

### Parents' Section

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## Employability Skills

### Employability Skills

A 2011 study by the Centre for Business Innovation (CBI) highlighted the increasing need for students to develop a core set of 'employability skills' in the classroom, as a preparation for the world of work. The 2011 CBI/EDI Education & Skills Survey shows that "employability skills are the single more important consideration for 82% of businesses when recruiting graduates." The businesses also pointed out students need to do more to prepare themselves for the workforce. But in fact, employability skills are required no matter what the job is and your background and experience (i.e. degree or no degree).

This clear need from employers, coupled with rising unemployment for young people is evidence that learning employability skills at a young age will only benefit students in the long run.

### Working Life and Working Skills

The Working Life (4 to 7s) and Working Skills (7 to 11s) programmes aim to support and help children develop career aspirations, start to think about their futures and to consider the types of roles and employability skills that they need to develop. Each programme progressively builds on the last and contains factual sheets with information about the types of roles available in the work place as well as information about the core skills needed for each role.

The programme aims to improve children's knowledge and aspirations through:

- Widening their understanding of the world of work
- Explaining the different careers and routes to those careers
- Outlining different department/functions within organisations
- Presenting skills and aptitudes important for specific roles.



### Programme Content

#### For 4 to 7 year olds

- **Interactive story book:**  
**'Lottie Goes to Work'**
- **Fact sheets**
  - A Building Society
  - A Receptionist
  - A Security Guard
  - A Mortgage Lender
  - A Cook
  - An Advertising Assistant

- **Word Bank**

#### For 7 to 11 year olds

- **Interactive board game:**  
**'Shooting stars'**
  - Games**
  - Quiz Cards**
  - Job Cards**
  - Skills Cards**
- **Fact sheets**
  - Working in a Financial Company
  - Let's look at Receptionists
  - Let's look at Security Officers
  - Let's look at Personnel and Recruitment
  - Let's look at Advertising and Marketing
  - Let's look at Insurance Claim Settlers and Managers
- **Glossary**

### The Interactive Activities for 4 to 7 year olds

#### Lottie Goes to Work story book

This is an interactive story book where Lottie goes to her dad's office to spend the day and learn about his workplace. The story book is a fun activity where pages can be turned and read aloud. You can also choose to play the narration which synchronises with highlighted words. Please note, there is an accessible version of the story which can be accessed via the Accessibility link on the site.

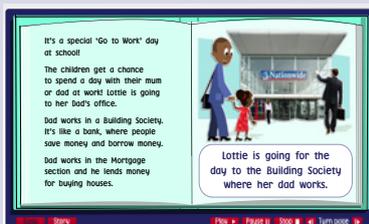
**Aim:** To introduce the basic understanding of a job, the different kinds available as well as the skills needed in each. The story book also introduces the idea of a company and an office structure.

#### Methodology:

- Click on the 'Story' button to access the story. Click on the 'Easy' button to access the simpler version.
- The 'Play' button has the story read out aloud with synchronised words highlighting.
- The 'Pause' button allows individual words to be selected for discussion.
- Use the 'Stop' button to stop the story being read out aloud.
- Use the 'arrow' keys on the far right of the screen to turn pages forwards or backwards.

#### Lottie Goes to Work

Issues covered in the story:



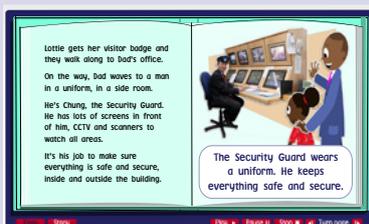
#### Page 1

It is 'Go to Work' day and Lottie is going with her dad to his office. He works as a Mortgage Advisor at a building society.



#### Page 2

Lottie meets the Receptionist Mary who meets and greets all of the visitors to the office, helping to make sure they reach the right department.



#### Page 3

On her way to dad's office Lottie meets a Security Guard and learns about his role keeping the building and grounds safe and secure.

Dad's office is open-plan with lots of people sitting at computers. Lottie meets Tony, one of Dad's team who lends money to buy houses. He's very chatty and tells Lottie he's always loved Maths and numbers. He explains he's often on the phone to Solicitors and Surveyors who help him with details. He has to check everything carefully before lending money to people.



