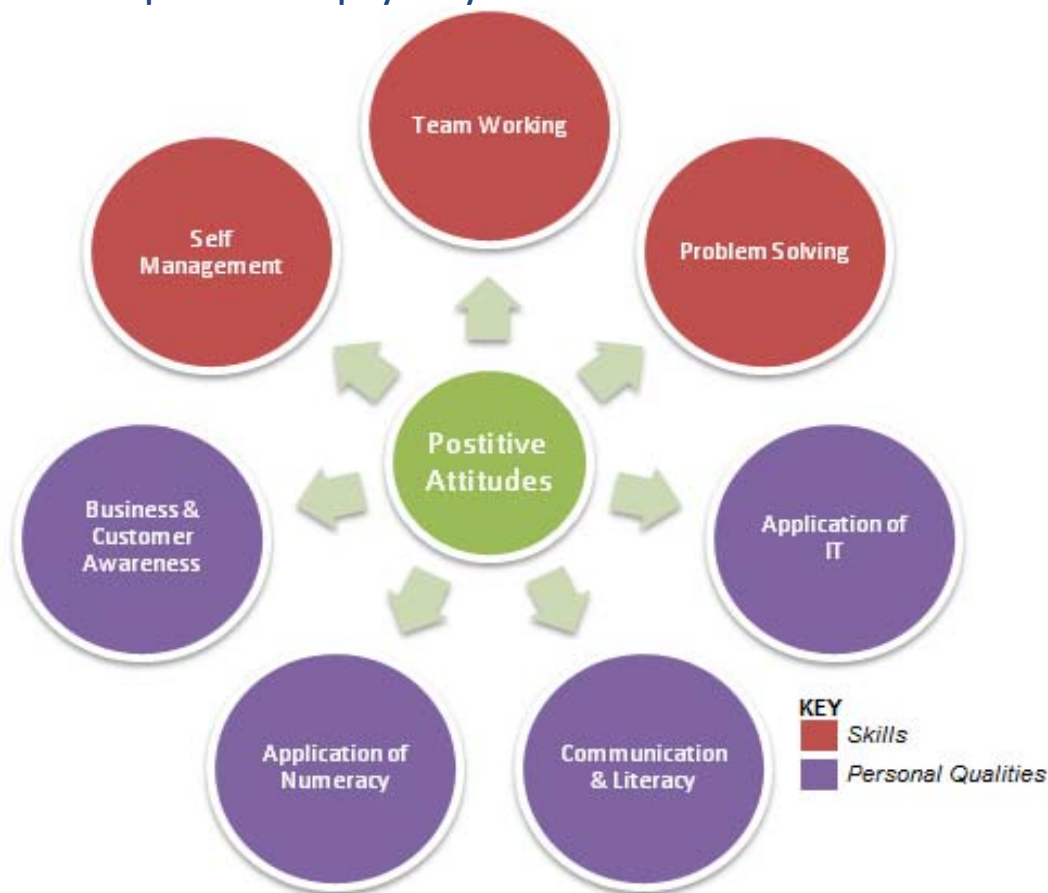


### Notes for local employers

Industry, schools and colleges have been discussing the meaning of the term “employability” for many years. The CBI have recently summed it up in their 2007 document on work experience called “Time well spent” by saying:-

“Employability means a set of attributes, skills and knowledge needed by all Labour Market participants to ensure that they have the capacity of being effective in the workplace, to the benefit of themselves, their employers and the wider economy.”

The CBI’s essential **8 components of employability** are shown below:-



This BELS project aims to let post-16 students analyse their coverage of these skills and competencies in a new section in their work experience diary. It will be trialled first by students at Bromley College and offered later to other local colleges and sixth forms.

The students coming to you will therefore have some extra pages in their work experience diaries to cover these skills and competencies shown above.

The students will have been made familiar at college with these skills and competencies before they come to you on work experience.

We would be grateful if you could find a small number of occasions when you could check with the student their own progress in recording their examples and encourage them to sell themselves effectively by including everything useful that they have done, under suitable headings. We would not expect a student to find evidence for every feature of every skill, so some evidence sections may remain empty.

The student should find that this evidencing of their skills will help them build up a skills “Passport” which will serve them well in interviews, CVs, job and university applications and career planning. Work experience is an obvious place to start this recording.

We hope you find this project interesting and rewarding. We would value any feedback you may have and we thank you in advance for your cooperation.