

LSI SE06 - SQA Unit Code HE0W 04

Ensure employment opportunities meet the needs of job seekers



Overview

This standard is about working with job seekers and employers to match individuals to jobs based on the job seeker's needs, skills and abilities, and available employment opportunities. It includes carrying out job analyses and assessments to ensure that employment opportunities are suitable and reflect the aspirations of the job seeker, their health, safety and wellbeing is addressed and that there are support structures in place.

In the context of this standard the term 'job seeker' applies to an individual seeking some form of paid employment.

This standard is for all supported employment practitioners.

Performance criteria

You must be able to:

- P1 identify the characteristics and culture of local employers and the type of job opportunities they offer for paid employment
- P2 source current and potential vacancies from employers which match the skills, talents and preferences of job seekers
- P3 carry out job analyses to understand the nature of prospective employment
- P4 assist the employer to establish productivity, quality and professional standards, rules, codes of conduct and expectations
- P5 provide support to job seekers and employers through any recruitment and selection process
- P6 advocate on behalf of job seekers to encourage employers to develop or design jobs that match the jobseeker's skills, talents and preferences
- P7 address with the employer where standards and requirements may need to be adapted in job specifications to facilitate paid employment
- P8 observe the methods and culture of co-workers and their implications for the job seeker
- P9 carry out health and safety and risks assessments which are tailored to the individual job seeker, supporting employers to carry out their responsibilities for the health and safety of their employees
- P10 identify with the employer any reasonable adjustments that may need to be made to ensure the health, safety and wellbeing of the job seeker
- P11 identify natural support mechanisms that can promote social inclusion in the workplace
- P12 advocate and facilitate for positive support with co-workers, colleagues and managers

Knowledge and understanding

You need to know and understand:

- K1 the different characteristics and social cultures offered by local employers
- K2 the nature of current and potential job vacancies in order to match job seekers to available vacancies
- K3 how to conduct job analyses to understand all aspects of employment opportunities
- K4 typical productivity, quality and professional standards, rules, codes of conduct and expectations found in different employment sectors and organisations
- K5 why some standards and requirements may need to be adapted in job specifications to ensure equal access to all prospective job seekers
- K6 what can be learned about organisational culture from observing co-workers, and why this information is important
- K7 methods to match individual job seekers to paid employment opportunities
- K8 support that job seekers and employers may require to prepare for any recruitment and selection exercise
- K9 how to advocate on behalf of job seekers in order to encourage employers to recognise their skills, abilities and needs
- K10 how to ensure the safety, security and wellbeing of those in paid employment
- K11 employer responsibilities to their employees with regard to health, safety and wellbeing
- K12 methods to undertake health, safety, risk, safeguarding and quality and diversity assessments tailored to the individual job seeker
- K13 to whom to report the outcomes of risk assessment
- K14 how to negotiate with employers to enable them to recognise why they need to attend to any issues associated with health, safety, risk, safeguarding and equality and diversity
- K15 why and how reasonable adjustments may need to be made to secure equal access to paid employment as well as the safety and welfare of those in paid employment
- K16 the forms of natural support available in the workplace from co-workers, systems and processes
- K17 why it may be necessary to advocate and facilitate for positive support from co-workers, colleagues and managers
- K18 techniques used to advocate for support to achieve positive outcomes

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