



Cambridge
EMPLOYABILITY



**CAMBRIDGE
EMPLOYABILITY**

Resource Links

10346, 10347, 10348, 10349, 10350

WELCOME

Resources Link is an e-resource, provided by OCR, for teachers of OCR qualifications. It provides descriptions of, and links to, a variety of independent teaching and learning resources that you may find helpful.

In Resources Link you will find details of independent resources, many of which are free: where this is the case this has been indicated.

If you know of other resources you would like to see included here, or discover broken links, please let us know. We would also like to hear from you if you have any feedback about your use of these, or other, OCR resources. Please contact us at resourcesfeedback@ocr.org.uk.

We leave it to you, as a professional educator, to decide if any of these resources are right for you and your students, and how best to use them.

To give us feedback on, or ideas about the OCR resources you have used, email resourcesfeedback@ocr.org.uk

OCR Resources: *the small print*

OCR's resources are provided to support the teaching of OCR specifications, but in no way constitute an endorsed teaching method that is required by the Board and the decision to use them lies with the individual teacher. Whilst every effort is made to ensure the accuracy of the content, OCR cannot be held responsible for any errors or omissions within these resources.

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Health and Safety Toolbox



This resource provides advice on many aspects of health and safety at work.

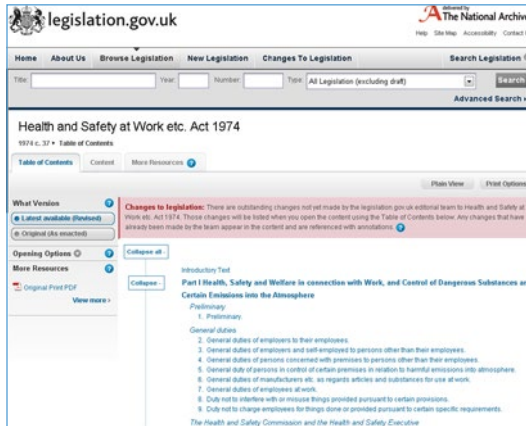
Supports: OCR Employability Skills
Unit 6 – Learning about Health and Safety in the Workplace

Cost: Free

Format: Website

<http://www.hse.gov.uk/toolbox/index.htm#>

Health and Safety at Work Act 1974



The screenshot shows the website legislation.gov.uk. The main heading is 'Health and Safety at Work etc. Act 1974'. Below this, there is a 'Table of Contents' section with a 'Print View' button. A 'What's New' section indicates 'Latest available (revised)' and 'Original (as enacted)'. A 'Changes to legislation' warning is present. The 'Table of Contents' lists sections including 'Part I Health, Safety and Welfare in connection with Work, and Control of Dangerous Substances and Certain Emissions into the Atmosphere' and 'Part II Control of Major Accidents Involving Dangerous Substances'. A list of 'General duties' is also visible, including duties of employers, self-employed persons, and manufacturers.

Gives an overview of the contents of the Health and Safety at Work Act, including free downloadable posters.

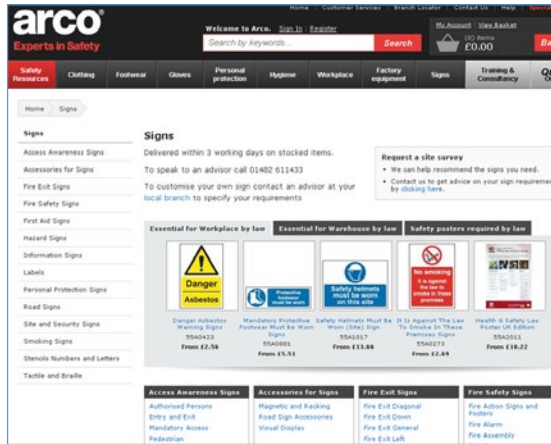
Supports: OCR Employability Skills
Unit 6 – Learning about Health and Safety in the Workplace

Cost: Free

Format: Website

<http://www.legislation.gov.uk/ukpga/1974/37/contents>

Safety Signs



Gives visual examples of safety, hazard, first aid and information signs commonly seen in the workplace.

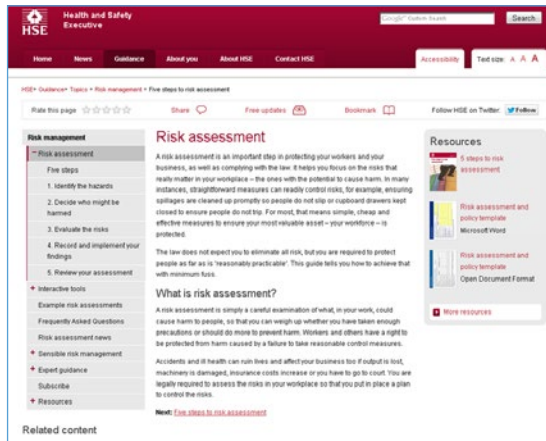
Supports: OCR Employability Skills
Unit 6 – Learning about Health and Safety in the Workplace

Cost: Free

Format: Website

<http://www.arco.co.uk/browse/signs>

Risk Assessment



Explains what is a risk assessment; user can follow 5 steps to risk assessment and use interactive tools to produce risk assessment documentation; provides risk assessments for a variety of workplaces.

