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

Aim	• To offer careers advice and guidance through a variety of different workshops • To encourage students to pursue a career in Scottish Hospitality and to tailor their CV • To support students in applying for work and how to showcase themselves when applying for work • To highlight the importance of Social Media and Mental Health and Wellbeing in the workplace
Resources Needed	• Students will require internet access Handouts
Background	• These resources have been designed and collated to guide students for applying for work and in work in Scottish Hospitality • 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

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

Activities and timings	Description	Resource
Activity: Personal Qualities **(45 minutes)**	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.	**Step 1:** Download the resources from the Personal Qualities area in teacher resources and print the handouts. **Step 2:** Download the Personal Qualities video https://bit.ly/2IdVIoI. Alternatively download the PowerPoint presentation and Trainers Guide in the Personal Qualities area in teacher resources. **Step 3:** Deliver the presentation/play the video and complete the activities, pausing the video at certain points to be able to complete the activities.
Activity: Employability Skills **(50 minutes)**	Understand employability skills and relevance to the hospitality industry Understand how students can practice and build employability skills Understand their importance and how they can benefit the student	**Step 1:** Download the resources from the Employability area in teacher resources and print the handouts. **Step 2:** Open Employability Skill video at this link https://bit.ly/36b6QdY. **Step 3:** Play the video and complete the activities, pausing the video at certain points to be able to complete the activities.

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

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