Cross-curricular

Teaching and Learning

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Foreword

I am delighted to be able to introduce this innovative and stimulating resource: **Employability skills**, developed by the Learning and Skills Improvement Service (LSIS) as part of the Teaching and Learning Programme.

This Programme aims to support providers to improve the quality of teaching and learning by linking organisational strategies for quality improvement, continuing professional development (CPD) and the Subject Learning Coach model. The emphasis is on helping the sector help itself, knowledge transfer and building on what is already there.

Teachers, tutors and trainers in the learning and skills sector work with a wide range of learners – work-based learning organisations, in adult learning, in colleges, in prisons, in voluntary and community organisations and in the workplace. This CPD resource has been developed in consultation with them and their learners as well as other subject and national experts. The resource has also been designed to support the aims of the Institute for Learning (IfL) and the requirements for Professional Formation. As the professional body for teachers, trainers and assessors across the learning and skills sector, IfL's key priority is to support individual teachers' and trainers' learning so that they can maintain their high professional status and have long-term CPD interests as career teachers.

I hope you find this resource and the approaches of real benefit to you and your organisation. I am certain you will find it provides an excellent opportunity for your teachers, tutors, trainers and managers to improve their professional development and support LSIS's mission of excellence for the learning and skills sector as a whole.

Markos Tiris
Head of Teaching and Learning
Teaching and Learning

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Introduction

Welcome to Employability skills. This booklet is a guide to what's on the website.

http://tlp.excellencegateway.org.uk/tlp/xcurricula/ employability

If you want to help your learners progress successfully to a job, a further programme of learning or self-employment and, crucially, to realise their potential in the 21st century workplace, this website can provide you with the resources, ideas and further contacts you need.

There is also a copy of the website on the CD-ROM in this pack.

Why has the resource been developed?

The website has been developed by the Department for Business, Innovation and Skills (BIS) and the Learning and Skills Improvement Service (LSIS) to support the development of employability skills and qualities across the learning and skills sector. It was a response to the call to action issued by The UK Commission for Employment and Skills in its 2009 report, The Employability Challenge.

The UK Commission believes that a central part of what all publicly-funded training should do is to develop the ability of learners to use knowledge and skills in the workplace effectively. Many learning providers already help learners develop employability skills, but The UK Commission reports that many providers find this difficult.

The resource aims to:

- inspire and support teachers and organisations who wish to support learners in developing employability skills;

- show how effective learning approaches can help learners to understand how they learn, as well as what they learn, demonstrating self-management and development skills and qualities;

- make the case for work-related learning as a vehicle to embed employability skills; and

- show how teachers have used experiential learning approaches and adapted their practice to provide opportunities for learners to acquire and reflect on employability skills in a wide range of contexts.

What is employability and why is it important?

Your learners face a highly competitive and increasingly uncertain labour market. To succeed in the workplace, 21st century learners need:

- a positive attitude and confidence in using and transferring personal, social and communication skills and qualities (as well as occupationally specific skills) in order to enter employment;

- to respond positively and flexibly to a rapidly changing workplace which presents technical and economic challenges; and

- to manage their own learning and development and display a range of employability skills.

'Employability defines the knowledge, skills, attitudes and behaviours required by individuals to seek, obtain and sustain employment at all levels in the labour market.'

Skills for Business Network definition, 2007.

Who is the resource for?

The website is primarily for teachers, tutors and trainers in the sector. As well as teaching and learning and professional development resources, there is a specific section dedicated to using the website for continuing professional development (CPD), with links to the Institute for Learning (Ifl) and their requirements. Each group of resources includes an 'Ideas for action' screen that prompts you to think about how you can use the resources with your learners or colleagues.

In some organisations the personal or group tutor will have the role of supporting learners' employability skills. The resources in **Self-management and development**, **Working together**, **Thinking and solving problems** and **Understanding the business**, are particularly useful for personal or group tutors to adapt as part of their tutorial programme on preparation for work experience, part-time work, interviews and career choices.

The resources can also be used across organisations whether you are a teaching or training organisation or an employer organisation. You will find a section on using a whole organisation approach to the development of employability skills.

