

# Level 18

## Careers Portfolio



LOCATION:  
On school site



DURATION:  
2 days



GROUP  
SIZE: 40

### About the programme

This series of eight workshops is designed to build confidence and self-esteem by giving young people the knowledge and essential life-skills to practice and succeed in everyday life. Our two-day programme contains helpful tools, tips and resources that are designed in collaboration with several employers from key industry sectors.

With a great CV, you are 38% more likely to be contacted by recruiters, 31% more likely to secure an interview and 40% more likely to land a job. Our resources reflect the current and future employment and skills landscape. The programme not only aims to help recognise the skills that young people have now but how these can be improved and adapted so that they stand out from the competition and raise employability levels.

Our Level 18 programme also contains valuable information about financial management so that young people feel supported to make informed choices about their money and become more in control of their finances as they enter adult life.

### Background

Research has revealed that the traditional interview is an unreliable indicator of whether a person is right for the job, with many employers preferring assessment exercises and psychometric tests. We cover all the latest methods to help young people feel confident to tackle any interview format. Financial education is an essential part of a young person's future. Rising debt, cost of living and mortgages are just some of the challenges facing young adults when it comes to looking after their money, therefore the focus should be on providing a structured environment to talk about key financial products to plan for the future.

### Focus areas

- Day 1 Building a strong CV.
  - Local labour market information.
  - Recruitment processes.
  - Interview preparation.
- Day 2 Financial capabilities.
  - Tax/National Insurance/paying bills.
  - Financial products.
  - Student finance options.

### Programme aims

- Day 1 To understand the aims of producing a tailored, professional CV.
  - To explore local labour market information.
  - To understand the recruitment process.
  - To demonstrate and practice interview skills.
- Day 2 To understand the importance of sound personal financial management.
  - To explore financial deductions.
  - To gain a greater understanding of available financial products.
  - To identify financial decisions for students.

### Skills Development

Finance  
Numeracy  
Confidence

Literacy  
Researching  
Communication

### Curriculum Links

Business  
Careers  
Maths

English  
PSHE

### Suitable for



### Gatsby Benchmarks



### Ofsted or Educational Priority