Tony works in the finance section and lends money to people buying houses.

### Page 4

Once in the Mortgage department Lottie gets to know about what her dad does each day and what a mortgage is.

At lunchtime Dad takes Lottie to the staff canteen. Working behind the counter is Sarah, the Cook. Sarah says it's important to make sure all the food is healthy and delicious. The hungry workers need to have tasty lunches to give them energy for their afternoon work! Sarah tells Lottie she's always loved cooking and her hobby became her job!



Lottie meets Sarah the Cook who makes tasty meals for all the workers.

### Page 5

It is time for lunch and an introduction to Sarah the Cook who helps to keep all of the employees fed with healthy and delicious food.

After lunch, Lottie is taken to the Advertising and Marketing Department. This is where they make adverts for TV, radio, newspapers and exhibitions. These help to sell the company's products. Jonnie is a young assistant and he tells Lottie it's his first job. He tells her he's always loved art, and writing things. He enjoys watching commercials on TV and now he helps make them!



Jonnie helps to make the Building Society's TV, radio and newspaper adverts.

### Page 6

Next Lottie gets to watch a television commercial being made by the Advertising and Marketing team.

Later, Lottie tells Mum about the different types of jobs she's seen. Dad explains how each job needs different skills. Some jobs mean using computers, speaking to people on the phone, writing, or checking details. Some mean using art, photography, knowing the law and even cooking. Working in a Building Society was a lot more than just dealing with money and finance!



At home the family talk about all the different jobs there are in the company.

### Page 7

Now dad and Lottie are back home they share their experiences from the day and recap of some of the skills needed for each job.

### The Interactive Activities for 7 to 11 year olds

#### Board Game (7 to 11)

'Shooting Stars' game is an engaging board game where pupils build up their score by correctly answering questions on four sets of game cards. Alternatively, you can access the cards without playing the board game by clicking 'quick cards'. This enables you to try all of the Games, Skills, Jobs and Quiz cards without rolling the dice. Please note, there is an accessible version of the game which can be accessed via the Accessibility link on the site.

**Aim:** To build and test children's knowledge on Employability.

**Methodology:** The game can be played by teams, pairs or individuals. Once selected, the counter places itself / themselves on the board. The player clicks on the die and moves the number of places shown (in any direction) using the track pad at the bottom right if you are using an interactive whiteboard or a mouse if you are using a PC.

The player lands on one of four colours (each representing the four different games):

**Purple** - Games

**Green** - Quiz

**Yellow** - Skills

**Blue** - Jobs

The appropriate card turns over and instructs the player on what to do. If successful at the game, or correct in the answer, the player will win a star.



### Game Cards (7 to 11)

Each of these are mini sub-interactive games in themselves. There are several variations of each game.

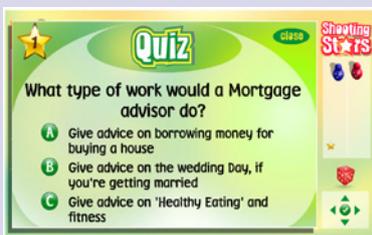


**Word Wise game:** Players must fill in the missing words in the sentence. Suggested adverbs, verbs, nouns and adjectives are shown at the bottom of the screen. If a wrong answer is chosen this will bounce back.



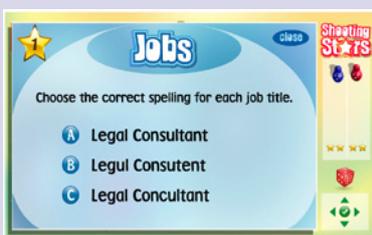
**Jobs and Salaries game:** After reading a short description of a particular role, players need to review their pay slip to find their salary and choose the correct multiple choice answer.

### Quiz Cards (7 to 11)



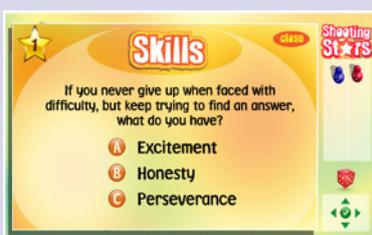
There are several quiz questions with multiple choice answers. If answered incorrectly, they will get an 'OOPS' message and win nothing. The questions focus on employability (all words are linked and explained in the glossary where needed) and include answering questions regarding different types of jobs, industries and job titles.

