**Making the most of HOP – An introduction for teachers**

**What is HOP?**

HOP is the ‘Hertfordshire Opportunities Portal', a one-stop shop for young people to access advice and guidance on career path options, employment opportunities, apprenticeships, and work experience opportunities in Hertfordshire.

A variety of **free lesson guides and resources** that can be used with ‘Hopinto’ are available via the Hertfordshire Local Enterprise Partnership (LEP) website, download the plans here (add link). Schools, colleges and any other providers who support young people can access these resources, and the lesson guides provide opportunities for young people to discover the range of local sectors with opportunities and more information about careers!

**How can HOP help teachers in secondary schools?**

School and education providers in Hertfordshire are required to fulfil their statutory duty to deliver high quality and impartial careers education, information, advice and guidance. With teachers and careers advisers involved in supporting students to make informed decisions on their post-16 and post-18 career pathways, HOP is the go-to portal for students in Hertfordshire.

We have devised some lesson guides to help teachers meet the identified 8 Gatsby benchmarks that are the core dimensions of good careers and enterprise provision in schools. They have been designed to be delivered by teachers that do not have careers guidance experience, and can be used in careers and pastoral lessons, or by the student/teacher as an ongoing planning exercise focusing on career development.

**Why should teachers in Hertfordshire secondary schools use HOP?**

The resources pack provides young people access to the information they need to make informed decisions on qualification choices and career path options, including guidance about accessing Further Education and Higher Education, work experience and job opportunities, and much more!

In order for students to research their career options fully, they need to have an understanding of what a local labour market is, why it useful to access information relating to the local labour market and where they can access such information. Powered by the Hertfordshire Local Enterprise Partnership, the portal aims to inform young people of the choices and options available to them. The difference with HOP is that it is local - it tells you about what is going on in Hertfordshire with regard to careers, work experience, jobs and apprenticeships and how students and schools can connect with employers in the local area. HOP is here to help students navigate their way through to the world of work!

**Lesson 6 - Hertfordshire Skills Framework – Get….Work….Ready!**

The Hertfordshire Skills Framework sets out the key employability skills and attributes sought by Hertfordshire employers. The Framework was compiled by Hertfordshire LEP, YC Hertfordshire and the University of Hertfordshire, developed with the aim of improving the work readiness of young people and to introduce students to the concept and importance of skills in the workplace.

There are 12 skills grouped under two main headings:

* people and personal
* technical and practical

The lesson guide focuses on the 12 skills. The mapping exercise allows students to identify which skills they already possess, and have some consideration for skills that could be developed further.

**Why is important for young people to evidence their skills?**

For students, qualifications are their passport to more opportunities in education, training and work. When it comes to finding a job, applying for an apprenticeship, or considering which university course to embark on, applicants who have gained skills from work experience or from other activities can have an advantage and are viewed more positively by employers.

Qualifications provide young people with evidence that they have the relevant knowledge for the workplace, however employers are now looking for employability skills as essential traits in potential employees, and these are often seen as the key to success in a job. Strong literacy and numeracy skills lay the foundation for all students to succeed at school and in higher education, and can affect their employability and career prospects. Other skills such as communication, team-work and problem solving are necessary for every job, and employers value these skills because they are linked to how employees interact with colleagues and customer. Students can kick start their CV by thinking of the skills they already possess, and how they can develop them further.

