

A vertical bar on the left side of the page, composed of horizontal stripes in a rainbow color gradient from red at the top to orange at the bottom.

# Plymouth Employability Passport

## Your Personal Details

Name

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Date of Birth

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## What is the EMPLOYABILITY PASSPORT?

EMPLOYABILITY SKILLS can be defined as a set of skills, achievements and personal qualities that are transferable and complement a learner's technical and subject knowledge. This award sets out to recognise these underlying skills and reward competencies towards future employment.

- The aim of the EMPLOYABILITY PASSPORT is to introduce processes that support independence in your career plans and to develop & recognise transferable employability skills
- The EMPLOYABILITY PASSPORT will enable you to build on your own achievements beyond your academic abilities and evidence a range of skills that support your transition into work, or demonstrate higher education suitability
- The EMPLOYABILITY PASSPORT lists suggested activities that will benefit young people when pursuing interest from a potential employer or HE/FE establishment
- The EMPLOYABILITY PASSPORT fosters engagement with prospective employers who value resilience and drive in young people, and contributes to the identification of those skills and qualities

**This award has the potential to take you to the next level of employability and university suitability; in ever more competitive markets we want you to not only be the best you can be, but to actively recognise, demonstrate and evidence your skills.**

**The Plymouth Employability Passport**  
*Realising, recognising and rewarding*

## General Information

- The EMPLOYABILITY PASSPORT is monitored by the Passport supervisor(s) who will advise and guide you through the activities
- Some events or activities may involve working in partnership across the college/school/academy, or with employers or organisations outside
- The college/school/academy will try to support your own ideas for different activities that provide the evidence to fulfil the criteria for this award
- This opportunity is offered to the student on the understanding that all outcomes are achieved and demonstrated by them and no other person may provide completed work on their behalf

## The areas for focus are:

- **Team working**
- **Communication** (Verbal & written; presentation of self and of information; CV, job applications & interview preparation)
- **Customer/client service & commercial business awareness** (Customer care; understanding of work environment; use of appropriate verbal & written language; pride in company or school; commercial awareness)
- **Organisation, planning & time management**
- **Problem solving & innovation** (including numeracy & IT)
- **Self awareness** (Personal development; Career management; opportunities to experience different work environments; volunteering; money management & budgeting; leadership)

# The Award

Progression between levels of the EMPLOYABILITY PASSPORT is a continuing, cumulative process. There are three levels of achievement, with a minimum requirement for each:



**Bronze** = one challenge in each of six areas



**Silver** = two different challenges in each of six areas



**Gold** = three different challenges in each of six areas, and presentation to a panel of governors/employers/school staff. This is a challenging target, and will only be achieved by outstanding candidates

- Applicants will need to complete a different challenge for each area as they progress from one level to another- occasionally one activity may cover no more than two module areas but students are encouraged to undertake as many different activities as possible
- Activities such as peer mentor/library assistant/prefect etc should be ongoing for *at least* two terms
- Verification can be signed by e.g. teacher, football coach etc with a brief comment, and must be reinforced with at least one piece of additional evidence which could be a photo, video clip, certificate or written testimony
- Activities may be “back-dated” for a maximum of one year
- Evidence of achievements may either be stored electronically using 'Passportfolio' or similar and / or using a professional folder
- The National Careers Service website has areas that can assist with many of the target areas in the passport:  
<https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx>
- Students may suggest their own challenges
- Try to be original – differentiate yourself from others!

# Team Working

The objective is to demonstrate skills in understanding the dynamics of working in a group and contributing toward achieving collective goals; showing adaptability in working with others from different disciplines, backgrounds and expertise to jointly accomplish a task or goal; and to be able to evaluate team working skills

**Some ideas for challenges could be :**



- Be a Student Representative
- Participate in an Armed Forces team building day or similar
- Engage in sports leadership programmes or provide evidence of participating as a member of a club outside school
- Provide evidence of involvement in a voluntary activity outside main school curriculum e.g. Formula One/cadets/charity or church work/STEM club (e.g. Astronomy)/Eco challenge
- Organise exam revision classes
- Contribute, participate or coach others in performing arts classes or for school production
- Assist in running activity clubs after school
- Develop a small enterprise or similar activity
- Complete a community project, involving the wider community outside the school/college
- Be a Peer Mentor, participating fully in school peer mediation procedures and activities
- Organise a programme of coaching sessions or a sporting event
- Participate in Duke of Edinburgh/Ten Tors expedition/Combined Cadet Forces camp or similar
- Work as part of a group on any co-operative project such as rebuilding an old car, or producing a magazine
- Demonstrate evidence of a team activity that specifically links to a career of interest to you, showing awareness of the different roles within the team & evaluating your own contribution

Competency: 

**Provide evidence of practical working as a member of a team**

**Verification**

Position

Date

Competency: 

**Demonstrate knowledge and understanding of the main ideas, behaviour & dynamics of working in a team; evaluate team performance**

**Verification**

Position

Date

Competency: 

**Provide evidence that you have evaluated your personal performance in team-working skills in a variety of different situations**