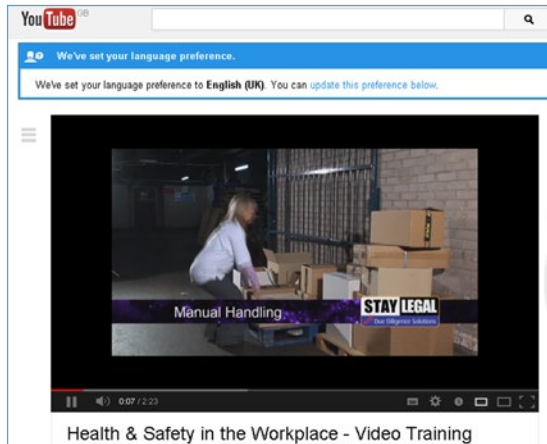
Supports: OCR Employability Skills
Unit 6 – Learning about Health and Safety in the Workplace

Cost: Free

Format: Website

<http://www.hse.gov.uk/risk/risk-assessment.htm>

Video Training of Health and Safety in the Workplace



Collection of 16 videos by Chris Thompson, each of which relates to some aspect of health and safety in the workplace; many issues covered in an interesting way.

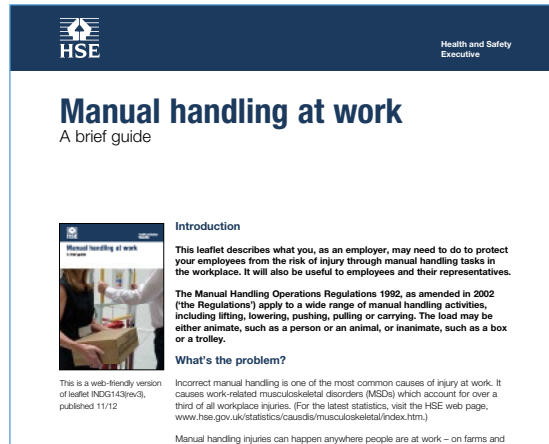
Supports: OCR Employability Skills
Unit 6 – Learning about Health and Safety in the Workplace

Cost: Free

Format: Youtube

<http://www.youtube.com/watch?v=THigQDljlms>

Manual Handling at Work



A brief guide to manual handling – published by the Health and Safety Executive.

Supports: OCR Employability Skills
Unit 6 – Learning about Health and Safety in the Workplace

Cost: Download a free copy; £5 for pack of 5

Format: Paper leaflet: ISBN 9780717664788, Code INDG143 (rev3)

<http://www.hse.gov.uk/pubns/indg143.htm>

Health and Safety Advice Pack for Small Firms



Royal Society for the Prevention of Accidents (ROSPA) website, giving health and safety advice to smaller firms.

Supports: OCR Employability Skills
Unit 6 – Learning about Health and Safety in the Workplace


Cost: Free

Format: Website

<http://www.rospa.com/occupational-safety/advice-and-information/small-firms-health-and-safety/advice-pack/>

Health and safety quizzes and games for ESOL students

Health and Safety in The Workplace - Understanding Notices and Signs



Signs and notices about health and safety are usually written in the imperative.

We use the imperative for instructions, and for giving orders.

It is important to read health and safety notices, and obey health and safety rules.

If you don't you could get hurt, and you might put other people in danger!

Imperative statements that use the word **must** tell us to do things in a safe way.

examples:

"You **must** leave the building if the fire alarm sounds."

A range of quizzes, pictures and games in simple language to introduce health and safety and other issues.

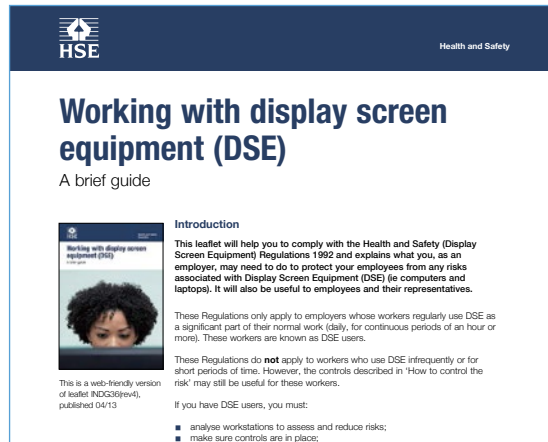
Supports: OCR Employability Skills
Unit 6 – Learning about Health and Safety in the Workplace

Cost: Free

Format: Website

<http://www.esolcourses.com/content/englishforwork/functional-skills/health-and-safety/grammar.html>

Working with Display Screen Equipment



A downloadable 6-page guide to working with computer equipment in the workplace. Gives guidance and support to employers and employees.

