

## LSI SE03

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

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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