

YEAR 9, 10, & 11
EMPLOYABILITY SKILLS WORKSHOP

Do your students know how employers make hiring decisions?

Brightfutures EXPERIENCE

www.brightfutures-experience.co.uk

Common concerns from careers leaders that we work with:



- Do my students understand what the recruitment process looks like from the recruiter's perspective, including how candidates are shortlisted, assessed, and selected?
- Do my students understand that different hiring processes exist, such as standard recruitment, headhunting, and inbound recruitment, and how these approaches affect how employers find and select candidates?
- How confident are my students in explaining their skills, interests, and experiences to an employer?
- Do my students know where to find information about job opportunities and how to apply for them?
- Do my students know how to give and receive feedback in a professional way?
- Have students had a chance to try out the key skills required at each stage of the hiring process, including applications, CVs, and interviews?
- Do students understand how recruitment processes can differ across industries, sectors, or types of jobs?

Our Employability Skills workshop addresses these concerns.

Bright Futures EXPERIENCE

EMPLOYABILITY SKILLS FOR YEAR 9, 10, & 11 STUDENTS



WHY BRIGHT FUTURES EXPERIENCE?

"Consistently engaging, insightful, genuinely enjoyable for students and staff, incredibly flexible, and they can tailor their programme to suit the individual needs of your school."

Mrs S Harman
Careers Lead
Sir Joseph Williamson's Mathematical School

5.0 RATING ★★★★★

Brightfutures EXPERIENCE

WHY OUR WORKSHOPS WORK

Tried and tested

- 20 years of delivering careers events
- Workshops delivered in 700+ schools

Impact

- Engaging, fun and meaningful activities
- Students develop skills throughout the session

Professional

- High-quality visuals and resources
- Experienced presenters



PURPOSEFUL, NOT JUST 'FUN'!



ACTIVITIES

School hall delivery

Two-hour session (repeatable format)

1. Setting the tone: The careers landscape

All of our workshops are designed to fit within the bigger picture of career development as a whole. This includes understanding the different pathways people take into employment, qualification levels, job applications and interviews, the job market, gaining real-world experience, building a professional network, the skills employers value most today, and the skills predicted to be in demand in the future.

2. Getting a job: The recruiter's perspective

This is a fast-paced, decision-making activity that introduces students to the realities of recruitment. Students take on the role of employers and review candidate profiles before deciding who to hire and why. They learn how job specifications guide recruitment decisions and how competitive the labour market can be when several candidates apply for the same role. The key employability skills developed include evaluating strengths, making justified decisions, and understanding what employers look for in successful candidates.

3. Acing an interview: Provide evidence for your skillset

This engaging activity focuses on interview skills and how to present yourself confidently to an employer. Students explore common interview questions and practise providing evidence for their skills, such as teamwork in sports, clubs, or other activities. Students also learn what employers look for, how to avoid common mistakes, and how to make a strong first and lasting impression. The key employability skills developed are communication, confidence under pressure, and the ability to explain personal strengths clearly.

4. The Job Market: Understanding the world of work

Students explore Labour Market Information (LMI) and why it matters when making career choices. Through a series of short activities, students learn about factors such as job demand, skills shortages, salary levels, working conditions, hours, diversity, and future industry growth and decline. We also share examples of organisations that support people to enter careers in which they are currently underrepresented. The key employability skills demonstrated are interpreting information, making informed decisions, and understanding how the job market links to employment opportunities.

5. Wrap-Up: Skills in action

Students reflect on how the activities they completed relate to key employability skills. They identify when they used communication, teamwork, decision-making, confidence, and problem-solving during the workshop. They also connect these skills to subjects they study at school and understand why employers value them in the workplace. The goal is to help students see that the skills they are developing now will be important for their future careers.

The Employability Skills Workshop supports key Gatsby Benchmarks and offers a high-quality KS4 work experience alternative.

It gives students the chance to think, act and collaborate like young professionals in a safe, structured, school-based environment.

Benchmark 1 – A stable Careers programme

Our workshops are designed to fit seamlessly into your school's careers provision. We provide content for your school website and editable letters to keep parents informed about our events, including what happens in each session and how it links to the Gatsby benchmarks. We also carry out student evaluations and turn the results into a feedback report to help your school measure the impact of our activities.

Benchmark 2 – Learning from career and labour market information

Our activities show the different career paths students can take. These include academic routes, apprenticeships, internships, starting a business, professional qualifications, and more. We also provide key information about the job market to help students make good career choices.

Benchmark 3 – Addressing the needs of each learner

Our workshops challenge misconceptions and stereotypes about careers. We use visuals and case studies to showcase a diverse range of role models. This helps raise aspirations and allows every student to see themselves represented in all career sectors.

Benchmark 4 – Linking curriculum learning to careers

This workshop links school subjects to real-world skills. Students use drama (role-play), geography (global and local employment patterns), English (persuasion and structuring arguments), PSHE (being enterprising in life and work), and science (comparing data). The activities help students see how what they learn in school can support future careers and real-life opportunities.

Benchmark 5 – Encounters with employers and employees

Sessions are delivered by experienced facilitators who bring 20 years of business, enterprise and team-development experience. Students gain insight into real entrepreneurial thinking and behaviours.

Benchmark 6 – Experiences of workplaces

While the workshop is school-based, the structure mirrors workplace practices. Students manage time, collaborate under pressure, problem solve, adapt plans and justify decisions - all core employability behaviours.

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FAQS

Is there a charge?
Yes. Our events are professionally delivered workshops and there is a fee for delivery.

How much does it cost?
Pricing depends on the size of the cohort and how the day is structured.

How do we find out the price?
Simply get in touch with the approximate number of students and we will send you a few delivery options along with the corresponding prices.

Is early booking advisable?
Yes. Popular times of the year (especially careers weeks and enrichment days) tend to fill up quickly.

Are there additional travel or expense charges?
No. The price we quote is the price you pay.

Do we need to provide resources or printed materials?
No. Everything required for the event is provided.

What time do you arrive at school?
We **always** arrive at least one hour before the event begins to set up and ensure everything runs smoothly.

Is there much preparation required from staff?
Very little. Once a booking is confirmed you will receive a comprehensive confirmation pack explaining exactly how the day will run.

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