### Jobs Cards (7 to 11)



There are several questions and the player needs to choose the correct spelling for each job title. The player needs to click on the correct answer from the multiple choices and if correct wins a star. If incorrect they will get an 'OOPS' message and win nothing.

### Skills Cards (7 to 11)



There are several different types of skills explained. The player needs to choose the correct skill that matches to the explanation from the multiple choices given. If incorrect they will get an 'OOPS' message

and win nothing.

## Tips to help at home

While children and young people should be learning about careers and the world of work at school, parents play an important role in supporting their learning. It's important to help children understand the different careers available to them, as well as the key employability skills that will enable them to be a valuable employee in whatever profession they choose.

Here are some suggestions of things you can do to help your child/children not only to understand the wealth of roles out there in the market place but to understand and develop the skills that will help them become more 'employable' and to help to develop their aspirations:

### Career Aspirations

- Talk to your child about why it is important to work. How working earns you money to eat, drink and dress.
- Find out what your child's dream job is and why. What do they think the job actually involves day-to-day.
- Talk with your child about the different jobs you may have had throughout your life. Start with your very first job and continue this discussion throughout your life at work. When you get to your current or most recent role, ask your child to tell you what they think you do each day before telling them in your own words.
- To bring in some of the financial implications of work, talk to your child about salaries and how these change by industry, job title, qualifications and experience. Do they know how much they'd earn in their dream job?
- Which subjects does your child enjoy most at school
- Does your child's school offer career days, 'go to work' days or anything else that will help support and encourage their career aspirations. Find out what they do at school and if they have any additional questions that aren't answered in the classroom.

### Employability Skills

- With your child identify their main strengths, explain these are qualities of a person. Discuss how these might affect the type of work that they want to do. E.g. if they are really good at football then maybe they could get into this professionally. What would then need to do and is this realistic?
- Set some simple goals for your child which will show them how important it is to work towards them to accomplish them.
- Now talk through some of their weaknesses and see if you can come up with ways they might improve on these together.
- Find out what dream job your child wants and get them to identify what they think the main skills are for that job.
- Help them to write a character description about themselves, help them identify all of their key skills and qualities, e.g. listening, being shy, etc.
- Next help them to create a job advert about their dream job. Remind them of the skills needed.

### Know the facts

Below are some ideas to help discuss careers and the world of work with your child including, why developing key employability skills is important.

### Know the Facts: Careers and Employability Skills

On average people spend around one third of their life at work so it is important to do something that you enjoy. There are many different roles and industries to work in ranging from an astronaut to a zoologist, so your children can be sure that if there is something they enjoy there is probably a way that they can do it for a living.

With so many careers to choose from there is a lot of information out there about the working world including, the types of responsibilities in each role, the qualification and skills needed and information about salaries and role progression. Children at this age need to develop their aspirations and to begin to think about what they like doing and what type of job they might one day like to do.

### Key employability skills

Employability skills are really important in any job and employees need to have a lot of skills to be truly employable. The ten we have identified as most relevant to most careers are:

- Problem Solving
- Literacy and Communication
- Business Awareness
- Numeracy
- Responsibility and Dependability
- IT and Technical Skills
- Flexibility and Adaptability
- Teamwork
- Positive Enthusiasm and Commitment
- Organisation

But remember there are lots of different skills needed to succeed in work and different roles will require specific skills, as well as qualifications and other attributes. Helping to develop your child's employability skills is one of the best ways to help them successfully enter the workplace later on.

