

# Teachers' Resources: Hospitality, Leisure and Tourism

## Introduction

This Teacher's resource pack has been created to support and enrich careers lessons designed for 11-16-year-olds which can be downloaded free of charge from <https://careerscope.uk.net/>.

The activities listed below can be used on an individual basis, to support and complement a careers lesson.

## Who is it for?


- 11–16-year-olds interested in the Hospitality, Leisure and Tourism industry.
- Those who want to go into employment, including apprenticeships and higher and degree apprenticeships within Scotland.
- Those that need support with progression options and those who are undecided about their future career and study options.



## Resource bank:

### Careers Advice and Guidance for Hospitality

|                         |  |
|-------------------------|--|
| <b>Aim</b>              | <ul style="list-style-type: none"> <li>To offer careers advice and guidance through a variety of different workshops</li> <li>To encourage students to pursue a career in Scottish Hospitality and to tailor their CV</li> <li>To support students in applying for work and how to showcase themselves when applying for work</li> <li>To highlight the importance of Social Media and Mental Health and Wellbeing in the workplace</li> </ul> |
| <b>Resources Needed</b> | <ul style="list-style-type: none"> <li>Students will require internet access</li> <li>Handouts</li> </ul>  |
| <b>Background</b>       | <ul style="list-style-type: none"> <li>These resources have been designed and collated to guide students for applying for work and in work in Scottish Hospitality</li> <li>These resources have been designed to be “stand alone” – it does not require students to have taken part in any previous careers lessons and will enhance any previous knowledge/careers lessons</li> </ul>  |

| Activities and timings   | Description   | Resource   |
|--|---|--|
| <b>Activity: Your Career, Your Future</b><br><b>(30 minutes)</b> | <p>Introduce students to Careers in Scottish Hospitality and the opportunities that the industry has to offer</p> | <p>Open the Your Career, Your Future presentation here by double clicking the image.</p>  <p>Deliver to the students, asking questions and involving in discussion.</p> |

| Activities and timings   | Description   | Resource  |
|--|---|---|
| <b>Activity:<br/>Personal<br/>Qualities<br/>(45 minutes)</b>   | <p>To teach students about the personal qualities that they can apply to the Scottish Hospitality Industry and encourage them to think about the qualities that they have when applying for work.</p>                               | <p><b>Step 1:</b> Download the resources from the Personal Qualities area in teacher resources and print the handouts.</p> <p><b>Step 2:</b> Download the Personal Qualities video <a href="https://bit.ly/2ldVlOl">https://bit.ly/2ldVlOl</a>.</p> <p>Alternatively download the PowerPoint presentation and Trainers Guide in the Personal Qualities area in teacher resources.</p> <p><b>Step 3:</b> Deliver the presentation/play the video and complete the activities, pausing the video at certain points to be able to complete the activities.</p> |
| <b>Activity:<br/>Employability<br/>Skills<br/>(50 minutes)</b> | <p>Understand employability skills and relevance to the hospitality industry</p> <p>Understand how students can practice and build employability skills</p> <p>Understand their importance and how they can benefit the student</p> | <p><b>Step 1:</b> Download the resources from the Employability area in teacher resources and print the handouts.</p> <p><b>Step 2:</b> Open Employability Skill video at this link <a href="https://bit.ly/36b6QdY">https://bit.ly/36b6QdY</a>.</p> <p><b>Step 3:</b> Play the video and complete the activities, pausing the video at certain points to be able to complete the activities.</p>   |

| Activities and timings                            | Description   | Resource   |
|---|---|--|
| <b>Activity: CV Workshop 1</b><br><b>(50 min)</b> | <p>Understand what Curriculum Vitae means?</p> <p>What the purpose of a CV is</p> <p>In what situations you can use a CV</p> <p>What information should be included in a CV</p> <p>What information should not be included in a CV</p> <p>How to write a Personal Profile</p> | <p><b>Step 1:</b> Download the resources from the CV Workshop 1 area in teacher resources and print the handouts.</p> <p><b>Step 2:</b> Open CV Part 1 video at this link <a href="https://bit.ly/3k0s4QO">https://bit.ly/3k0s4QO</a></p> <p><b>Step 3:</b> Play the video and complete the activities, pausing the video at certain points to be able to complete the activities.</p>     |
| <b>Activity: CV Workshop 2</b><br><b>(50 min)</b> | <p>How to organise your information on a student's CV</p> <p>More details on what students should include on your CV</p>  | <p><b>Step 1:</b> Download the resources from the CV Workshop 2 area in teacher resources and print the handouts.</p> <p><b>Step 2:</b> Open CV Workshop 2 video at this link <a href="https://bit.ly/2TU7rLr">https://bit.ly/2TU7rLr</a></p> <p><b>Step 3:</b> Play the video and complete the activities, pausing the video at certain points to be able to complete the activities.</p> |
| <b>Activity: Social Media</b><br><b>(50 min)</b>  | <p>Understand how important an Online Reputation is</p> <p>How to get hired through Social Media</p> <p>How (not) to get fired through Social Media</p> <p>About the Law &amp; You regarding Social Media</p>   | <p><b>Step 1:</b> Download the resources from the Social Media area in teacher resources and print the handouts.</p> <p><b>Step 2:</b> Open Social Media video at this link <a href="https://bit.ly/3eqip4R">https://bit.ly/3eqip4R</a></p> <p><b>Step 3:</b> Play the video and complete the activities, pausing the video at certain points to be able to complete the activities.</p>   |

| Activities and timings   | Description  | Resource   |
|--|--|--|
| <b>Activity: Applying for Work and Interview Skills</b><br><br><b>(50 min)</b> | <p>Understanding why to look for a job</p> <p>Interview Tips</p> <p>Looking for a job</p>  | <p><b>Step 1:</b> Download the resources from the Applying for Work and Interview Skills area in the teacher resources and print the handouts.</p> <p><b>Step 2:</b> Open the Applying for Work and Interview Skills video at this link <a href="https://bit.ly/38F5XNM">https://bit.ly/38F5XNM</a></p> <p><b>Step 2:</b> Play the video and complete the activities, pausing the video at certain points to be able to complete the activities.</p> |
| <b>Activity: Mental Health and Wellbeing at Work</b><br><br><b>(35 min)</b>    | <p>Understand how to keep well ensuring longevity in the HLT Industry</p> <p>Understand that mistakes are part of learning and developing.</p> | <p><b>Step 1:</b> Download the resources from the Mental Health and Wellbeing at Work area in the teacher resources and print the handouts.</p> <p><b>Step 2:</b> Download the Mental Health and Wellbeing Presentation or video <a href="https://bit.ly/3oUZ0Oq">https://bit.ly/3oUZ0Oq</a></p> <p><b>Step 3:</b> Play the video and complete the activities, pausing the video at certain points to be able to complete the activities.</p>        |