**Verification**

Position

Date

# Communication

The objective is to demonstrate your ability to communicate both verbally and in writing; to be able to present both self and information positively and clearly to a variety of different audiences; to complete a competent CV, personal statement and application letter and to develop social, negotiation and assertiveness skills as appropriate

**Some ideas for challenges could be :**



- Give a themed presentation in class or to staff e.g. Speaking & Listening in English or Modern Foreign Languages, assembly
- Lead/participate in a class debate
- Participate in a school production or celebration event
- Participate in student voice programmes/act as student ambassador
- Support interviews for new school staff
- Referee a school match
- Show that you can structure a report or other long-form document
- Be a Peer Mentor, participating fully in school peer mediation procedures and activities
- Campaign or stand in a mock election
- Participate in Young Enterprise activity/You're Hired or similar
- Participate regularly in debating clubs/societies
- Write & maintain a CV, updating with achievements
- Complete mock or real application forms & attend an interview
- Support peers &/or write a help guide for CV's or personal statements
- Complete personal statement, e.g as part of a UCAS application
- Participate in a careers discussion with a personal adviser, mentor or employer
- Participate in a school careers development programme e.g. prepare an action plan prior to Options choices or Key Stage transitions
- Host guest speakers from local employers / companies that advise on opportunities and employment
- Complete a handwritten form neatly & legibly
- Take and circulate minutes of a formal meeting
- Demonstrate an awareness of meeting etiquette & social expectations
- Write ads for use on different forms of social media e.g. Twitter, Facebook
- Develop a communication blog



Competency: 

**Provide evidence of oral, written & presentation skills**

**Verification**

Position

Date

Competency: 

**Demonstrate knowledge & understanding of effective oral & written communication for different audiences, including negotiation**

**Verification**

Position

Date

Competency: 

**Provide evidence of your evaluation of your communication skills in a variety of situations**

**Verification**

Position

Date

# Customer/Client Service and Commercial Business Awareness

The objective is to demonstrate the principles of customer service/client care; understanding of the working environment; use of appropriate language & behaviours necessary to establish good relationships; understanding procedures such as dealing with complaints; defining and responding to needs; demonstrating pride in company or school; understanding the impact of your role on the rest of the organisation

**Some ideas for challenges could be :**



- Student receptionist or IT help desk duties at school
- Take a role as an ambassador for a school tour
- Host a guest speaker in school
- Run school shop
- Run a charity stall
- Meet with an employer to request support for a project
- Assist in school library (or similar) for at least two terms
- Create a business start-up plan & present it to a local business / bank
- Take part in a Young Enterprise scheme
- Evaluate & feedback on a group project done in class
- Research & present information on local labour market (could focus on one employer)
- Demonstrate your understanding of commercial awareness & profit making
- Attend a careers event e.g. *Inspire* or visit an employer
- Understand the culture of work, the needs of employers & work ethics, and prepare a presentation on this subject showing your knowledge (can focus on one particular sector)
- Work part time &/or undertake work experience &/or work shadowing
- Engage in a volunteering project of your choice e.g. St John Ambulance, Alzheimer's Memory Café, Environmental groups

Competency: 

**Provide evidence of practical application of customer care including appropriate behaviour & appearance**

**Verification**

Position

Date

Competency: 

**Demonstrate understanding of the principles of customer care, including behaviour as above, systems & procedures**

**Verification**

Position

Date

Competency: 

**Provide evidence of reasoned advice given & adaptability to different situations**

**Verification**

Position

Date

# Organisation, Planning, and Time Management

This objective is to demonstrate understanding of the need to develop organisation, planning and time management skills in order to maximise achievements; use SMART targets and deadlines to monitor and achieve progress; review and revise targets as necessary.

Some ideas for challenges could be :



- Arrange/organise resources for an activity (personnel, venue, equipment etc)
- Evidence an achievement within a subject area that you planned for in advance
- Organise an extra-curricular event for your school
- Evidence of consistently good performance on school reports e.g. no late marks; good attendance; good effort; properly equipped
- Set goals for different subject areas & define a time frame for progress e.g. GCSE target grades, using SMART targets (Specific, Measurable, Achievable, Realistic and Time bound)
- Design and use a revision programme, showing regular reviews of progress
- Create a colour coded timetable that can be enhanced for new Year Seven or students with specific educational needs
- Organise an appropriate event for English as an Additional Language or Gifted & Talented students
- Develop a survey of a school activity for students & report on your findings
- Contribute to the organisation of school Prom or similar event
- Contribute to school planning as student representatives
- Plan and help organise an outward bound expedition e.g. Duke of Edinburgh or Combined Cadet Force
- Provide evidence of good time-keeping/organisation from an employer
- Demonstrate your ability to prioritise tasks at a time when you had to manage several conflicting interests

Competency: 

**Demonstrate application of organisation, planning & time management skills e.g. use of SMART targets**

**Verification**

Position

Date

Competency: 

**Show understanding of the way SMART targets & reviews can aid progress to achieve goals, and demonstrate ability to manage resources**

**Verification**

Position

Date

Competency: 

**Provide evidence of ability to reflect on & revise goals as necessary, make regular reviews of progress & act on them**

**Verification**

Position

Date

# Problem Solving and Innovation

This objective is to demonstrate flexibility and the ability to understand a problem by breaking it down into smaller parts, identifying the key issues, the implications and the solutions. You will demonstrate how to logically resolve problems, develop ideas, assess risks, create an outcome that is beneficial to yourself and others, and provide feedback as appropriate to aid future progress. This target can include the demonstration of creative digital skills & numeracy.

