

London Luton Airport Essential Skills Workshop



KS3 Teacher Guidance (All Workshops)



London Luton Airport



Member of
Skills Builder
PARTNERSHIP

The London Luton Airport Essential Skills Workshop is centred on essential skills: the skills everyone needs to do almost anything.



- As a member of the Skills Builder Partnership, London Luton Airport joins a network of educators, organisations and employers all sharing a common approach to ensure that *everyone* can build the essential skills to succeed at any stage of life.
- Through this workshop, students will have the opportunity learn more about different careers at London Luton Airport, and explore skills, tasks and responsibilities as volunteers share their real life experiences.
- Learners will also have the chance to practise using the focus skills of Listening, Adapting/Problem Solving/Teamwork (depending on the age range of the students) and Speaking as outlined in the Skills Builder Universal Framework.
- To support further skills development in the classroom, and discover additional teaching resources, visit skillsbuilder.org/hub.

The Gatsby Benchmarks provide a framework for delivering world class careers guidance and are a key part of the Government’s Careers Strategy.

This London Luton Airport Essential Skills Workshop support the delivery of 4 out of 8 Gatsby Benchmarks.

Gatsby Benchmark	Evidence
1. A stable careers programme	Yes - if schools plan how they will strategically use the resources in advance and can explain how completing the workshop will enhance their careers strategy.
2. Learning from career and labour market information	Yes - students will have the opportunity to develop key skills for the future and learn about a number of roles within London Luton Airport. Students will be able to transfer knowledge to other organisations - i.e. roles such as HR, Sustainability and Health and Safety that exist in many organisations.
3. Addressing the needs of each pupil	Yes - the sessions are designed to be facilitated by teachers, who will be able to adapt and tailor the content or delivery for their students. Schools should aim to target students strategically. The workshop is designed to challenge stereotypes and raise aspirations through sharing the experiences of a wide range of individuals at the airport.
4. Linking curriculum learning to careers	Yes - the workshop links to the PSHE curriculum, as well as supporting oracy skills.
5. Encounters with employers and employees	<i>No - however, London Luton Airport does offer in-person experiences for students, including Key Stage 4 workshops at the airport.</i>
6. Experiences of workplaces	<i>No - however, London Luton Airport offers a Key Stage 5 Launchpad: Careers in Aviation programme, as well as work experience.</i>
7. Encounters with further education	No
8. Personal guidance	No

Session Timings

Year 7

The Essential Skills Workshop is split into four sections. These sessions can be run in full as one experience, or in a condensed version (suggested timings below).

Session 1: Introduction

The session length is around 15 minutes.

Learners are introduced to London Luton Airport, the essential skills and core values of the airport.



Session 2: Careers at Luton Airport

The session length is around 40 minutes.

Learners reflect on their listening skills, learning about careers at London Luton Airport through a series of interview clips and tasks.



Session 3: Essential Skills Task

The session length is around 30 minutes.

Learners reflect on their adapting skills and identify ways to provide an exemplary passenger experience.



Session 4: Presentations

The session length is around 30 minutes.

Learners reflect on their speaking skills, presenting their chosen outcome from Session 3.



Before running the workshop, please review the material and decide which format and timings will best suit your students and school day:

- **Comprehensive** - allow 2 hours to run the workshop in full
- **Condensed** - for a shorter, 1.5 hour experience, run Sessions 1 - 3.
- **Snapshot** - for a quick, 30 - 40 minute slot we suggest either running Session 2 or Session 3.

There is also an accompanying **Student Workbook** to support session delivery. Please print the relevant pages to accompany the length of session you are planning to run.

Session Timings

Year 8

The Essential Skills Workshop is split into four sections. These sessions can be run in full as one experience, or in a condensed version (suggested timings below).

Session 1: Introduction

The session length is around 15 minutes.

Learners are introduced to London Luton Airport, the essential skills and core values of the airport.



Session 2: Careers at Luton Airport

The session length is around 40 minutes.

Learners reflect on their listening skills, learning about careers at London Luton Airport through a series of interview clips and tasks.



Session 3: Essential Skills Task

The session length is around 30 minutes.

Learners reflect on their problem solving skills and select a new charity partner for the airport.



Session 4: Presentations

The session length is around 30 minutes.

Learners reflect on their speaking skills, presenting their chosen outcome from Session 3.



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- **Snapshot** - for a quick, 30 - 40 minute slot we suggest either running Session 2 or Session 3.

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Session Timings

Year 9

The Essential Skills Workshop is split into four sections. These sessions can be run in full as one experience, or in a condensed version (suggested timings below).

Session 1: Introduction

The session length is around 15 minutes.

Learners are introduced to London Luton Airport, the essential skills and core values of the airport.



Session 2: Careers at Luton Airport

The session length is around 40 minutes.

Learners reflect on their listening skills, learning about careers at London Luton Airport through a series of interview clips and tasks.



Session 3: Essential Skills Task

The session length is around 30 minutes.

Learners reflect on their teamwork skills and decide on an employee package to attract new talent to the airport.



Session 4: Presentations

The session length is around 30 minutes.

Learners reflect on their speaking skills, presenting their chosen outcome from Session 3.



Before running the workshop, please review the material and decide which format and timings will best suit your students and school day:

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Resources

Printed resources required: Student Workbook, 1 per student

- Session 1: Introduction - Student Workbook page 1 - 2
- Session 2: Video Interviews - Student Workbook page 3 - 6
- Session 3: Essential Skills Task - Student Workbook page 7
- Session 4: Presentations & Final Reflection - Student Workbook pages 8 - 9

Facilitating the Session

To support effective skills development and practice, each session follows a clear structure and cycle of learning including: introduction, focus skill, task and reflection.

Please refer to the individual slide notes for delivery guidance and top tips.

Encourage students to answer questions and make notes in their workbook as indicated.



Maximising Impact

Ideas to extend the London Luton Airport Essential Skills Workshop beyond this experience:

- Learners take on the role of interviewers and candidates and role play an interview for one of the job roles included in the workshop, or create a list of questions they'd like to ask.
- Learners carry out research into the aviation industry or job roles which interest them from the workshop.
- Learners complete a **Skills Builder Benchmark** assessment to find out their essential skills strengths and development areas.
- Learners set goals, based on their skill and career interests.