

Lesson insert

Overview

An activity using myworldofwork.co.uk to link the study of Business Management and the topic of recruitment and selection to possible careers.

Objectives

As part of a wider lesson, this lesson insert intends to:

- Encourage pupils to research careers related to the study of Business Management
- Encourage pupils to think about their employability skills
- Encourage pupils to consider how organisations use CVs to select employees
- Enable pupils to identify the key elements of a CV

My World of Work activity (15mins)

- Go to myworldofwork.co.uk
- Go to [my career options](#)
- Click on the tab 'I have a career in mind'
- Ask pupils to search for the role of 'Human resources officer' and review the job profile
- Go to [getting a job](#)
- Click on [CVs and applications](#)
- Go to the article on [how to write a CV](#)
- Read the list of 10 things you need to have on your CV

Connect the learning (in the wider lesson)

- Discuss the recruitment duties of the 'Human resources officer'
- Discuss the article on [how to write a CV](#) and how these 10 things would help an employer to identify a suitable candidate
- Discuss other recruitment and selection methods that employers use in selecting candidates

Review and reflect (5mins)

- Ask pupils to reflect on the skills developed in lessons on Business Management and how they might highlight these on their CV/personal statement
- Homework – ask pupils to access the skills area of their profile and select two skills in each area
- Homework – ask pupils to write a short paragraph outlining how they intend to go about developing a new or existing skill

Social studies

Business Management

Recruitment and selection

Resources

- Computers or tablets with internet access

My World of Work links

Articles

[How to write a CV](#)

[Career expert: Writing your first CV](#)

[Tutorial: Crafting a personal statement for a CV CVs with a difference](#)

Job profiles

[Human resources officer](#)

Curriculum links

Suitable for S2 to S3 pupils studying:

Business Management - BGE

Experiences and outcomes

TCH 3/4-03b: I can use ICT effectively in different learning contexts across the curriculum to access, select and present relevant information in a range of tasks

TCH 3/4-04a: Throughout my learning, I can make effective use of a computer system to process and organise information

LIT 3-29a: I can persuade, argue, evaluate, explore issues or express an opinion using a clear line of thought, relevant supporting detail and/or evidence.

Career Education Standard (3-18)

Supports entitlements set out in the [Career Education Standard](#) for young people to:

- Experience a curriculum through which they learn about the world of work and job possibilities and which makes clear the **strengths** and **skills** needed to take advantage of these opportunities
- Know where to find information and access support making effective use of online sources such as [My World of Work](#)
- Develop [Career Management Skills](#) as an integral part of their curriculum