Cambridge EMPLOYABILITY

CAMBRIDGE EMPLOYABILITY

Resource Links

10346, 10347, 10348, 10349, 10350

OCR

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 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

Health and Safety Toolbox

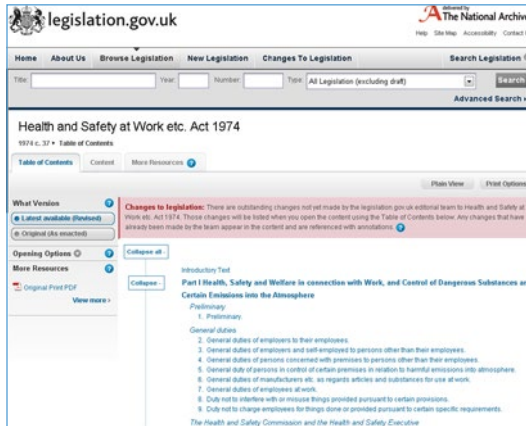This resource provides advice on many aspects of health and safety at work.

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

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
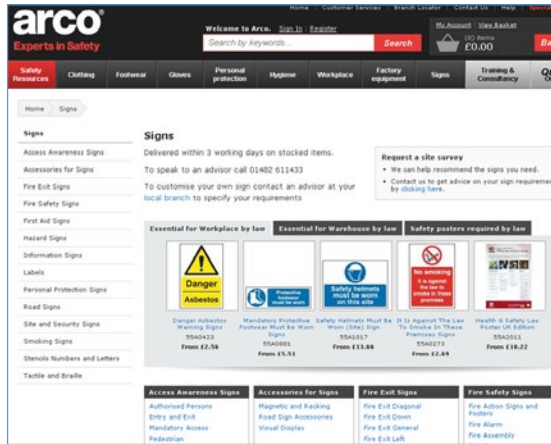
Safety Signs

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.
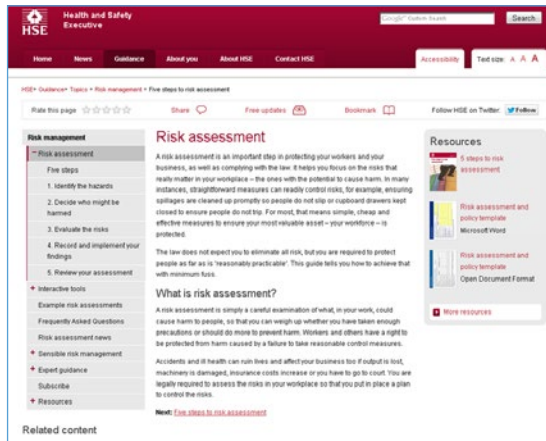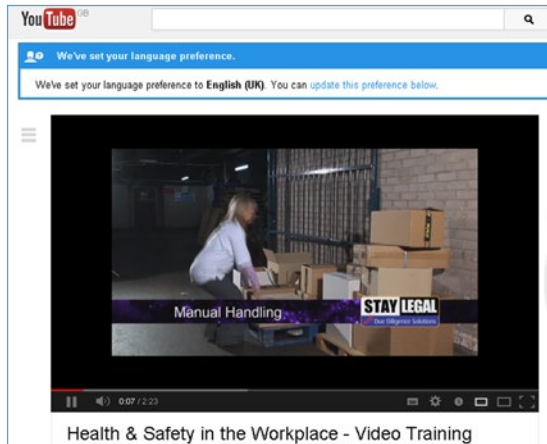
Supports:	OCR Employability Skills Unit 6 – Learning about Health and Safety in the Workplace
Cost:	Free
Format:	Website
	http://www.hse.gov.uk/risk/risk-assessment.htm

