

CV Preparation

The **Plan-IT** Plus website provides support for CV preparation. Edinburgh Schools have been provided with licences to use this. Copy and paste this link into your internet browser:

<http://www.planitplus.net/jobzone/easycv/>

Involvement of businesses by inviting them in to school to help with CV writing or by instructing pupils on business premises, gives a much greater reality to the exercise.

Pupils may be required to prepare CVs as part of a work experience 'application' process.

BENEFITS FOR PUPILS

- Gives the opportunity to practice a very important aspect of the employment process
- Familiarity with terminology and structure
- Opportunity to hear what employers expect
- Can apply skills developed to gain part-time employment

BENEFITS FOR BUSINESS

- Contact with potential recruits.
- Young people become more aware of employers' needs and expectations.
- Staff development opportunities such as increased knowledge of the education system and the further development of organisational, management and communication skills.

ORGANISATIONAL ISSUES FOR SCHOOLS

This activity could be carried out as part of a PSE programme, and would be appropriate in many work related contexts. It is less valuable as an isolated activity. Use of PlanIT Plus provides most convenient method.

Some subject areas may prefer to have this activity linked to their curriculum.

If activity conducted outside school premises, then planning, staffing, transport and permission forms need to be dealt with.

COMMITMENT REQUIRED FROM COMPANIES

Depends on number of pupils involved and venue for activity. Generally a half day or whole day.

RESOURCE IMPLICATIONS

Can be minimal if completed online. Paper and printing facilities.

CERTIFICATION POSSIBILITIES

Copies of CVs produced should be kept as apart of personal portfolio, or stored electronically in pupils' intranet folders.

YEAR GROUP TARGETED

S3-S6

EXEMPLAR + CONTACT FOR FURTHER INFORMATION