

## S4 Employability Summer School Itinerary - 30<sup>th</sup> April-1<sup>st</sup> June 2018

Date	Activity
24 <sup>th</sup> April 2018	Pupils complete survey on career/job aspirations
30 <sup>th</sup> April - 3 <sup>rd</sup> May 2018	Pupils build a CV in school with Mr Robertson and Mr Wilson
30 <sup>th</sup> April - 1 <sup>st</sup> June 2018	Pupils attend the employability programme during exam leave
1 <sup>st</sup> June 2018	Pupils surveyed again on career choices and course options to evaluate effect of the Employability Summer School.

### Week 1

Date	Group	Time	Activity	Outcomes
Mon 30 <sup>th</sup> April	Group 1	9.30-11.30am	Building a CV	Successfully build a CV to be used with Kinnaird Park Recruitment Centre
Tues 1 <sup>st</sup> May	Group 2	9.30-11.30am		
Wed 2 <sup>nd</sup> May	Group 1	9.30-11.30am		
Thurs 3 <sup>rd</sup> May	Group 2	9.30-11.30am		

**Week 2**

\*Please note that pupils will be dismissed from school at the times noted unless otherwise stated.

\*Pupils will also be split in two groups during the activities in the itinerary.

Date	Group	Time	Location/Business	Activity	Visit Outcomes
Tues 8 <sup>th</sup> May	Group 1	9am-1pm	Hibernian Football ground	Visit to Easter Road	Employability skills in the football industry
	Group 2		Dalkeith High School	SQA Level 4 Award	Pupils will start the SQA level 4 award
Wed 9 <sup>th</sup> May	Group 1	9am-1pm	Kinnaird Park Recruitment Centre	Go over CV's and amend to meet current job criteria Create cover letters	Pupils create a successful CV so they can apply for Jobs. Pupils adapt CV's to fit a variety of jobs. Pupils create cover letters and the importance of a good cover letter.
	Group 2		Bank of Scotland Dalkeith	Keith and his team will visit the school to go through employability skills in the Bank of Scotland.	Pupils will be able to successfully apply for a job with the Bank of Scotland. Pupils will decide if this would be a career for them.
Thurs 10 <sup>th</sup> May	Group 1	9am-1pm	Kinnaird Park Recruitment Centre	Go over CV's and amend to meet current job criteria Create cover letters	Pupils create a successful CV so they can apply for Jobs. Pupils adapt CV's to fit a variety of jobs. Pupils create cover letters and the importance of a good cover letter.
	Group 2		Marks & Spencer Kinnaird Park	Marks & Spencer Employee Interview Programme	Pupils will go through a compressed version of the M & S employee interview programme. Pupils will gain crucial information on how to get a job with M & S
Fri 11 <sup>th</sup> May	Group 1	9am-1pm	Historic Environment Scotland Arthurs Seat Visit	Park Rangers explain about the job they do and the various roles and responsibilities Orienteering Task	Pupils complete an orienteering task and tour the site with the rangers. Pupils learn what a Holyrood Park Ranger job involves
	Group 2		Sytner Group Limited	Pupils will visit Lamborghini, Ferrari and Bentley to take part in employability skills within the car industry.	Pupils learn all possible jobs available in the car industry and gain an understanding of how to apply and what it takes to work in the industry

Week 3

Date	Group	Time	Location/Business	Activity	Visit Outcomes
Mon 14 <sup>th</sup> May	Group 1	9am-1pm	IKEA	Pupils take part in the IKEA employee recruitment programme. Tour IKEA behind the scenes.	Pupils understand the application process is able to apply for a job with IKEA successfully.
	Group 2		Dalkeith High School	SQA Level 4 Award	Pupils will start the SQA level 4 award
Tues 15 <sup>th</sup> May	Group 1	11.30am-3.15pm	Scottish Parliament	Tour of the Scottish parliament and various jobs available within the civil servant sector	Pupils will successfully be able to apply for a job in the civil service sector and understand the workings of parliament
	Group 2	9am-3.15pm	B & Q	Team building Application process Interview Assessment centre	Pupils can successfully apply for a job and make a possible career choice.
Wed 16 <sup>th</sup> May	Group 1	9am-1pm	FLB	FLB employer recruitment programme Site tour	Pupils will go through aspects of FLB's recruitment/interview programme; this will give pupils the skills to apply for a job at FLB. Site tour to look at jobs available in FLB
	Group 2		Scottish Parliament	Tour of the Scottish parliament and various jobs available within the civil servant sector	Pupils will successfully be able to apply for a job in the civil service sector and understand the workings of parliament
Thurs 17 <sup>th</sup> May	Group 1	9am-1pm	Kinnaird Park Recruitment Centre	Go over CV's and amend to meet current job criteria Create cover letters	Pupils are able to create a successful CV so they can apply for Jobs. Pupils are able to adapt CV's to fit a variety of jobs. Pupils learn how to create cover letters and the importance of a good cover letter.
	Group 2		Marks & Spencer Kinnaird Park	Marks and Spencer Employee Interview Programme	Pupils will go through a compressed version of the M & S employee interview programme. Pupils will gain crucial information on how to get a job with M & S
Fri 18 <sup>th</sup> May	Group 1	9am-1pm	Historic Environment Scotland Arthurs Seat Visit Site Rangers	Rangers explain about the job they do and the various roles and responsibilities Orienteering Task	Pupils complete an orienteering task and tour the site with the rangers. Pupils learn what a Holyrood Park Ranger job involves
	Group 2	9am - 1pm	QMUC	Building a human brand and how to market yourself to employers	Pupils will understand how to build themselves a personal brand.