The employability framework

The employability framework which is used to organise the resources is the result of careful consideration and consultation with the sector, The UK Commission and other stakeholders. The main framework is organised in the following categories:

- Self-management and development;

- Working together;

- Thinking and solving problems;

- Understanding the business;

- Using language effectively;

- Using numbers effectively; and

- Using information technology (IT) effectively.

The framework, its guidance and ideas for action, can help you to:

- interpret employability skills and qualities in the light of other familiar skills frameworks, in particular, personal, learning and thinking skills and functional and key skills;

- enable learners to gain the knowledge and understanding of the workplace where they will apply the skills and qualities they need for working life;

- develop and consolidate these skills through active learning experiences in work-related contexts;

- encourage learner engagement and reflection;

- plan your own and others' professional development; and

- plan how your organisation will develop an organisational culture that promotes employability.

Using the website

The site is organised into two main sections.

- Teaching and learning and CPD resources that you can use or adapt with learners and colleagues. These are organised within the Employability framework and feature as orange buttons in the menu on the left hand side of the screen.

- Further information, guidance and resources to help you get to grips with the employability challenge and consider the implications for your organisation as a whole. These additional topics are accessible by selecting the maroon buttons in the menu on the left hand side of the screen.

You can explore all sections of the resource through the left-hand menu on the website. You can also use the 'Search' and 'Find resources by curriculum area' to find specific resources quickly.

Teaching and learning and CPD resources

Each top-level category in the Employability framework has an introduction to the skills, qualities and, where appropriate, knowledge associated with that category. You will also find an overview of how the resources in that category can help you.

The **Skills/qualities** icon takes you to a more detailed analysis of the skills, qualities and knowledge, and how they relate to employability.

Use the **Challenges** icon to help you identify and consider the challenges that learners, teachers and organisations face in developing Employability skills. For example, how can teachers convey to learners the importance and relevance of understanding the business and make links to other aspects of learners' programmes?

Ideas for action offers concrete strategies for helping learners to develop their skills and qualities. For example you could use your own organisation as the basis for learner investigations and projects, such as investigating aspects of customer care or health and safety, carrying out a 'green' audit or undertaking an enterprise initiative.

Each category is split into sub-categories under which the resources are organised. Once you have selected a particular resource you will find further details about the materials and activities it includes, together with:

- an indication of the type of resource – video, web-based, downloadable pdf;

- suggestions for how you might use the materials and activities or adapt them to different vocational contexts;

- links to further resources; and

- a facility to rate or comment on the resource.

Getting to grips with employability

To help you and your organisation get to grips with the employability challenge this section provides background information, resources and practical suggestions that can:

- harness the expertise and energy of employers to help bring work-related learning to life;

- enable you to plan, implement and quality assure a whole organisation approach to work-related learning that meets the needs of learners at all stages in their development as they progress from learning into work;

- support professional development to stimulate effective approaches to teaching and learning employability skills; and

- help you and your learners to recognise progress and achievement in work-related learning.

What next?

Now's the time to find out more!

Go to the Employability skills website at:

http://tlp.excellencegateway.org.uk/tlp/xcurricula/ employability

Explore the wealth of materials and ensure that your learners get the very best support to help them progress and realise their potential in the 21st century workplace.

Minimum specification

Hardware: 512MB RAM, 24 x speed CD-ROM drive, 16 bit sound card, SVGA graphics card, 16 bit colour, 1024 x 768 display. CPU (PC): Pentium 4 (or equilvalent). CPU (Mac): PowerPC G4.

Getting started

Insert the disc into the CD-ROM drive. The application should then start automatically. If it does not launch automatically then navigate to the CD-ROM drive and double click on the file 'lsis.exe' on a PC and 'lsis.app' on a MAC.

This resource supports the following subjects:

Creative and media

Land-based studies

Engineering

Foundation learning

Information
technology

Society, health
and development

Business education

Adult learning

Mathematics

Science

Construction and the
built environment

Modern foreign
languages

The contents of this pack can be downloaded from the
Excellence Gateway at www.excellencegateway.org.uk

These resources are delivered by BDP learning as part
of LSIS's Teaching and Learning Programme.

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