



Steps to Employment Framework

Step 1 – Preparation for Employment

1. Complete a Vocational Profile.
2. Create a professional email address (app on phone if possible).
3. Create an up-to-date CV and write a covering letter.
4. Interviews – virtual, face-to-face, panel, group.
5. What is volunteering, part time and full-time employment?
6. How to get to work – walk, bus, train, car – travel training.
7. What are the key employability skills and why are they important?
8. Career services – Job Centre, National Careers Service, Kent Supported Employment.
9. Complete courses on Your Game Plan (CPD certified courses).
10. Take part in an internal work placement, community project or enterprise project at The Oaks.



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Step 2 – Research, Explore & Experience

1. Explore different industries – Retail, Hospitality, Horticulture etc.
2. Research and explore three jobs in your local area that you would like to experience.
3. Research local, national, and global employers.
4. Research different job roles – The hierarchy of employment.
5. Travel training (planning, route, time, cost).
6. Create an account on Indeed (upload CV).
7. Introduction to Reverse Jobs Fair (create a Jobs Board, develop an elevator pitch, attend Reverse Jobs Fair).
8. Interview Skills workshop at The Hive (personal presentation, communication and interaction, interview skills and understanding themselves).
9. Apply for one employment or volunteering opportunity per term (check emails daily/weekly).
10. Attend an external work placement, volunteering, or group community project (either local to where the learner lives or local to the college).



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Step 3 – Let's get working

1. Attend an external work placement, volunteering, or community project opportunity (local to where the learner lives).
2. Continued travel training support. Support from Job Coaches for individual placements.
3. Apply for one employment or volunteering opportunity per week (check emails daily).
4. Interview skills workshops. Different types of interviews.
5. Identify and attend CPD courses that support career options (First Aid, CSCS Card, food hygiene, driving theory, customer service etc.).
6. Introduction to other career and recruitment services – visit to job centre.
7. Apply for jobs, attend interviews, and secure employment or volunteering (local and accessible).
8. If employment is not achieved. Research and investigate "next step" opportunities. Further education or training courses, supported employment, apprenticeships, or traineeships.



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Step 4 – Continued support

1. Attend "Next step" opportunity (Further Education or training courses, Supported Employment, apprenticeships, or traineeships).
2. Attend transition event – Supported Employment services.
3. Sign up to universal credit and visit the Jobs Centre for employment support.
4. Contact your designated careers advisor and ask for support to find employment. (National Careers Service, Job Centre etc.)
5. Contact a local recruitment agency and see what opportunities they have available in your local area.
6. Continue to search and apply for volunteering and employment.
7. Stay in contact with your Careers Leader at The Oaks. Let us know if you gain employment, complete courses, or move onto further training courses.