Video Training of Health and Safety in the Workplace

Health & Safety in the Workplace - Video Training

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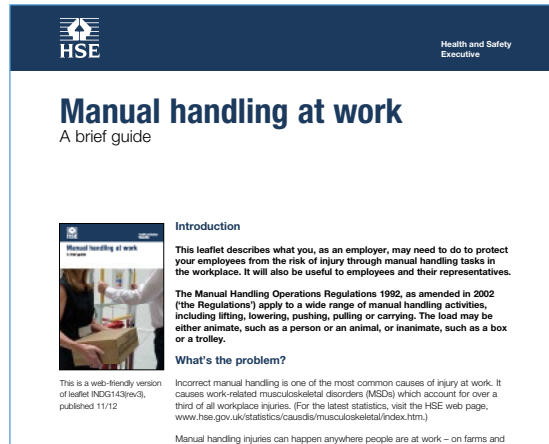
Supports: OCR Employability Skills
            Unit 6 – Learning about Health and Safety in the Workplace

Cost: Free

Format: Youtube

            http://www.youtube.com/watch?v=THigQDIjIms

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/occupationalsafety/adviceandinformation/smallfirmshealthandsafety/advicepack/

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 ."

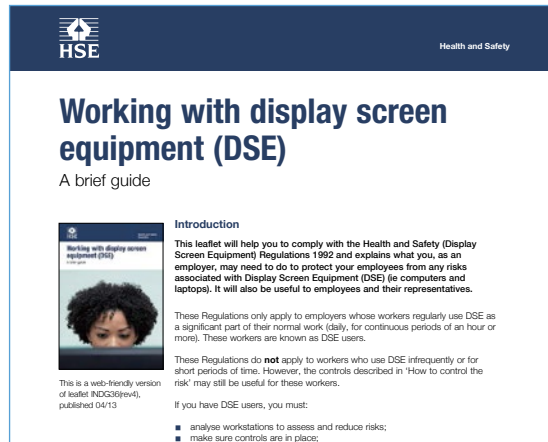A range of quizzes, pictures and games in simple language to introduce health and safety and other issues.

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

Health, work and wellbeing

General guidelines on what makes a healthy workplace from the Advisory, Conciliation and Arbitration Service (ACAS).
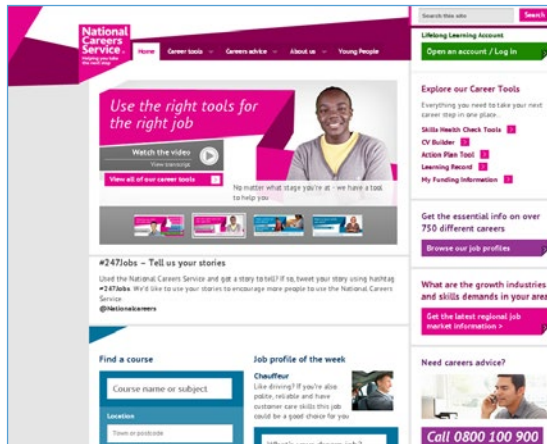
Supports:	OCR Employability Skills Unit 6 – Learning about Health and Safety in the Workplace
Cost:	Free
Format:	Website with downloadable guides

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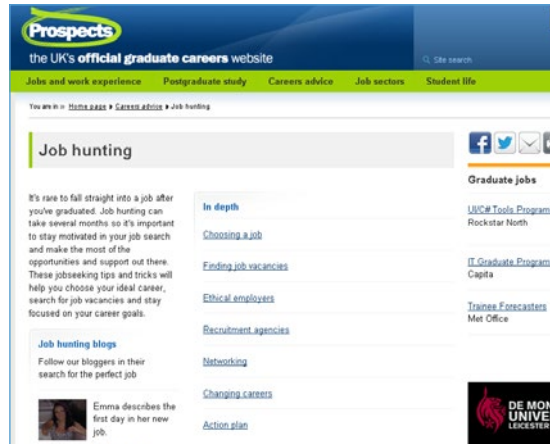
Supports: OCR Employability Skills
Unit 8 – Preparing for and learning from a job search

