracy is embedded by researching and comparing salary information and measuring volume of drugs/alcohol.</p>	
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