

Is your teenager Employable?



A guide for parents and carers

Jobs for school leavers are getting harder to find. There's a shortage of jobs for teenagers in the East Midlands. If your teenager is looking for a job when they leave school or college, this leaflet explains how you can help.

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!**



“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.

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!**



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 Access Points provide printed information, DVDs, computer programmes and internet access to help young people research careers, training, subjects and qualifications, as well as information on job vacancies for school leavers. To find your nearest Access Point, look on: www.4you2.org.uk
- Connexions Personal Advisers can give confidential help and advice on a range of issues.
- Look at www.jobs4you2.org.uk for job vacancies.



Contact your local Connexions Access Point for more information:

connexions

NORTHAMPTONSHIRE

Freephone 0800 73 13 2 19
Email info@4you2.org.uk