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.
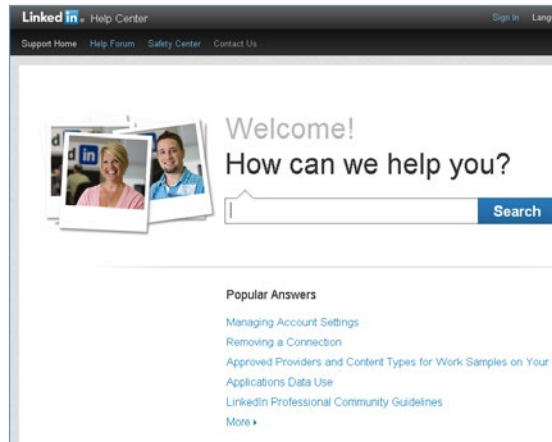
Supports:	OCR Employability Skills Unit 8 – Preparing for and learning from a job search
Cost:	Free
Format:	Website
	http://www.prospects.ac.uk/job_hunting.htm

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.
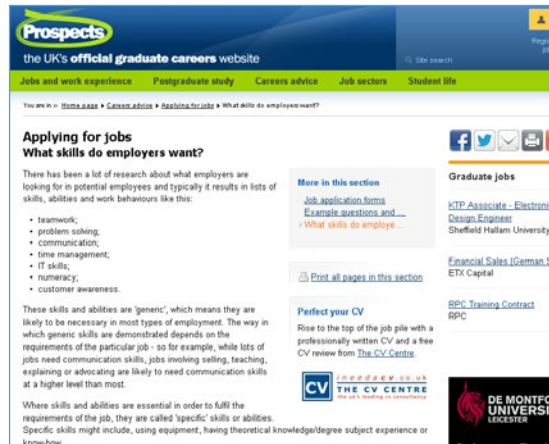
Supports:	OCR Employability Skills
	Unit 8 – Preparing for and learning from a job search
Cost:	Free
Format:	Website
	http://www.intellicate.com/whitepapers/Changing_Patterns_of_Work_ACAS.pdf

Skills Sought by Employers

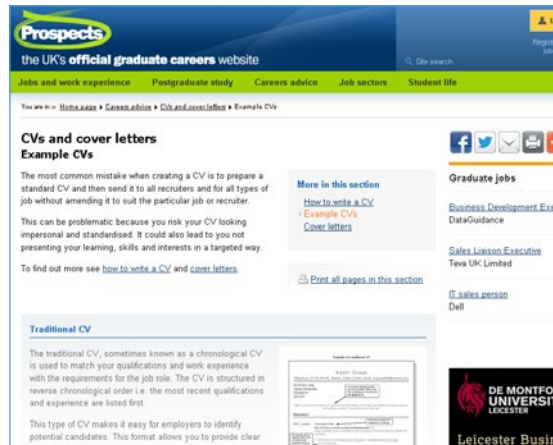Overview of skills sought by employers, including generic and specific.

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
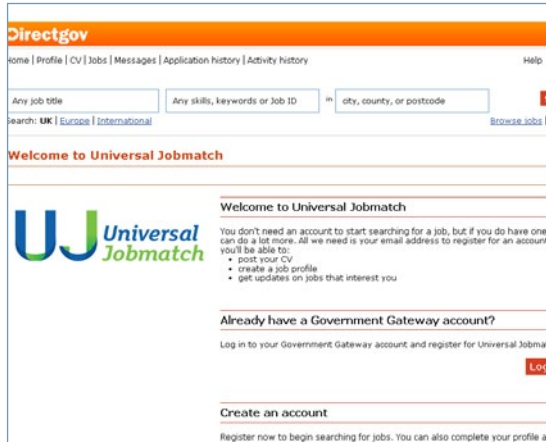
CVs and Covering Letters - Prospects