Supports: OCR Employability Skills
Unit 6 – Learning about Health and Safety in the Workplace

Cost: Free

Format: PDF

<http://www.hse.gov.uk/pubns/indg36.pdf>

Health and the Workplace



General guidelines on what makes a healthy workplace from the Advisory, Conciliation and Arbitration Service (ACAS).

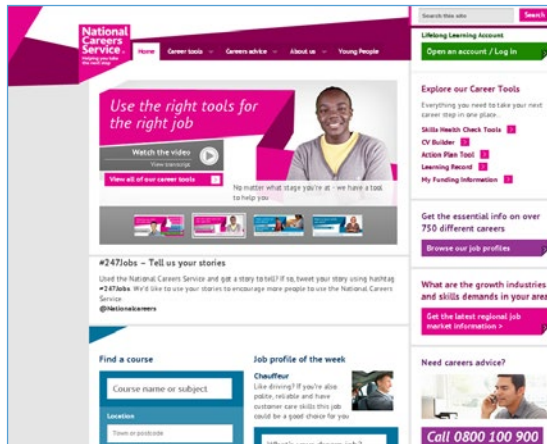
Supports: OCR Employability Skills
Unit 6 – Learning about Health and Safety in the Workplace

Cost: Free

Format: Website with downloadable guides

<http://www.acas.org.uk/media/pdf/3/t/Health-work-and-wellbeing-accessible-version.pdf>

Skills Healthcheck



Provides useful information relating to job searching; Career Tools menu offers Skills Healthcheck, CV builder and action planning tool.

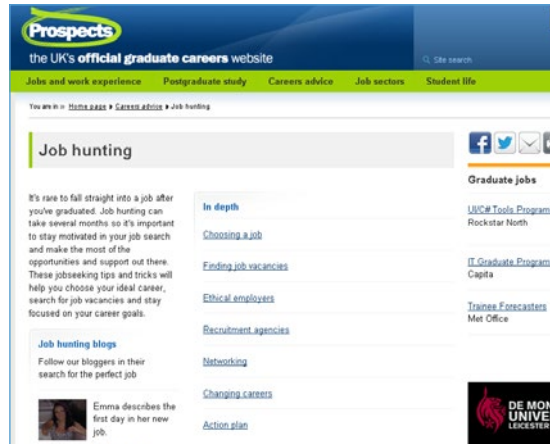
Supports: OCR Employability Skills
Unit 8 – Preparing for and learning from a job search

Cost: Free

Format: Website

<https://nationalcareersservice.direct.gov.uk/tools/skillshealthcheck/Pages/default.aspx>

Job Hunting



Web pages which identify ways of looking for jobs, including the use of recruitment agencies, social media such as LinkedIn and networking.

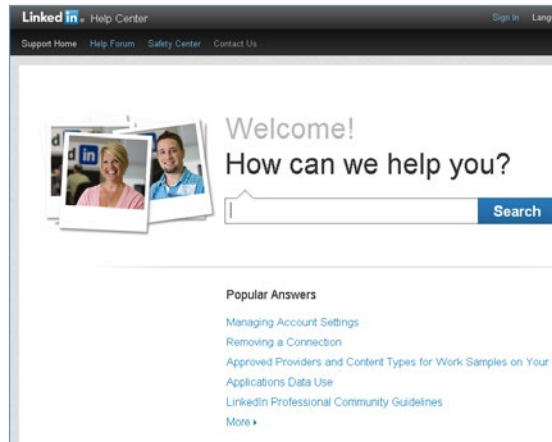
Supports: OCR Employability Skills
Unit 8 – Preparing for and learning from a job search

Cost: Free

Format: Website

http://www.prospects.ac.uk/job_hunting.htm

LinkedIn Help Centre



Website which offers support on the use of LinkedIn; provides answers to commonly-asked questions.

Supports: OCR Employability Skills
Unit 8 – Preparing for and learning from a job search

Cost: Free

Format: Website

<http://help.linkedin.com/app/home>

Patterns of Work



Changing Patterns of Work

This booklet is intended to assist anyone dealing with or affected by Changing Patterns of Work. It is one of a series of booklets and handbooks designed to give impartial advice on employment matters to employers, employees and their representatives. Legal information is provided for guidance only and should not be regarded as an authoritative statement of the law, which can only be made by reference to the particular circumstances which apply. It may, therefore, be wise to seek legal advice.