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| **Prior learning – This can be used as a stand-alone lesson guide, or to follow on from Lesson 5 – Further education and higher education options** | | |
| **Lesson aim** | Students will learn about the key employability skills sought by employers Hertfordshire | |
| **Lesson outcomes** | Students will learn:   * the importance of employability skills for the world of work * the concept of skills within the Hertfordshire Skills Framework * to identify which skills they already possess and review their own achievements, abilities and attributes | |
| **Brief for students** | | **Teacher activity and notes** |
| **Starter activity**  10 minutes | **Activity 1 – Key employability skills**  Student question - Which 12 characteristics do you think are most highly valued by Hertfordshire employers?  Class discussion – Why do you think these qualities are so important? How would you demonstrate them in your first job and at interview?  **Issue students with the ‘Hertfordshire Skills Framework – the skills that Hertfordshire employers value’ document**  **Activity 2 - My current skills – mapping questionnaire**  Students to use the mapping questionnaire and look at the skills valued by employers in Hertfordshire. Using the scale ‘1-10’, students to place a mark on each to indicate how good they are at each of the skills, where 10 is very highly skilled, and 1 is very low. | **Activity 1 - Key employability skills**  What are employability skills?  Definition - ‘A set of attributes, skills and knowledge that enables individuals to be effective in today’s changing work contexts.’ City and Guilds – Learning to be employable, 2017  Question - Ask students to list the 12 characteristics they think are most highly valued by Hertfordshire employers?  **Hertfordshire Skills Framework – the skills that Hertfordshire employers value**  Introduce the Hertfordshire Skills Framework - reveal answers to students - [Hertfordshire Skills Framework (hopinto.co.uk)](https://www.hopinto.co.uk/explore-careers/resources/hertfordshire-skills-framework/)  **Personal and people**   * Motivation and ambition * Confidence * Respect and good manners * Determination and resilience * Adaptability * Teamwork   **Technical and practical skills**   * Numeracy * Literacy * Business and customer awareness * Analytical and problem-solving skills * Digital technology * Qualifications   Class discussion – Why do you think these qualities are so important? How would you demonstrate them in your first job and at interview?  **Issue students with the ‘Hertfordshire Skills Framework – the skills that Hertfordshire employers value’ document**  **Activity 2 - My current skills – mapping questionnaire**  Teacher input to clarify any skills that students may be unfamiliar with. |
| **Main activity**  25 minutes | **Activity 3 - My current skills – self -reflection questionnaire**  Using the 12 skills employers say are important in young people, students to complete the worksheet. Using the scale ‘1-10’, students to place a mark on each to indicate how good they are at each of the skills, where 10 is very highly skilled, and 1 is very low.  Write a short summary of how you could demonstrate the 12 characteristics when you start work. How could you demonstrate some of these characteristics when you apply for jobs and attend interviews? Or perhaps when you are attending a university open day. | **Activity 3 - My current skills – self-reflection questionnaire**  It can be challenging for young people to think of examples of when and how they have developed their skills and how they have used them. Students can use the self-reflection questionnaire to think about their skills and attributes, how they can evidence them and what skills they need to focus on. Which skills have students developed or improved over the year?   * Students to consider lessons in school, activities taken outside of lessons/school e.g. scouts, drama, playing sport or music, doing the Duke of Edinburgh’s Award, events they have been involved in or organised, and any responsibilities they have at home/school/local community. * Students can think about how their own personal qualities fit with the skills and qualities employers are looking for. * How could students demonstrate other characteristics such as reliability, punctuality, willingness to learn, and enthusiasm?   Discussion – ask the students if they feel they have a better understanding of the process to find a work experience opportunity. |
| **Summary activity**  10 minutes | Revisit aims for the session and ask the students to highlight what they have learned.  Teacher to invite input from students, and sum up findings from Activity 3.  Teacher to facilitate a class discussion where students share their ideas of ways they could illustrate when they have gained various skills and qualities. Students can add to their list of example activities. | |
| **Adapting the lesson to your needs/ next steps** | **Your skills and how to evidence them – the skills that Hertfordshire employers value**  This lesson guide can be used in careers and pastoral lessons, or by the student/teacher as an ongoing planning exercise focusing on progression. It can be adapted to suit post-16 learners to support students writing their CV, personal statement etc.  A collection of **free posters** are available from the ‘Hopinto’ website, and these could be displayed in your career resources area or other parts of the schools (aimed at KS3, KS4 or KS5) to encourage young people to find out more about the traits employers are looking for! Download the resources here **(add link).** | |