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

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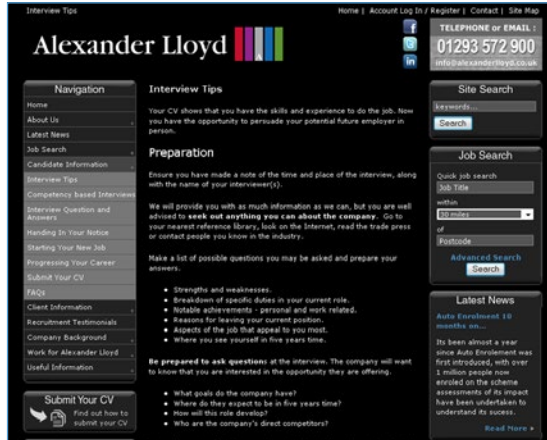
Supports: OCR Employability Skills
              Unit 11 – Planning for and learning from a job interview

Cost: Free

Format: Website

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

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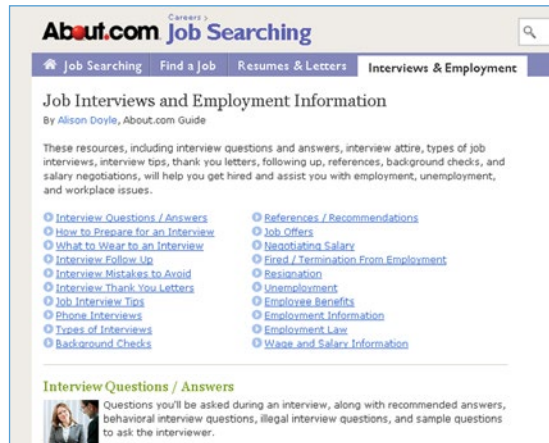
Comprehensive overview of interviews, questioning, effective responses and other information; an ideal introduction to the topic.

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

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
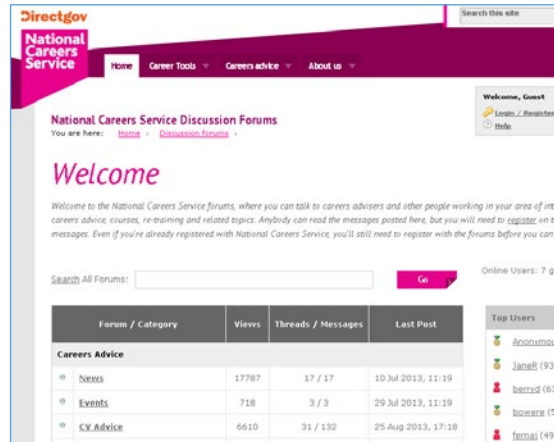
Discussion Forums

Discussion forums hosted by National Careers Service; on a variety of topics, many of which are related to interviews and applications.
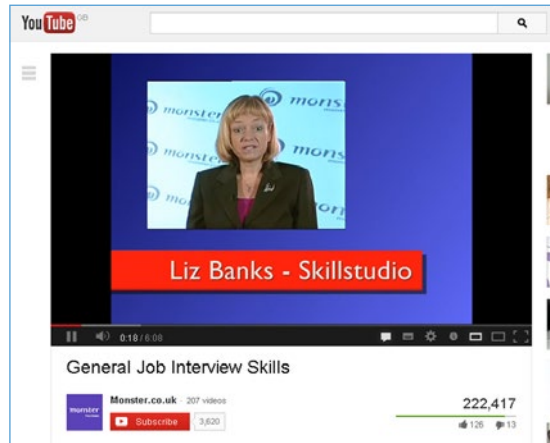
Supports:	OCR Employability Skills Unit 11 – Planning for and learning from a job interview
Cost:	Free
Format:	Blog

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

Personal information toolkit

Advice on how to safeguard your personal information

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

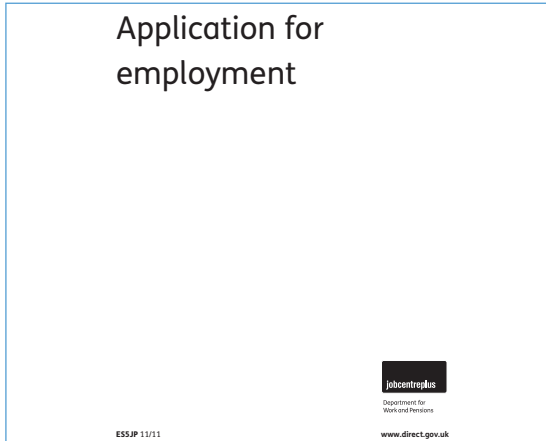Booklet prepared by Information Commissioner's Office which gives good advice on how to stay safe online.