## Word Bank for 4 to 7 year olds

<b>Advertising and Marketing Department</b>	The Department responsible for helping to sell a company's products.
<b>Adverts</b>	These 'advertise' what a company does or sells.
<b>Bank</b>	Where you can keep your money safe in an account.
<b>Building Society</b>	Another place, like a bank where you can keep your money safe in an account.
<b>Canteens</b>	A type of restaurant where you can buy food.
<b>Closed-circuit Television</b>	Connected video cameras that show different areas of a building.
<b>Chatty</b>	Someone who likes to talk a lot.
<b>Commercial</b>	A way to advertise what a company does or sells. A commercial is a type of advert.
<b>Company's products</b>	The things that a company makes and sells.
<b>Cook</b>	Someone whose job it is to make and cook food.
<b>Department</b>	A name given to divide people in an office depending on what they work on or do.
<b>Design</b>	To create something, for example an advert.
<b>Desk</b>	A table that employees can do their work at.
<b>Employees/staff/workers</b>	People employed by a company to do work in return for money.
<b>Exams</b>	Tests that help to show how good someone is at something.
<b>Exhibitions</b>	A display of work or things to buy.
<b>Finance</b>	To do with money.
<b>Healthy and delicious food</b>	Food that tastes good and is good for you.
<b>Friendly</b>	A helpful and happy person.
<b>Grounds</b>	The land that a building sits on.
<b>Hobby/interests</b>	An activity that people do for fun in their spare time.
<b>Lend</b>	Money given to someone but they have to pay it back.
<b>Money</b>	Coins or notes used to buy things.
<b>Mortgage</b>	A loan from a building society or a bank when someone wants to buy a house of flat.
<b>Mortgage Lender</b>	Someone whose job it is to help people with mortgages.

<b>Newspaper</b>	Printed paper with news stories and advertisements on them.
<b>Office</b>	The place where some employees work at desks.
<b>Open-plan office</b>	An office where everyone sits together without walls between people.
<b>Organised</b>	To be good at putting things in order.
<b>Polite</b>	Showing respect for others.
<b>Receptionist</b>	The person who meets and greets all of the visitors to an office, helping to make sure they get to the right Department.
<b>Safe and secure</b>	To look after and protect something.
<b>Scanners</b>	Machines that check for hidden objects like metal.
<b>Security Guard</b>	The person responsible for keeping the building and grounds protected.
<b>Skills</b>	Things that someone is good at.
<b>Solicitor</b>	A person who advises on the law.
<b>Stranger</b>	A person that you do not know.
<b>Surveyor</b>	A person who advises on buildings for sale, helping to check that they are safe.
<b>Uniform</b>	Set clothing worn by a group of people to help the group look the same.
<b>Visitors</b>	Someone coming or 'visiting' somewhere for a set amount of time.

## Glossary for 7 to 11 year olds

<b>Achieve</b>	When you want to do something successfully.
<b>Adaptable</b>	Adjusting to a new situation.
<b>Advertise</b>	Promotion of a company or product (in a commercial or advert).
<b>Ambitious</b>	Showing a strong interest to do well and succeed.
<b>Anxious</b>	When you are feeling worried.
<b>Argumentative</b>	Not agreeing, pushing your own opinion.
<b>Artistic</b>	Showing skill in drawing and creating.
<b>Bank</b>	A business that looks after your money. It also lends money.
<b>Benefits</b>	This is extra things that someone receives from their workplace on top of their salary – such as holiday time, or help to pay medical expenses.
<b>Board Director</b>	A member of the group of people who controls the company as a whole.
<b>Borrowing</b>	To take something with a promise to return it.
<b>Budget</b>	A plan for how much money can be spent on different things in an amount of time.
<b>Building Society</b>	A financial organisation, similar to a bank where you can save your money or borrow money.
<b>Business</b>	A place someone works to make money (a company).
<b>Call Centre Telephonist</b>	A person who answers the telephone and answers questions from customers.
<b>Cautious</b>	Taking care to avoid danger or trouble.
<b>Chief Executive Officer</b>	The Chief Executive Officer (CEO) is the top boss of the company.
<b>Challenge</b>	A difficult problem or task.
<b>Claims settler</b>	A person who helps people who have had something stolen or damaged, to help them replace it.
<b>Communication</b>	Sending or giving information and ideas to other people.
<b>Company</b>	A place someone works to make money (a business).
<b>Computer Programmer</b>	A person who designs and writes and tests computer programs.
<b>Confident</b>	When you are sure that something is correct.
<b>Co-operative</b>	Being helpful to others.
<b>Data Processor</b>	A person who organises information into diagrams, tables or reports.

