

# Work ready? Get fit for the job

In 2012 **learndirect** surveyed **462 employers** and **3,000 jobseekers** in **England and Wales** and this is what we found...

## THE PERCEPTION GAP

10%

of **jobseekers** consider **workplace skills** to be important whilst **88%** of **employers** agree **workplace skills** are a top priority

24%

of **jobseekers** don't know how to create a **good impression** at **interview** whilst **42%** of **employers** fail to be impressed by **interviewees**

## JOBSEEKERS ON EMPLOYABILITY SKILLS

44%

find it hard to create a **CV**

36%

struggle to complete **application forms**

12%

believe they don't have a good **phone manner**

34%

have been criticised for poor **time management**

22%

struggle to talk to people in a **confident way**

## JOBSEEKERS ON MATHS AND ENGLISH

14%

have been given feedback about the **need to improve**

40%

say **spelling** is top of the list of areas they have been criticised for in previous jobs

22%

find **percentages** hard

## JOBSEEKERS ON FORMAL EDUCATION

38%

think their school could have **done more** to prepare them for the **job market**

25%

thought not enough time was spent on **IT** and **computer skills**

52%

felt they weren't shown how to **apply for jobs** properly

# Recommendations

## The maths and English skills of adults need to improve to keep pace with our international competitors

1. Government to bring forward its plans for a national maths campaign as announced in *'New Challenges, New Chances'* in December 2011
2. Young people aged 16-19 should be offered an alternative to traditional classroom-taught maths and English, including the option to study these subjects online
3. Government must remain committed to fully funding basic maths and English for young people and adults who have a diagnosed need

## Jobseekers need more employability support to increase their chances of success

4. More targeted online employability support is urgently needed to help recently unemployed jobseekers with job search, applications and interviews

## Action needs to be taken to minimise wastage and inefficiency in the recruitment process

5. Employers need to be clearer about their expectations of candidates in advertisements and job specifications
6. Organisations involved in helping jobseekers including Jobcentre Plus, Careers Services, and Work Programme and learning providers should play a greater role in helping jobseekers focus their efforts on the most suitable vacancies
7. Employers should be encouraged to make better use of online recruitment to drive down costs and make the recruitment process more efficient

## Young people must be better prepared for the workplace and be well informed on education, training and employment options post 16

8. We urge the government to start a national debate about the role of schools in preparing young people for the workforce and the implications this would have on the curriculum and assessment
9. Employers should be encouraged to get more involved in careers advice at a national and local labour market level to ensure it is always relevant and up to date, with links to more work experience and job opportunities for young people
10. The sector should maximise the potential of technology to create a 'virtual' work experience in a range of work settings