Information on this booklet has been revised up to the date of the last reprint - see date below and is available on the Acas website at www.acas.org.uk together with the text of all our publications, a Q&A section and details of the latest developments in employment relations. We also have an Acas Helpline which can answer most of your questions about employment relations matters including your legal rights and duties.

Acas is committed to building better relationships in the workplace and offers training to suit you. From a two-hour session on the key points of

ACAS report on different patterns of work, including part-time, flexible working, overtime, Sunday working, shift working, annualised hours etc.

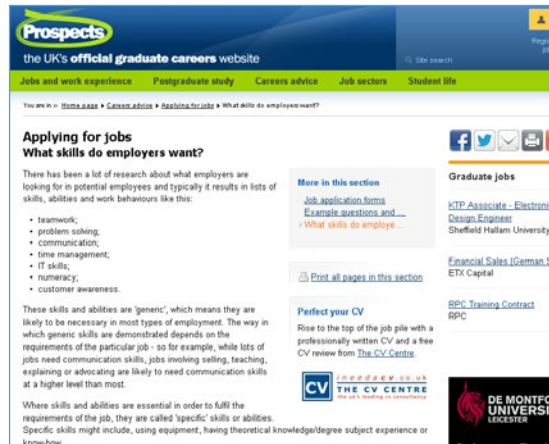
Supports: OCR Employability Skills
Unit 8 – Preparing for and learning from a job search

Cost: Free

Format: Website

http://www.intellicate.com/whitepapers/Changing_Patterns_of_Work_ACAS.pdf

Skills Sought by Employers



Overview of skills sought by employers, including generic and specific.

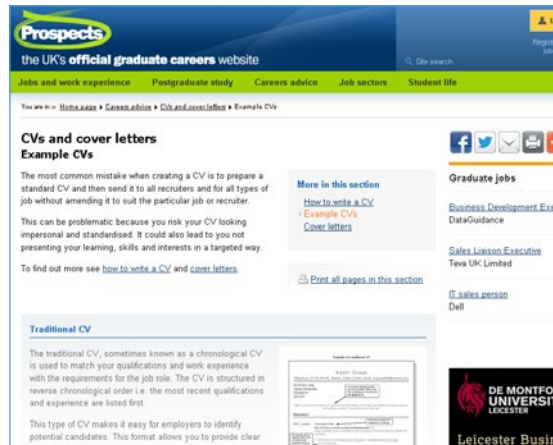
Supports: OCR Employability Skills
Unit 8 – Preparing for and learning from a job search

Cost: Free

Format: Website

http://www.prospects.ac.uk/applying_for_jobs_what_skills_do_employers_want.htm

CVs and Covering Letters - Prospects



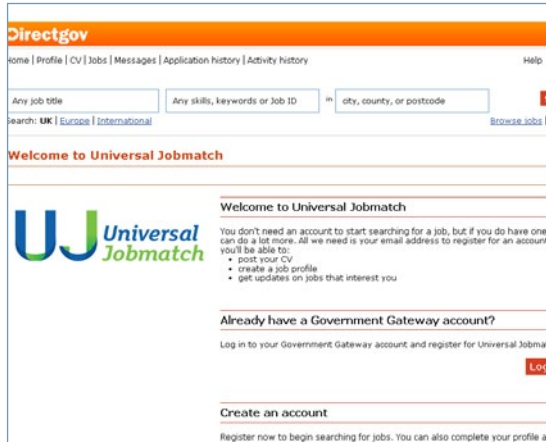
Information about how to produce a CV (skills-based, traditional or academic) and the covering letter to accompany it.

Supports: OCR Employability Skills
Unit 8 – Preparing for and learning from a job search and Unit 12 – Providing personal information for the workplace

Cost: Free

Format: Website
http://www.prospects.ac.uk/example_cvs.htm

Universal Jobmatch



The screenshot shows the Directgov website interface for Universal Jobmatch. At the top, there is a navigation bar with links for Home, Profile, CV, Jobs, Messages, Application history, and Activity history. Below this is a search bar with two input fields: 'Any job title' and 'Any skills, keywords or Job ID', followed by a location field 'in city, county, or postcode'. There are also links for 'search: UK | Europe | International' and 'Browse jobs'. The main content area is titled 'Welcome to Universal Jobmatch' and features the Universal Jobmatch logo. The text explains that users don't need an account to search but need one to register, listing benefits like posting a CV, creating a profile, and getting updates. There are sections for 'Already have a Government Gateway account?' with a 'Log in' button, and 'Create an account' with a 'Register now' button.

Part of Directgov website which allows user to enter keywords relating to jobs and see what is available across the country (and overseas); interesting to match skills and financial rewards.

Supports: OCR Employability Skills
Unit 8 – Preparing for and learning from a job search

Cost: Free

Format: Website

<https://jobsearch.direct.gov.uk/register.aspx?redirect=http%3a%2f%2fjobsearch.direct.gov.uk%2fhome.aspx>

CVs and Covering Letters - Reed



Reed Recruitment site which gives advice on what to include/exclude from a CV, how to explain gaps in a CV and how to put a CV together.

