

Teacher/Trainer Notes

Part 2: Apply

Module 7: Matching your skills to a job

Duration

Estimated time for learners to complete module is approximately 60 minutes, but may vary depending on the group you are working with.

The presentation takes around 56 minutes including tasks and activities.

Aims

- To learn how to identify skills required from a job advert
- To identify how my skills match those required for a job
- To understand the format and purpose of job descriptions and person specifications

Learning intention

- I will learn how to identify skills required from a job advert
- I will identify how my skills match those required for a job
- I will understand the format and purpose of job descriptions and person specifications

Success criteria

- I can identify skills required from a job advert
- I can identify how my skills match those required for a job
- I can understand the format and purpose of job descriptions and person specifications

Resources

- Students on iPads/tablets or ICT suite with internet access
- Smartboard if using PowerPoint presentation alongside module
- Planit website – www.planitplus.net
- The following resources available on Planit – JSS Module 7: Matching your skills to a job, Matching your skills to a job PowerPoint presentation and access to the activities on Planit

Preparation

- Open the [Job Seeking Skills/Part 2/Module 7](http://www.planitplus.net) section on www.planitplus.net
- Familiarise yourself with the content and activities
- Open the [Matching your skills to a job PowerPoint presentation](#) and edit Notes to suit your teaching style. Example text is there as a guide
- Check that students can open and use the Module 7: Matching your skills to a job content and that they can access activities on Planit
- If using the alternative approach below, print worksheets out before lesson
- If time is limited, students can complete activities in their own time

Presentation Module 7: Matching your skills to a job

Tasks and Activities

The presentation has been written to be taught alongside the module.

Tasks have been added to the presentations to make it interactive - learners will be asked questions as they go through the presentations.

Task 1	Slide 2	Why do you think it's important to give examples of your skills?
Task 2	Slide 4	What do you think the difference is between these three documents?
Task 3	Slide 5	Find and underline the skills, qualities and interests mentioned in the following three job adverts.

Activities

Activities will be carried out within the presentation or can be completed after.

[Activity 1](#) – Complete a skills list for a real job

[Activity 2](#) – Compare your skills with the skills needed for the job

Alternative approaches and follow on activities

- If unable to complete the activities online, there are paper-based alternatives available. Please print out [Activity 1 worksheet](#) and [Activity 2 worksheet](#) as well as content before delivering it
- Students can complete the activities in their own time

Reflect and review

- Review what has been learned and reinforce key points about the how to use information from job adverts and associated documents to consider suitability for a job

Career Management Skills

Self	I make positive career decisions
Strengths	I am aware of my skills, strengths and achievements I draw on my experiences and on formal and informal learning opportunities to inform and support my career choices
Horizons	I know how to find and evaluate information and support to help my career development I am creative and enterprising in the way I approach my career development

Career Education Scotland

Senior Phase
I can confidently access and interpret the information I need to make well informed choices when looking for a job
I can evaluate if my skills, strengths and interests make me suitable for a job