

Library Resource List for Employability Skills

Books

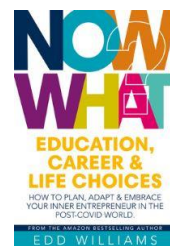
This is a selection of the books that **Crawley Library, West Sussex** have, which can be borrowed or reserved free of charge.

Crawley Library

- Employability – Danielle Lobban (2022) **(331.1)** (Also available on Issues Online)
- 50 Ways to boost your employability – Stella Cottrell **(650.14)**
- Skills for Success: Personal Development & Employability 4th ed – Stella Cottrell **(650.1)**
- Teaching Pre-Employment Skills to 14-17 Year Olds: The Autism Works Now Method – Joanne Lara **(371.94)**
- What Employers Want: The Employability Skills Handbook. 2nd ed – Karen Holmes **(650.14)**
- The Wonderful World of Work: A Workbook for Asperiteens – Jeanette Purkis **(331.595)**

Careers - Shelved at 331.702

- Now What? Education, Career and Life Choices – Edd Williams (2024)
- A-Z of Careers and Jobs 26th ed
- Careers Handbook: The Ultimate Guide to Planning
- What Colour is your Parachute: a Practical Manual for Job-Hunters and Career Changers – Richard Bailes
- How to go to work: the honest advice no-one ever tells you at the start of your career – Lucy Clayton
- Planning your career through your interests: a guide for autistic people – Yenn Purkis
- STEM Careers. 2nd ed: a student's guide to opportunities in science, technology, engineering and maths – Paul Greer (2024)



Applying for Jobs – Shelved at 640.14

- Guide to Writing a CV and conducting a successful interview the easy way – Howard Rogers **(650.142)**
- How to write an Impressive CV & cover letter: a comprehensive guide for jobseekers - Tracey Whitmore **(650.142)**
- Ultimate CV: Over100 winning CVs to help you get the interview & the job – Martin Yate **(650.142)**
- Get that Job in 7 Simple Steps – Peter Storr **(650.14)**
- Winning CVs for first-time Job Hunters. 3rd ed - Kathleen Houston **(Teen J650.142)**
- Creating Your First Ever CV in Seven Easy Steps – Julia Dolowicz **(650.142)**
- Standout CVs. Updated ed (2024) – Connie Mills

Gatehouse On the Job Series: - shelved in Essential Skills Readers section (428)

- Car Mechanic

In the Workplace Series: - shelved in Teen section

- Construction – Cath Senker **(J624.023)**
- Creative and Media – Anne Rooney **(J302.23)**
- Health and Social Care – Geoff Barker **(J362.1)**
- Retail – Najoud Ensaff **(J381.1)**
- Travel and Tourism – Kaye Stearman **(J338.479)**



Online Resources

Access via Crawley Library Moodle Pages on CCG Online

Direct access in College or via Shibboleth outside College using your Office College email and password



ProQuest
Ebook Central™

- Boost Your Employability – Felicity Becker



Statistics and articles on contemporary social issues: Includes ebook :
Employability



Recorded TV programmes available to watch in College or at home:

- Employable Me (*Eight job seekers with disabilities trying to find work*)
- Rhod Gilbert's Work Experience
- The Fairy Jobmother

National Careers Service

<https://nationalcareers.service.gov.uk/>

We provide careers information, advice and guidance. We can help you to make decisions on learning, training and work at all stages in your career.

This service is available to people who live in England.



Youth employment support for 18-24s

Are you aged 18-24 and are in need of some employment support? We know that navigating the world of work can be tricky for young people. Whether you are just starting out, want some support in reaching your goals or want a change of career, Employ Crawley are here for you!

Get In touch

If you are aged between 18-24, email employcrawley@crawley.gov.uk

Call Cameron on 01293 438498 to arrange a virtual or face-to-face appointment in the youth employment support hub.

JISC Employability Toolkit

<https://www.jisc.ac.uk/guides/employability-toolkit>

This practical toolkit is designed to help you develop student employability into your educational practice.