



# EMPLOYABILITY TARGETS

# HOW TO USE THIS RESOURCE

## Employability Targets

### Rationale/Outline

Evidencing the progress of learners remains a challenge for many providers within the learning and skills environment. Ofsted inspections have repeatedly found that the provision of study programmes, particularly at level 2 are a concern highlighting a lack of rigour in the targets set to improve learner progress. To support effective target setting we need to develop these skills to ensure that all providers and learners are equipped to:

- Develop meaningful and personalised targets which enable learners to make outstanding progress in meeting their goals.
- Effectively record progress and evidence this when externally reviewed.

### Suggestions on how to use this resource

Provider staff can use these resources with their learners to develop a better understanding of the value of target setting. The tutor can act as a facilitator by asking relevant and probing questions and prompts for discussion:

- What do employers want? Consider the example statements.
- What does the learner want to achieve? Discuss with the learner their career goal.
- Identify employability targets to achieve this goal.
- Develop meaningful and personalised targets to meet the learner's aspiration.
- How is the learner going to get there? What steps are needed?
- Will they need additional support to achieve this?
- How long will it take?
- What challenges may the learner face?

Placing the learner at the heart of the process is the key to successful target setting and evidencing the progress they make on their journey. The importance of the learner having ownership of their plan, the targets set and the value of regular reviews cannot be underestimated.

### Intended impact

These target setting resources are designed to be completed over time to ensure all steps are in place for successful employability and personalised targets that equip learners to make outstanding progress and meet their goals. This resource can be used at different stages of the year with regular reviews that help to focus on improving learner progress.

Encouraging learners' to take ownership of personalised targets will help to ensure that all learners are aware of the targets and how these can be used to accelerate their progress.

# What do employers want?

- 1 "We want people with an ability to work hard and willing to take responsibility."
- 2 "Good time-keeping is essential."
- 3 "Clean, tidy - we need our people to look smart and professional."
- 4 "We want people who can communicate effectively."
- 5 "We want people who are not easily distracted and won't play on their phones."
- 6 "No shouting or swearing - we want people to respect the workplace."
- 7 "We want people who are full of energy and don't turn up tired from late nights out."
- 8 "We want people who are reliable, turn up for work when expected and not make excuses."
- 9 "We want people who are willing to learn, try new tasks."

# Employability targets (Example)

Name: **Toby**

My preferred work-placement/work experience:

**The Dogs Trust - rescue centre for dogs.**

My desired job role:

**Working with animals - especially working and training dogs. I would like to gain experience working at a boarding kennels.**

My long term career goal and aspiration:

**To run my own boarding kennels or breed and train Labradors.**

2 -  
**Time keeping and attendance.**

4 -  
**Communication.**

6 -  
**Professional behavior.**

9 -  
**Positive attitude and willingness to work hard.**

The Dogs Trust - rescue centre shift starts at 6.30 in the morning.

Re-housing unwanted or stray dogs is a big part of the job. Communicating with customers is essential to help people choose the right animal.

The jobs will be hard work - I need to show I am willing to do physical work such as cleaning the kennels. This will be important especially to run my own boarding kennels one day.

# Personalised targets (Example)

**Working with animals - especially working and training dogs. I would like to gain experience working at a boarding kennels.**

**My targets**

Setting my alarm for 5.30 and see how long it takes to get washed and ready.

Check the bus routes and the departure times to arrive for 6.20 am at the kennels.

Check and improve spelling of different dog breeds so I can talk to customers with confidence.

Behave in the classroom to show I can see the importance of professional behavior and NOT play with my phone during lessons.

Eat healthily to ensure my energy levels are high to cope with the demands of the physical work.

# What do employers want?

1	2	3
4	5	6
7	8	9

# Employability targets

**Name:**

**My preferred work-placement/work experience:**

**My desired job role:**

**My long term career goal and aspiration:**

# Personalised targets