Week 4

Date	Group	Time	Employer	Activity	Visit Outcomes
Tues 22 <sup>nd</sup> May	Group 1	9am - 3.15pm	B & Q	Team building Application process Interview Assessment Centre	Pupils can successfully apply for a job and make a possible career choice.
	Group 2	9am - 1pm	IKEA	Pupils take part in the IKEA employee recruitment programme. Tour IKEA behind the scenes.	Pupils understand the application process is able to apply for a job with IKEA successfully.
Wed 23 <sup>rd</sup> May	Group 1	11.30am-3.15pm	Scottish Parliament	Tour of the Scottish parliament and various jobs available within the civil servant sector	Pupils will successfully be able to apply for a job in the civil service sector and understand the workings of parliament
	Group 2	9am - 1pm	FLB	FLB employer recruitment programme Site tour	Pupils will go through aspects of FLB's recruitment/interview programme; this will give pupils the skills to apply for a job at FLB. Site tour to look at jobs available in FLB
Thurs 24 <sup>th</sup> May	Group 1	9am - 12pm	Bank of Scotland Dalkeith	Keith and his team will visit the school to go through employability skills in the Bank of Scotland.	Pupils will be able to successfully apply for a job with the Bank of Scotland. Pupils will decide if this would be a possible career for them.
	Group 2	9am - 1pm	Sytner Group Ltd	Pupils will visit Lamborghini, Ferrari and Bentley to take part in employability skills within the car industry.	Pupils learn all possible jobs available in the car industry and gain an understanding of how to apply and what it takes to work in the industry.
Fri 25 <sup>th</sup> May	Group 1	9am - 1pm	Historic Environment Scotland Arthurs Seat Visit Site Rangers	Rangers explain about the job they do and the various roles and responsibilities Orienteering Task	Pupils complete an orienteering task and tour the site with the rangers. Pupils learn what a Holyrood Park Ranger job involves
	Group 2		QMUC	Building a human brand and how to market yourself to employers	Pupils will understand how to build themselves a personal brand.

Week 5

Date	Group	Time	Employer	Activity	Visit Outcomes
Mon 28 <sup>th</sup> May	Group 1	9am - 1pm	Edinburgh College Granton	Pupils take part in hospitality led activities with College trainee chefs and local chefs.	Pupils take part in hospitality led activities with College trainee chefs and local chefs.
	Group 2		Catersafe	Employability skills task in electrical safety, Gas Fitting and Engineering The Fire Brigade	Pupils learn the necessary skills required to be a service engineer and Fireman.
Tues 29 <sup>th</sup> May	Group 1	9am - 1pm	Edinburgh College Milton Road	Pupils take part in hospitality led activities with College trainee chefs and local chefs.	Pupils can choose if college is an option in the hospitality industry with the support of students and lecturers.
	Group 2		Sytner Group Limed.	Pupils will visit Lamborghini, Ferrari and Bentley to take part in employability skills within the car industry.	Pupils learn all possible jobs available in the car industry and gain an understanding of how to apply and what it takes to work in the industry
Wed 30 <sup>th</sup> May	Group 1	10am-2pm	Dalkeith High School	Employers day	All employers involved and more will be attending an employer's workshop with pupils in the school library
	Group 2	9am - 1pm	Restaurant Mark Greenaway	Employability skills at Mark Greenaway's restaurant. What is a hospitality employer looking for	Pupils learn the skills from Mark so they can write a hospitality based CV or can successfully apply for a job in hospitality
Thurs 31 <sup>st</sup> May	Group 1	9am - 1pm	Hibernian Football Ground	Visit to Easter Road	Employability skills in the football industry Payment on arrival
	Group 2		Restaurant Mark Greenaway B Moir - Careers Advisor	Employability skills at Mark Greenaway's restaurant. What is a hospitality employer looking for	Pupils learn the skills from Mark so they can write a hospitality based CV or can successfully apply for a job in hospitality
Fri 1 <sup>st</sup> June	All Pupils	9am - 1pm	End of Summer School BBQ	Pupils provide a BBQ event for all employers and staff involved	Networking with Employers

