

EMPLOYABILITY

PREPARING FOR EMPLOYMENT

DEFINE EMPLOYABILITY

The Skills and Abilities which allow you to be employable. Employability is the starting point of your career.

Employability is a lifelong process and forever evolving based on your experiences and studies.

Although you are gaining knowledge and qualifications through studying within specific focused areas. You also develop soft skills which are adaptable to any workplace, and you may not even realise you are gaining them! Such as –

Communication Skills, Team Working and a Willingness to Learn New Skills.

WHAT DO YOU NEED

Although you have studied and gained qualifications and knowledge, you need some items prior to looking for employment. These are –

- Curriculum Vitae (CV)
- Cover Letter
- Interview Skills
- Job Application Knowledge
- But also, other things to consider such as, email address, official ID and proof of address documents.

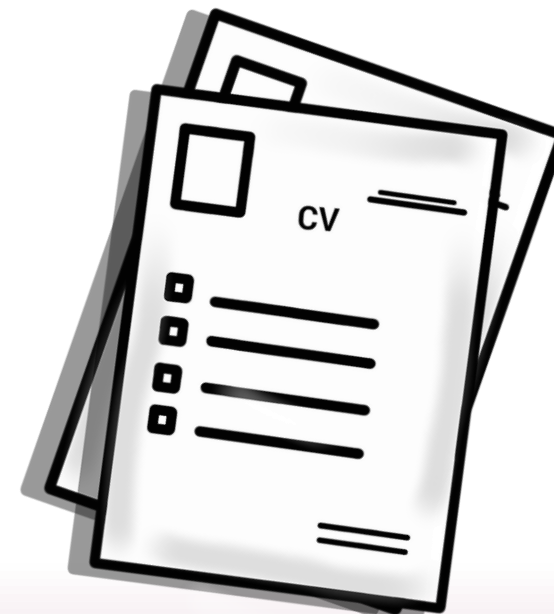
CREATING A CV

A CV is a true reflection of you. The purpose of a CV is to theoretically to sell yourself to a potential employer.

Information you need for creating a CV –

- Personal Statement – VERY IMPORTANT
- Key Skills
- Educational Qualifications
- Work Experience
- Hobbies & Interests
- References

How long on average does a CV be read for in the UK?



WRITING A COVER LETTER

A Cover Letter is a document which sometimes is requested along with your CV. A Cover Letter is designed to provide additional information to employers on why you feel you have the suitable skills and experience.

Things you need to know to write a Cover Letter -

- Your Key Skills, Experience and Education matching CV.
- Information about the Company.
- Knowledge of the Job Description.
- Candidate desirables of the Job Description.



INTERVIEW SKILLS

A Job Interview is a professional discussion between employer and applicant, the employer may have a range of questions to discuss with the applicant to determine their suitability for the role.

Things to consider prior to an interview –

- Knowledge of the Company, Conduct Research.
- Knowledge of the Job Role.
- How your Experience, Skills and Qualifications suit.
- Practise questions, think of examples for answers.
- Show positive body language. Example, eye contact.
- Dress correctly, smart and formal clothing.



JOB APPLICATIONS

All companies have different application processes, some request to apply via CV's & Cover Letters. Some have their own applications either digitally or handwritten.

Things an application may include -

- Personal Details, Name, Date of Birth, Address etc.
- National Insurance Number.
- Education Results & Employment History.
- Supporting Statement.
- References.

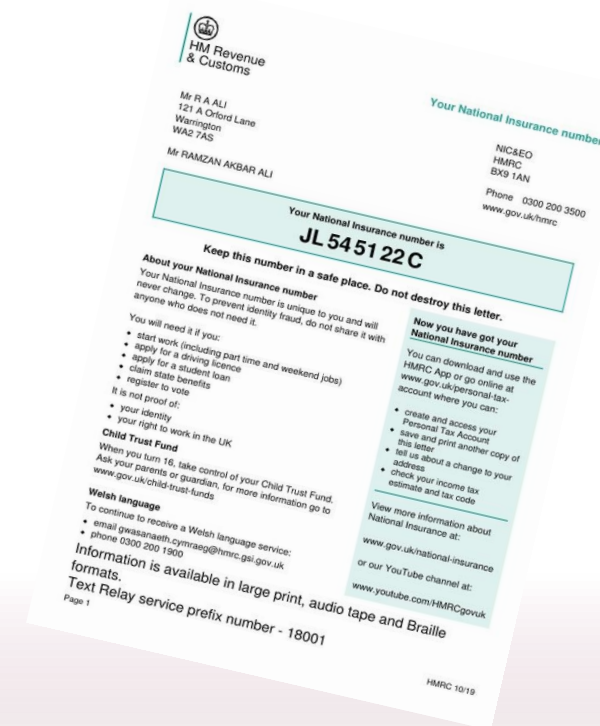


EXTRA ITEMS

Although you may have a CV, Cover Letter, Interview Skills and Knowledge on how to apply for vacancies. Some companies may request other items upon being successful at an interview. So be PREPARED!

Items you may need –

- ID - Passport, Driving License.
- National Insurance Evidence.
- Proof of Address - Utility bill.
- Completion of a DBS Application.
- Educational Qualifications – Certificates.
- Bank Account Details - Salary.



WHO CAN HELP?

The Advice, Careers and Employability team, are based at both sites. The ACE Team can support with all aspects of employability. You will find the ACE Team in Programme Management and can book an appointment for support.

The ACE Team can support with -

- Writing CV's.
- Writing Cover Letters.
- Careers Advice.
- Job Applications.
- Job Searching/Apprenticeship Searching.
- Interview Skills.



HOW TO REACH US

You can reach the ACE Team in several ways for enquires and appointments.

Mailbox Email –

acecronton@riversidecollege.ac.uk

aceriverside@riversidecollege.ac.uk

Direct Email -

colleen.smith@riversidecollege.ac.uk

anthony.bulmer@riversidecollege.ac.uk

Tutor Referral –

Your tutor can make a referral to the ACE Team on your behalf, speak with them regarding any support required.

SOLAR -

You can view the ACE Team page within SOLAR for all contact details.

ANY QUESTIONS?

THANK YOU, THE ACE TEAM