Supports: OCR Employability Skills
Unit 8 – Preparing for and learning from a job search

Cost: Free

Format: Website

<http://www.reed.co.uk/career-advice/topics/cvs-covering-letters>

Deciding What Job to Look For



Useful article which poses questions relating to a job search – what type of work, where to work, how much money etc; good starting point for job searchers.

Supports: OCR Employability Skills
Unit 8 – Preparing for and learning from a job search

Cost: Free

Format: Website

<http://www.reed.co.uk/career-advice/blog/2012/september/how-to-decide-what-job-to-look-for>

Recruitment – an Overview



Chartered Institute of Personnel and Development (CIPD) website offers a range of factsheets on aspects of employment; good overview of recruitment process.

Supports: OCR Employability Skills
Unit 8 – Preparing for and learning from a job search

Cost: Free

Format: Website

<http://www.cipd.co.uk/hr-resources/factsheets>

Virtual Job Interview



Virtual job interview asks the user typical interview questions, offers a range of responses and awards points according to the answer given; interesting and informative.

Supports: OCR Employability Skills
Unit 11 – Planning for and learning from a job interview

Cost: Free

Format: Website

<http://career-advice.monster.co.uk/job-interview/job-interview-questions/virtual-job-interview/article.aspx>

Interview Questioning



Entertaining and helpful website where user can listen to a range of questions posed by famous interviewers and get feedback on responses.

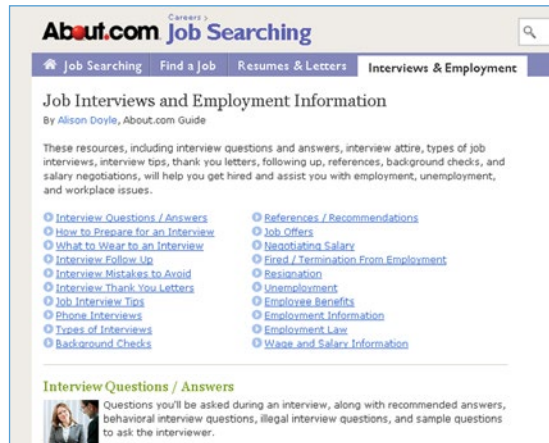
Supports: OCR Employability Skills
Unit 11 – Planning for and learning from a job interview

Cost: Free

Format: Website

<http://www.jobsite.co.uk/bemyinterviewer/interviewers/Duncan-Bannatyne.php>

Job Interviews and Employment Information



Comprehensive overview of interviews, questioning, effective responses and other information; an ideal introduction to the topic.

Supports: OCR Employability Skills
Unit 11 – Planning for and learning from a job interview

Cost: Free

Format: Website

<http://jobsearch.about.com/od/interviewsnetworking/u/jobinterviews.htm>

Planning for an Interview



PDF file giving helpful advice on planning for an interview, including journey, appearance, types of questions and suggested responses.

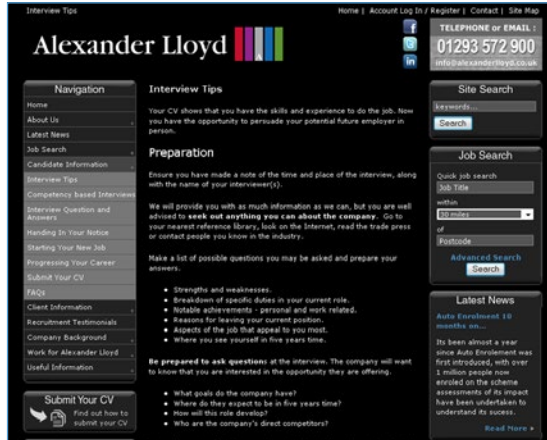
Supports: OCR Employability Skills
Unit 11 – Planning for and learning from a job interview

