

Employability Skills.

At Burton Borough School, we work very hard to ensure our young people have the opportunities to develop skills required to help them progress in the world of work. These skills are often described as employability or transferable skills.

In PSHE you will learn about these and get chance to practice them within lessons, on EEL days, on work placements and during events and competitions.

If you click on the links below, they will give you a lot of information on what these skills are and how you can develop them.

<https://successatschool.org/advice/employability-skills>

<https://www.skillsyouneed.com/general/employability-skills.html>

You will also need to practice CV writing and Interview skills. You will get the opportunity to do this in PSHE, during the year 11 Your Futures Conference and if you choose to take part in Key Stage 3 Takeover Day.

The links below will help you practice CV writing:

<https://www.skillsyouneed.com/write/cv-resume.html>

<https://www.savethestudent.org/student-jobs/write-great-cv-template.html>

<https://www.studentjob.co.uk/application-tips/cv>

The links below will help you practice interview skills:



<https://www.studentjob.co.uk/application-tips/interview-tips>

<https://youtu.be/88Mwb2bnOMk>

<https://youtu.be/AoprORsxjSk>

<https://www.thebalancecareers.com/job-interview-practice-how-to-rehearse-for-an-interview-2062803>

www.boostlifeskills.co.uk

Telford Job Box host pop up events around Telford to help people develop these skills. You can find out where they are by clicking on this link:

<https://www.telfordjobbox.co.uk/info/20/events>

You will also find lots of resources on [START Profile](https://www.startprofile.com) to help you create your employability Action Plan.

<https://app.startprofile.com/workbook/module/20/activity/31/201>

