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Toolkit Proforma

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Title of Tool

Consider how you will complete the reflective journey for the students at the end of the activity or module; you can find details of how to do this in the Evaluate section of the toolkit, in *Feedback from Students – Revisiting the Employability Development Journey* which is based on the same material as this tool

You may also like to review the pdf *Understanding barriers to students' employability development* to understand more about why and how students may experience barriers to engaging with employability and its development

To prepare the students in advance, you may wish to:

Decide how you are going to introduce the idea of 'employability' to students, and particularly that it will be developed through their curriculum learning

Decide whether to use the Tool graphic as part of this introduction

The steps for using this Tool are on the Handout.

Step by step approach:

At the beginning of the activity or at the start of your module, introduce the students to the Employability Development Journey graphic and share with them the Handout

Ask the students to complete steps 1 and 2 on the Handout: *Where am I starting?* and *Where am I going?*

Reassure the students that they are not being assessed on whether they achieve the goal they set or not; setting goals for their employability development helps them identify what they want to achieve, and helps them recognise their progress in developing their employability, whether that is through this curriculum learning, or across the many other things they do in your academic learning and beyond.

Create specific opportunities for the students to reflect on their progress along their journey.

- You can use the questions on the Handout to structure this reflective activity
- They can do this independently, with peers, within or beyond the structured academic learning
- You can encourage them to identify intermediate stages on their Employability Development Journey that they have achieved on the way to their goal
- You can provide ideas and suggestions about how they can use their learning so far to continue with their journey
- You can work with your careers service to identify
- Engage positively and constructively in conversations about barriers that the students may be experiencing

Towards the end of the activity or module, create an opportunity for the students to reflect on what stage of the Employability Development Journey they have reached. You can use the materials in the Evaluate section of the toolkit, in *Feedback from Students – Revisiting the Employability Development Journey*

- o Propose to them that keeping these goals in mind can be helpful as their careers and working lives develop

Graphic - what image is being associated with this tool, if applicable

Employability Development Journey LG Tool Graphic

Understanding Barriers to Students' Employability Development (opt onal)

Links to Relevant Resources (both within the toolkit and outside)

In this Toolkit: DELIVER: Student Part