Cost: Free

Format: PDF

<http://www.prospect-us.co.uk/office/office-candidate-career-advice>

Interview Tips



The screenshot shows the Alexander Lloyd website. The main content area is titled 'Interview Tips' and includes sections for 'Preparation' and 'Submit Your CV'. The 'Preparation' section contains the following text: 'Your CV shows that you have the skills and experience to do the job. Now you have the opportunity to persuade your potential future employer in person.' and 'Ensure you have made a note of the time and place of the interview, along with the name of your interviewer(s)'. Below this, it says 'We will provide you with as much information as we can, but you are well advised to **seek out anything you can about the company**. Go to your nearest reference library, look on the Internet, read the trade press or contact people you know in the industry.' It then asks the user to 'Make a list of possible questions you may be asked and prepare your answers.' and provides a list of bullet points: 'Strengths and weaknesses', 'Breakdown of specific duties in your current role', 'Notable achievements - personal and work related', 'Reasons for leaving your current position', 'Aspects of the job that appeal to you most', and 'Where you see yourself in five years time.' Below this, it says 'Be prepared to ask questions at the interview. The company will want to know that you are interested in the opportunity they are offering.' and provides another list of bullet points: 'What goals do the company have?', 'Where do they expect to be in five years time?', 'How will this role develop?', and 'Who are the company's direct competitors?'. The 'Submit Your CV' section has a button that says 'Find out how to submit your CV'. The right sidebar contains a 'Site Search' section with a search box and a 'Search' button, a 'Job Search' section with a 'Quick job search' form, and a 'Latest News' section with a 'Read More' link.

Useful website which offers tips for effective performance at interview, including preparation and presentation.

Supports: OCR Employability Skills
Unit 11 – Planning for and learning from a job interview

Cost: Free

Format: Website

http://www.alexanderlloyd.co.uk/candidate/interview_tips.asp

Seven Seconds to Make a Strong First Impression



Ways to make a strong first impression; recent article from Business Insider website covers introductions, eye contact, body language etc.

Supports: OCR Employability Skills
Unit 11 – Planning for and learning from a job interview

Cost: Free

Format: Website

<http://www.businessinsider.com/only-7-seconds-to-make-first-impression-2013-4>

How to Prepare for an Interview



Article on how to get ready for an interview, including researching company and how to behave on the day.

Supports: OCR Employability Skills
Unit 11 – Planning for and learning from a job interview

Cost: Free

Format: Website

<http://www.reed.co.uk/career-advice/blog/2012/september/how-to-prepare-for-an-interview>

How to Answer Typical Interview Questions



Article on the types of questions an applicant might be asked at interview, and good and bad answers.

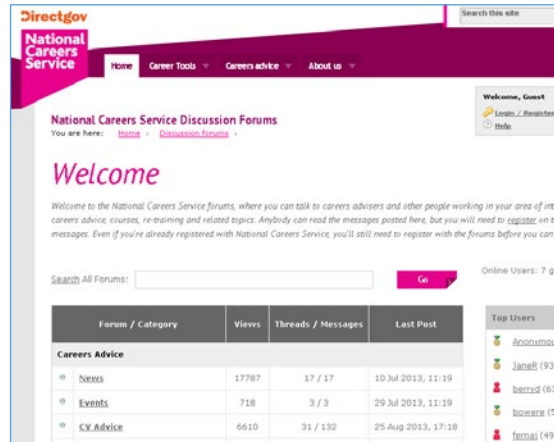
Supports: OCR Employability Skills
Unit 11 – Planning for and learning from a job interview

Cost: Free

Format: Website

<http://www.reed.co.uk/career-advice/blog/2012/november/how-to-answer-common-interview-questions>

Discussion Forums



Discussion forums hosted by National Careers Service; on a variety of topics, many of which are related to interviews and applications.

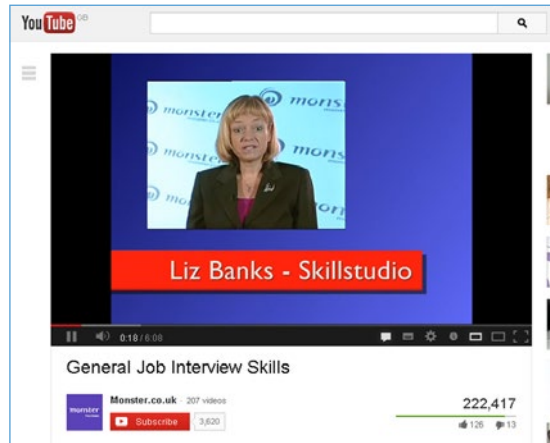
Supports: OCR Employability Skills
Unit 11 – Planning for and learning from a job interview

Cost: Free

Format: Blog

<https://forums.nationalcareersservice.org.uk/>

Job Interview Preparation and Performance



Series of videos by Monster.co.uk covering a range of interview topics; from basic information to more advanced approaches.

Supports: OCR Employability Skills
Unit 11 – Planning for and learning from a job interview


Cost: Free

Format: You Tube

<http://www.youtube.com/watch?v=roZs-Eu4eZo>

Effective Telephone Techniques


the phone?



In spite of the availability of other means of communication people often prefer to use the phone because it allows 'real-time' communication over distance, allowing personal interaction between people.

There are some negative aspects to the phone - we sometimes think of it as a nuisance, interrupting us when we are busy, for example. But be warned, the first impression we make on a caller is crucial - you never get a second chance to make a first impression.

Their impressions are formed *within the first few seconds* after connecting with us - it is vital we make this a positive experience as it has significant impact on our future relationship with them.