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

jobcentreplus
Department for
Work and Pensions

ES5JP 11/11   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

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)

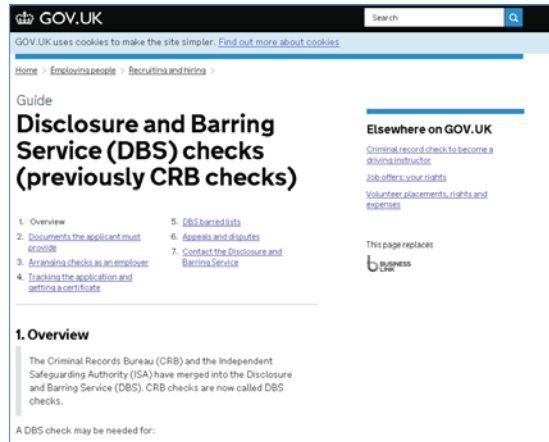Information on what information must and need not be disclosed when applying for a job.

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.
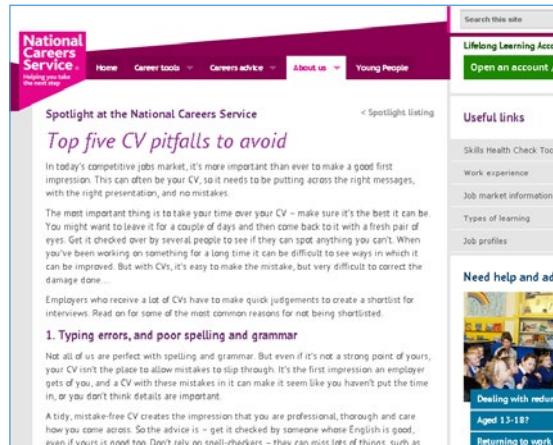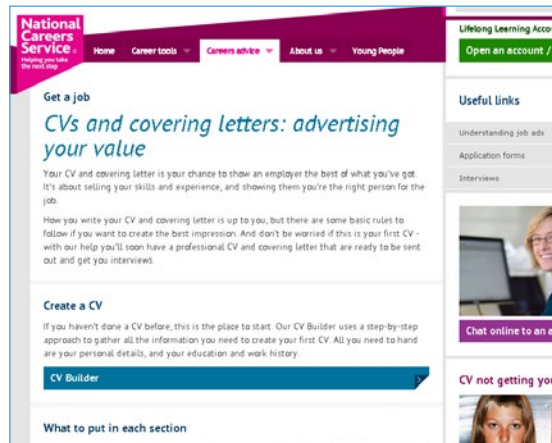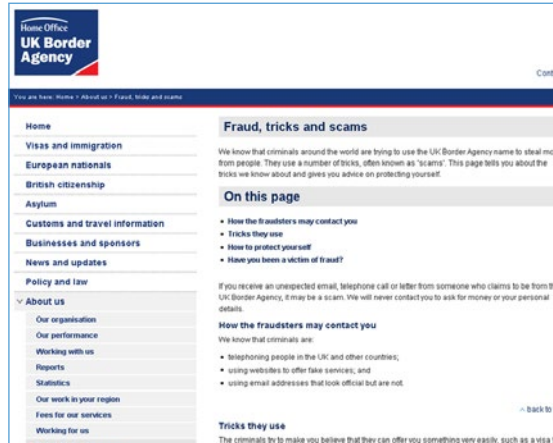
Supports:	OCR Employability Skills Unit 12 – Providing personal information for the workplace
Cost:	Free
Format:	Website
	https://nationalcareersservice.direct.gov.uk/advice/getajob/cvs/Pages/default.aspx

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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- Protecting yourself from fraudsters