

## LSI SE04

### Identify the needs of the job seeker

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#### Performance criteria

- You must be able to:*
- P1 support job seekers to identify their experiences, skills, needs, talents and employment preferences through vocational profiling
  - P2 seek information from colleagues and other interested parties about the job seeker, with their consent
  - P3 collect information about the impact on job seekers' finances from changes to their welfare benefits and income from working
  - P4 advise job seekers of the financial and social benefits of being in paid employment
  - P5 present the information from the vocational profiling back to the job seeker in an appropriate and accessible format as part of co-production of the vocational profile
  - P6 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
  - P7 provide support to enable the job seeker to address any personal, financial, housing or childcare barriers to their participation in paid employment
  - P8 organise short term, focused, work experiences or other activity where necessary to enable the job seeker to identify their skills, needs, talents and preferences
  - P9 identify specific support strategies or technologies that may be required to facilitate the employment of the job seeker
  - P10 evaluate, with the job seeker, benefits and issues of the short term work experiences or other activity and their implications for employment

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#### Knowledge and understanding

*You need to know and understand:*

- K1 how to carry out a vocational profile and the benefits of this type of assessment
- K2 information sources that are available about the job seeker from colleagues and other interested parties and how to access them
- K3 why it is essential to get the consent of the job seeker before seeking further information about them from a third party
- K4 why it is essential and how to evaluate short term experiences with the job seeker in order to determine their implications for employment
- K5 why the job seeker needs to co-produce the vocational profile
- K6 appropriate and accessible formats to present vocational profiling
- K7 how to assist a job seeker to write a curriculum vitae in a format that is accessible to them that reflects their experience, skills and interests
- K8 how to prepare job seekers for interviews or present a person positively to employers to achieve a good job match
- K9 typical personal, financial, housing or childcare barriers that may be confronted by job seekers and how to provide support to address them
- K10 sources of information about welfare and job-related benefits
- K11 how to calculate the financial and social benefits of work and compare them with not working
- K12 short term work experiences or other activity to meet job seeker needs and how to organise them
- K13 the importance of matching short term work experiences or other activity to job seeker skills, needs, talents and preferences
- K14 specific support strategies or technologies that may be required to facilitate the employment of a job seeker, and where to seek further advice about them