The person answering a call *IS* the organisation as far as the caller is concerned.

COURTESY, HELPFULNESS AND FRIENDLINESS - these factors are within your *personal control*.

You have a tremendous influence on a caller's perception of your organisation for

12-page Word document produced by University of Southampton giving advice on effective telephone techniques; could be used as basis for lesson planning.

Supports: OCR Employability Skills
Unit 12 – Providing personal information for the workplace

Cost: Free

Format: Word document

www.southampton.ac.uk/pdu/resources_links/resources_pdfs/teltechniques.doc

Personal Information Toolkit



Booklet prepared by the Information Commissioner's Office which gives advice on how to protect, access and correct personal information.

Supports: OCR Employability Skills
Unit 12 – Providing personal information for the workplace

Cost: Free

Format: Downloadable booklet

http://www.ico.org.uk/for_the_public/~/_media/documents/library/Data_Protection/Practical_application/personal_information_toolkit.ashx

Protecting Personal Information Online



Booklet prepared by Information Commissioner's Office which gives good advice on how to stay safe online.

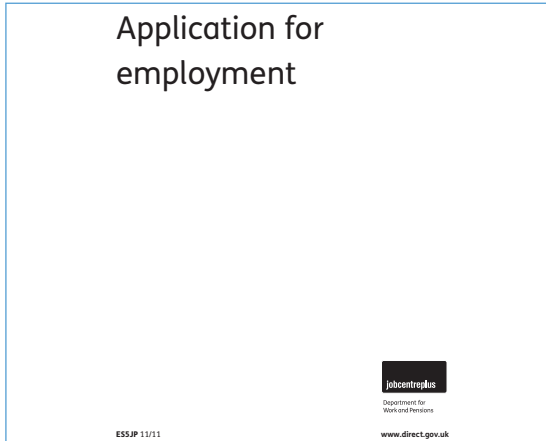
Supports: OCR Employability Skills
Unit 12 – Providing personal information for the workplace

Cost: Free

Format: PDF

http://www.ico.org.uk/upload/documents/library/data_protection/practical_application/protecting_your_personal_information_online.pdf

Application Form for Completion



Application for
employment

ES5JP 11/11

jobcentreplus
Department for
Work and Pensions
www.direct.gov.uk

Department for Work and Pensions application form for form-completion practice; useful for completion by hand.


Supports: OCR Employability Skills
Unit 12 – Providing personal information for the workplace

Cost: Free

Format: PDF

<http://www.dwp.gov.uk/docs/es5.pdf>

Tips on Completing Job Application Forms



Completing Job Application Forms

HANDY HINTS FOR FILLING IN APPLICATION FORMS

- Read the form through carefully and note any specific instructions. If they ask you to write in block capitals or black ink, do just that.
- Draft answers in rough first. It may help to take a photocopy of the form so that you can work on the layout of your answers.
- Tailor your answers to relate to what you have discovered about the job and the kind of person best suited to fill it.
- Think about why an employer may be asking this question. What do they want to know?
- If a question is not applicable, say so. Do not leave empty boxes.
- Use positive and specific words to describe your activities and interests, rather than vague terms and clichés.
- Check for spelling mistakes and grammatical errors before sending the final version.
- Avoid beginning too many sentences with 'I'.
- Use different examples for different questions.
- Stick to word limits.
- If you have to hand-write the form, then make sure

Evidencing skills

Skills such as communication, teamwork and decision-making are often top of an employer's list when seeking new staff. To decide where the best evidence for having such skills comes from, reflect on all your achievements, both in and out of university. Include work experience (full-time or part-time work, internships, vacation schemes, volunteering), hobbies and interests, sports and travel. Once you have identified the strongest examples, think beyond 'I worked well in the netball team at university' by filling in detail. Which netball team? How often did you play? Is it a current interest? How many of you play in the team? What does 'worked well' really mean? Once you can answer questions like these you will be well on the way to giving a good case. Most importantly, be very specific about **your** contribution to the team. What did **you** do to help the team to work well together?

Sometimes your arguments may appear weak, but if there is a good reason, try to explain this somewhere on the form. If you find nothing to support your case

Leaflet produced by University of London which gives advice on how to complete application forms (handwritten and online) successfully.

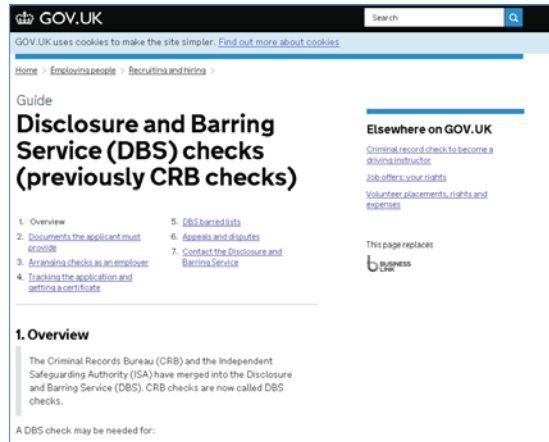
Supports: OCR Employability Skills
Unit 12 – Providing personal information for the workplace

Cost: Free

Format: PDF

http://www.rvc.ac.uk/Advice/docs/CEP_CompletingJobApplicationForms.pdf

Disclosure and Barring Service (DBS)



Information on what information must and need not be disclosed when applying for a job.