**Some ideas for challenges could be :**



- Participate in Maths or Eco challenges, Formula One etc
- Complete a design specification in Design Technology/Art
- Provide support for a school production e.g. Lighting or Sound Technician
- Create a risk survey/assessment for a planned activity to identify potential problems e.g. a sports event
- Organise a lunchtime schedule of activities for a year group
- Design an app for use in school as e.g. a homework planner
- Develop activities for use in school to fulfil a specific need e.g. Tutorial lesson or fundraising for School Prom or charity event
- Chair or lead Student Voice or Peer Mentor activities that aim to resolve a particular problem or issue
- Research & find own work experience placement or part-time job
- Show evidence that you have dealt with a difficult situation e.g. anti-bullying ambassador, managing student behaviour in lunchtime areas etc
- Participate in an enterprise project
- Create a business plan using software that forms part of an IT systems presentation
- Create a fitness programme that is demonstrated using digital software / media
- Design a challenge that can be utilized in a revision club for Key Stage Three
- Plan a budget for a project or goal & run that programme
- Raise funds for a voluntary school project & provide evidence of the income & expenditure records
- Design a product that can be produced for a fundraising purpose at e.g. Christmas fair / Summer fete
- Demonstrate understanding of basic coding or achievement within a software system

Competency:



**Demonstrate ability to identify a problem, break it down & offer a range of potential solutions**

**Verification**

Position

Date

Competency:



**Provide evidence that you have effectively developed an idea or solved a problem**

**Verification**

Position

Date

Competency:



**Show that you are able to evaluate tasks & provide feedback on outcomes whilst solving more complex problems**

**Verification**

Position

Date

# Self Awareness

This objective is to demonstrate your development of self-awareness including your strengths and weaknesses. You will evidence developing independence and resilience as you make your choices for your future progress, and demonstrate your career management skills towards your lifestyle aspirations.

Some ideas for challenges could be :



- Demonstrate a situation where you motivated & directed others in an event or activity; demonstrate an ability to encourage, lead, guide or inspire others successfully to achieve individual & group goals e.g. help at homework club; assist in lessons; help with tutor roles; act as a Sports Leader
- Act as a representative for Student Voice, Peer Mentors, Student Ambassadors, Prefects or Student Governor
- Arrange for guest speakers to visit school/college
- Captain a sports team inside or out of school/college
- Organise participation in a schools' challenge
- Act as Stage Manager or take any lead role on or off stage for a play or musical performance
- Organise a sports event for visiting Primary Schools
- Leadership role on Duke of Edinburgh, TenTors or Combined Cadet Force expeditions
- Participate in Young Citizenship scheme
- Maintain electronic portfolio of achievements; complete diagnostic questionnaire e.g. Myers Briggs, Passportfolio, Plotr
- Participate in financial activities e.g. managing personal budget (including maintaining a bank account), student finance application, preparation for independent living
- Participate in reflective self-evaluation exercises in different school subjects/areas
- Complete mock or real application forms & attend an interview, responding to any positive or negative feedback as appropriate
- Choose work experiences in a variety of settings & environments
- Demonstrate ability to organise travel opportunities and excursions e.g. participate in World Challenge, University residences or similar
- Show that you have overcome difficulties to achieve something that is outside your comfort zone



Competency: 

**Use feedback from staff & peers to develop strengths & address weaknesses; be able to see yourself from the perspective of others**

**Verification**

Position

Date

Competency: 

**Participate in activities to enhance self-awareness, furthering self-insight and maintaining personal integrity**

**Verification**

Position

Date

Competency: 

**Demonstrate ability to analyse behaviour to enable continual growth and development**

**Verification**

Position

Date

# Record of Achievement

This is evidence that the student has achieved challenges at Bronze, Silver and Gold levels, and must be signed by the school moderator.

**Skills demonstrated and achieved by :**

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Student signature:

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Mentor/Administrator name:

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**Levels achieved :**

**BRONZE**

Date & signature:

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**SILVER**

Date & signature:

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**GOLD**

Date & signature:

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# Reflection

## BRONZE AWARD

How has achieving this award helped you to develop your employability skills, both as an individual & also in preparing you for your future career path?



## SILVER AWARD

What additional employability skills have you developed by progressing to the silver award?



## GOLD AWARD

List two or three of your achievements that you are particularly proud of, and say why.





**The Employability Passport has been developed by Schools, Colleges and Businesses working in partnership with the support of the Plymouth Learning Trust and PCC.** It has been endorsed by Employers to provide the best possible outcomes to create transition into future employment that is credible and sustainable.

The National Careers Service website has sections that can assist with many of the target areas in the passport :

<https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx>

**The partners investing in this award are:**

