

## LSI SE03 - SQA Unit Code HE17 04

### Assist prospective job seekers to aspire to paid employment



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#### Overview

This standard is about enabling those people who have disabilities and/or disadvantages to raise their aspirations and to make informed decisions about employment. It also identifies how the supported employment practitioner works with families, communities and other partners to address their concerns and to enable prospective job seekers to raise their aspirations for work.

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

This standard is for all supported employment practitioners.

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#### Performance criteria

*You must be able to:*

- P1 work with individuals, local services and communities with access to disabled and/or disadvantaged people who may benefit from or aspire to paid employment
- P2 provide accessible information including better-off calculations to prospective job seekers to enable them to make informed job decisions
- P3 support job seekers in preparing their curriculum vitae in a format that is accessible to them, prepare for interviews or working interviews and gain agreement on how to present the person's strengths to prospective employers to achieve a good job match
- P4 engage with families and community support organisations and individuals who can influence job seekers' aspirations and choices
- P5 develop partnerships, networks and circles of support to develop the individual's aspiration to work and have a career
- P6 ensure that the concerns of families and other interested parties about the prospective job seeker entering paid employment are addressed
- P7 advocate for the job seekers with families, employers and other interested parties as required
- P8 negotiate work trials and criteria when appropriate to enable employers and prospective employees to determine if their respective needs will be met through supported employment

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### Knowledge and understanding

*You need to know and understand:*

- K1 the range of local services and communities with access to disabled and/or disadvantaged people who may benefit from or aspire to supported employment
- K2 the types of accessible information and the media within which they are presented that may be available for those with specific needs
- K3 how to assist an individual to write a curriculum vitae in a format that is accessible to them that reflects their experience, skills and interests
- K4 how to prepare individuals for interviews or present a person positively to employers to achieve a good job match
- K5 how to engage with families and community support organisations and individuals in order to raise aspirations for employment and career progression
- K6 the value of partnerships, networks and circles of support for the prospective job seeker, and how to build them
- K7 why families and other interested parties may be concerned about the prospective jobseeker taking paid employment and how to overcome those fears
- K8 why it may sometimes be necessary to advocate for job seekers
- K9 the value of establishing work trials for some job seekers as appropriate to need
- K10 how to determine criteria against which to measure the success of work trials

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<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating organisation</b>	Learning and Skills Improvement Service
<b>Original URN</b>	LSI SE03
<b>Relevant occupations</b>	Supported Employment Practitioner; Line managers; supervisors; team leaders; 2449 Welfare professionals n.e.c; 3219 Health associate professionals n.e.c ; 3564 Careers advisers and vocational guidance specialists;
<b>Suite</b>	Supported Employment
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