Programme Schedule - Jobcentre Plus Support Contract

Outline Specification for Graduate Workshop Module

Initially 4 of the following modules are required, ideally to be delivered in……… If these modules are successful, there may be a further requirement.

Aims & Objectives

An employability workshop and jobsearch module aimed at unemployed graduates, who are newly unemployed graduates, or have either never worked or only ever held short-term employment. Ideally this new module will be based on the existing Doing Effective Jobsearch module, but tailored to this specific group.

Delivery

2 modules are required for newly unemployed graduates.

2 modules are required for graduates who have ever had sustained employment.

The module tutor/leader must have demonstrable experience of dealing with this customer group, with a track record of moving graduates into employment.

Modules will be expected to last for 2 – 3 hours, with a 1-2-1 one hour follow up with each attendee. The follow-up must be within one month of completing the module.

Delivery should include as a minimum:
- o Current Labour market growth areas and shrinking opportunities.
- o Overview of options
- o Identification of transferable skills
- o What employers are looking for – what are the key skills
- o How to develop these key skill areas.
- o Jobsearch
  - - How to produce an effective CV
  - - Effective completion of application forms
  - - Interview techniques
  - - How to receive and use effective feedback
  - - Accessing the hidden Job market
  - - Networking
  - - Social Media.

Contract Volumes & Value

We anticipate that the optimum number of participants per module will be 12. JCP will work with the supplier to agree referral numbers to ensure optimum starts.

A module price will be agreed.