

Work Related Learning at Key Stage 4

These exercises have been designed to demonstrate how Job cafe could be used to assist schools in meeting requirements of specific elements of the work-related learning curriculum.

Element of Provision 4

Developing an awareness of the extent and diversity of local and national employment opportunities.

Exercise designed to assist in meeting requirements of element 4:

Exercise Sheet

The following exercises will improve your knowledge and understanding of the world of work and improve your career management skills.

The information for you to complete all tasks is on the website: <http://www.jobcafe.co.uk/>

Instructions on where you need to go on the site are given and highlighted in **bold** to help you.

Local Labour Market Knowledge and Understanding

After completing tasks 1, 2 and 3 you will have an understanding of labour market activity within different employment sectors and relate this understanding to your own personal career plans.

Task 1

Go to the '**FAQs**' page and look at the '**Definitions of Work**' section and answer the following questions:

Describe the following types of employment by giving two facts about each one.

- * Employment
- * Self-employment
- * Unemployment
- * Voluntary Work

Task 2

Local Labour Market information will be useful to you when choosing a career path.

You know where the jobs are most likely to be in the future and the skills local employers are looking for.

Go to the '**FAQs**' page and look at the '**What are Sectors and Skill Shortages?**' and answer the following questions:

1. Explain what is an employment 'sector'.
2. Explain the meaning of the term 'skills shortage'.
3. Why is it useful for you to know which sectors are key where you live and plan to work?

Go to the pages for each of the sectors below and within the '**Portsmouth Developments**' section.

4. Find two examples of a skills shortage in each sector:
 - Construction
 - Engineering
 - Tourism & Hospitality
 - Retail

Task 3

Using the website www.jobcafe.co.uk go to the '**FAQs**' page, and the '**Portsmouth statistics compared with Hampshire**' section.

1. Looking at the graph '**Industries in Portsmouth compared with Hampshire**':
 - a. List the 11 main industries people in Portsmouth and Hampshire are employed in?
 - b. Portsmouth employs a significant amount more people in Public Administration and Defence than Hampshire overall, explain why you think this is?
 - c. Portsmouth employ a significant amount more people in Hotels and Catering than Hampshire overall, explain why you think this is?
2. Looking at the graph '**what difference do qualifications make**'. Give three examples of what difference having qualifications can make on your working life.
3. Sectors are broken up into different areas of work. Go to the various sector areas of the site and find the answers to the following question:
List the 'areas of work' each of the following sectors are made up of:
 - Construction
 - Engineering
 - Hospitality & Tourism
 - Retail

Element of Provision 5

Relate your own abilities, attributes and achievements to career intentions and make informed choices based on an understanding of the alternatives.

Exercise designed to assist in meeting requirements of element 5:

Career Management Skills

After completing tasks 4 and 5 you will have improved your career management skills, including knowledge of the 'applying for a job' process.

Task 4

Using the website www.jobcafe.co.uk go to the various sector sections of the site and look at the '**training**' areas.

1. Use the '**training**' pages to investigate the various progression routes available after you leave school.
2. List three routes you will consider for yourself and give a reason why you would consider each route. (Think about your abilities, interests and skills.)

Task 5

Using the website www.jobcafe.co.uk go to the '**FAQs**' area of the site, and look at the '**CVs and Application Forms**' and '**Interviews and Assessment Centres**' sections. Action the following questions:

1. Prepare your CV.
2. Depending on the job you are applying for a CV may require adapting.
 - a. List which sections of a CV may require adapting when applying for different jobs.
 - b. Explain why these sections may require adapting and how this would improve your application.
3. List 5 tips when completing an application form.
4. List 5 tips in preparing and attending interview.
5. Many employers now use Assessment Centres as part of their recruitment process. Using the section on '**assessment centres**'.
 - a. Explain what an assessment centre is.
 - b. List 5 tips on how to prepare when attending an assessment centre?