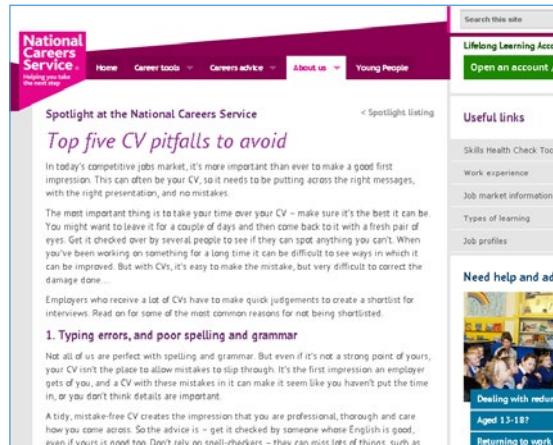
Supports: OCR Employability Skills
Unit 12 – Providing personal information for the workplace

Cost: Free

Format: Website

<https://www.gov.uk/disclosure-barring-service-check>

Top Five CV Pitfalls to Avoid



Gives advice on why certain CVs do not impress employers, including typographical errors, wrong emphasis, length; useful reading for all applicants, whatever their age.

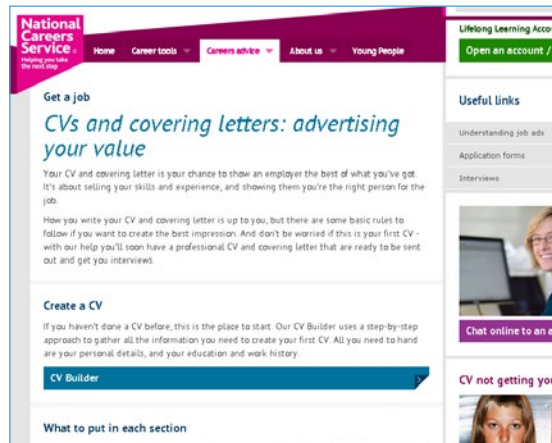
Supports: OCR Employability Skills
Unit 12 – Providing personal information for the workplace

Cost: Free

Format: Website

<https://nationalcareersservice.direct.gov.uk/aboutus/newsarticles/Pages/news-cvpitfalls.aspx>

CVs and Covering Letters - National Careers Service



National Careers Service CV Advice Page offers advice on producing a CV, including what to put in each section and how to prepare a covering letter.

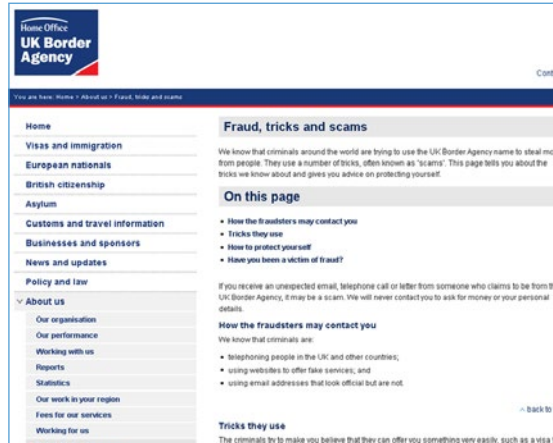
Supports: OCR Employability Skills
Unit 12 – Providing personal information for the workplace

Cost: Free

Format: Website

<https://nationalcareersservice.direct.gov.uk/advice/getajob/cvs/Pages/default.aspx>

Protecting Yourself from Fraudsters



UK Border Agency advice sheet on how fraudsters try to get personal information from you and how you can protect yourself.

Supports: OCR Employability Skills
Unit 12 – Providing personal information for the workplace

Cost: Free

Format: Website

<http://www.ukba.homeoffice.gov.uk/aboutus/scams/>

Resources Index

click on a resource to go to the appropriate page.

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- Manual handling at work
- Health and safety advice pack for small firms
- Health and safety quizzes and games for ESOL students
- Working with display screen equipment
- Health and the workplace

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- Universal jobmatch
- CVs and covering letters - Reed
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- Protecting personal information online
- Application form for completion
- Tips on completing job application forms
- Disclosure and Barring Service (DBS)
- Top five CV pitfalls to avoid
- CVs and covering letters - National Careers Service
- Protecting yourself from fraudsters