<b>Design</b>	A drawing or a sketch.
<b>Determined</b>	Showing a strong interest to succeed.
<b>Discrimination</b>	Unfair treatment of a person.
<b>Employability</b>	Being able to get and keep work.
<b>Employee</b>	A person who is employed by the company in return for money.
<b>Employment Law</b>	A Set of rules for staff at a company.
<b>Enthusiastic</b>	When you are excited about something.
<b>Entrepreneur</b>	A person who starts a business by taking risks.
<b>Equal opportunities</b>	Giving the same opportunity to anyone.
<b>Equipment</b>	A set of tools, this can be computers or pens and paper or other machines.
<b>Financial Advisor</b>	A person who gives advice on money matters.
<b>Financial Analyst</b>	A person who is trained to understand money related documents.
<b>Financial company</b>	A company that deals with money.
<b>Financial Controller</b>	A person in a business who controls money matters.
<b>Fraud</b>	A crime where people have tricked or lied to others to get money.
<b>Government</b>	The group of people who has control over a country.
<b>Human Resources Manager</b>	A person who leads and directs the team which manage employees.
<b>Imaginative</b>	Using your imagination and creativity.
<b>Initiative</b>	Opportunity to act or take charge before others do.
<b>Institution</b>	An organisation set up for a purpose. E.g. a hospital, school etc.
<b>Insurance claim</b>	When someone tells them something has been lost/stolen or damaged.
<b>Insurance policy</b>	These are written documents, also called a contract.
<b>Interpersonal</b>	Interaction between people.
<b>Investigating</b>	When you need to find out more information and detail.
<b>Legal Consultant</b>	A person whose job is to give advice on legal matters.
<b>Legal rights</b>	Things people can do that are not against the law.
<b>Legal Secretary</b>	A person whose job is to write letters, manage files in a legal company.
<b>Lending money</b>	Giving money to someone that must be paid back.
<b>Local authority</b>	This is a Government organisation formed in each country, city and borough.
<b>Manager</b>	A person who directs a team of employees.

<b>Marketing</b>	Promotion of a product or service from a company.
<b>Methodical</b>	Organised, or following a specific way of doing things.
<b>Monetary issues</b>	All things to do with money.
<b>Mortgage Advisor</b>	A person who gives advice on lending money to buy a house.
<b>Negative</b>	When you disagree with something.
<b>Observant</b>	When you are being watchful.
<b>Organisation</b>	A group of people acting together for a purpose.
<b>Organogram</b>	The structure of the company and the levels of jobs.
<b>Partnership</b>	A business that is owned by two or more persons.
<b>Patrolling</b>	Guarding a company or property by making regular trips.
<b>Perseverance</b>	To keep going with something, not quitting.
<b>Promote</b>	To move to a higher position in a company.
<b>Public Limited Company</b>	A type of company where the public can own a part of it by buying 'shares'.
<b>Public sector</b>	A business that is run by the Government or local authorities.
<b>Punctual</b>	When you arrive somewhere on time.
<b>Regular</b>	Following the same way of doing something.
<b>Researcher</b>	Someone who looks up the background of things (researches).
<b>Responsible</b>	When you are in charge of particular duties.
<b>Retailer</b>	A person who sells things to customers.
<b>Salary</b>	A fixed amount of money paid for the work a person has done.
<b>Savings account</b>	An account with a building society or a bank in which you save money and make more with the 'interest'.
<b>Self-employed</b>	Working for yourself or having your own business.
<b>Software Developer</b>	Someone who develops computer programmes.
<b>Statistics</b>	Facts and figures gathered in the form of numbers.
<b>Structure</b>	A thing made up of a number of parts joined together in a certain way.
<b>Sudden</b>	When things happen very quickly.
<b>Tactful</b>	To say or do the right thing when talking with other people.
<b>Thorough</b>	When you are precise and correct in every way.
<b>Trade Union</b>	A group of workers who are skilled in a certain job.
<b>Valuable</b>	Items and things that are important to you.