

Is your teenager Employable?

Jobs and Training

Connexions can help your teenager find a job with training. If they are looking for work or training here's what to do:

On the phone

You can ring our freephone number **0800 73 13 2 19** (select option 1) and speak to an adviser.

Email

Email your questions about jobs and training to **jobenquiries@4you2.org.uk** and an adviser will get back to you.

Websites

Look at our website:

www.jobs4you2.org.uk for jobs details and job search advice. Your teenager can register online so that they will be sent the latest job vacancies.

Your teenager can listen to podcasts of young people's experiences of going to college, sixth form, specialist training provider and trying to find a job on **Northamptonshire Works**. Follow the link on: **www.4you2.org.uk**

Working in a changing world

There are fewer jobs for young people without skills. If your teenager is thinking of going straight into work, it's important to:

- choose a job which offers planned training; or
- encourage them to continue with part-time learning and take up training opportunities when they are offered.

Going straight into an unskilled job without training can mean low wages and poor career prospects.

The law says that 16 and 17 year olds have the right to time off work to study for qualifications up to level 2 (GCSE at grade A-C or NVQ level 2), if they haven't already got them.

Who can help?

Connexions is a service offering information, advice and guidance for young people aged 13 to 19 (and up to the age of 25 for young people with additional needs):

- Connexions Choices Advisers in your teenager's school or college can give help and advice about looking for work and further training.
- Look at **www.jobs4you2.org.uk** for job vacancies.



What do employers want?

Qualifications are still important.

Most employers expect teenagers to have a range of qualifications, but they also want employees who...

Can:

- Spell and write clearly.
- Listen to and follow instructions.
- Work well with others.
- Use numbers.
- Use a computer.
- Talk to different people.
- Work well in a team.

...and who have the **right attitude**:

- Honest.
- Reliable and punctual.
- Keen to work and try hard.
- Polite.
- Want to learn.
- Be adaptable.

Match your teenager to this list!

How can you help?

Encourage your teenager to think about all the things they know or can do that show an employer what they have to offer.

- Show your teenager the “What do employers want?” list.
- Help them think about their own qualifications, skills, attitude and experience.
- Talk about the personal qualities and experience they have developed:
 - » at school, college or training place;
 - » through things like volunteering or part-time work;
 - » through work experience whilst at school or college; or
 - » through joining in social and leisure activities.

Help them make their own list using the above examples!

What is Labour Market Information?

This is the term used to describe information and knowledge about:

- where the job vacancies are;
- what skills and qualifications are needed to fill these job vacancies;
- what kind of work you have to do;
- how much does the job pay;
- how the labour market is likely to change in the next few years; and
- the skills and qualifications that people are likely to need in order to get and keep a job in the future.

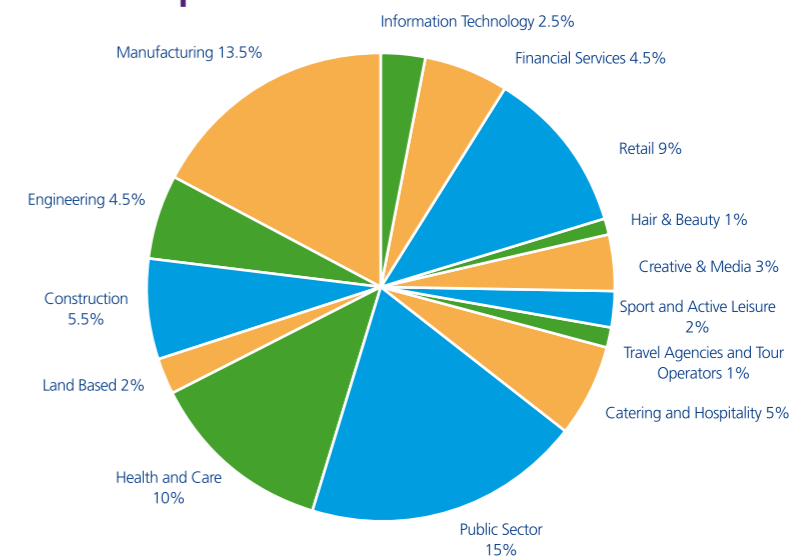
Why is labour market information important for your teenager?

The world of work is changing all the time. The way people work and the jobs they do also change. It is important for your teenager to take some time to find out about:

- the different jobs that interest them;
- the type of work, qualifications, personal qualities and skills they will need; and
- whether the occupational areas they are interested in are expanding and taking on workers.

Encourage them to think about whether they are prepared to travel to work or move to another part of the county, country or abroad, for the job they want.

Who does what in Northamptonshire?



Sources: Annual Business Inquiry (2008), Labour Force Survey (2009) and Agricultural & Horticultural Survey (2009) (Crown Copyright ©).

In Northamptonshire:

- More than 87% of jobs are for people who offer a service rather than make a product.
- More than one in eight people in work across Northamptonshire still work in a manufacturing business.

Manufacturing now requires skilled workers.

- The catering and hospitality sector is a major employer of young people with almost 40% of the workforce being aged under 25-years-old.

“Recruit for attitude - train for skill”

Head of JCB 14-19 Academy Project

Employers are just as interested in personality and attitude as they are in skills and qualifications.

