

**Engage  
with...  
Employers**

# **Glossary**

**Educator  
Resource Pack**

The aim of this information sheet is to explain some of the more commonly used acronyms used in business settings.

Acronym	Term	Description
121	One to One	A supervision session between an employer and the person they line manage
B2B B2C	Business to Business Business to Consumer	This describes the target audience in terms of sales of goods or services. B2B is when a business sells directly to another business whereas B2C is where sales are made directly to individuals or consumers.
CSR	Corporate Social Responsibility or Corporate Citizenship	A commitment to being socially accountable to staff, stakeholders, customers and the community. Looks at the impact an organisation has on all aspects of society, including economic, social and environmental.
FTE PTE	Full-time employee Part-time employee	Often seen in job advertisements, refers to the number of hours an employee is expected to work in any given role. Full-time tends to be 37.5 to 40 hours a week.
KPI	Key performance indicator	These refer to the critical 'indicators' of progress towards an intended result, often used to set targets and measure progress in the workplace.
LM	Line Manager	Person who supervises employees in a workplace.
PDP	Personal Development Programme or Personal Development Planning	A structured framework that allows you to become aware of the skills you have and identify and develop skills you need and how to acquire them.
PIP	Performance Improvement Plan	A plan of action put in place to help employees improve on specific aspects of their work.

Acronym	Term	Description
SLA	Service Level Agreement	This refers to a specific written agreement that determines which services the various partners will provide in partnership work.
SMART	Specific, measurable, attainable, realistic, time-bound	Sometimes used to describe specific goals or objectives and how they should be framed.
SMT SLT	Senior Management Team Senior Leadership Team	This refers to the senior members of staff in an organisation who often have to sign off any initiatives that involve engaging with schools or colleges.
SROI	Social Return on Investment	This is a framework that enables organisations to ascribe a monetary value to the extra social value that they provide.
SV	Social Value	Most public sector bodies include questions about social value when they tender out pieces of work or contracts. This refers to the actions an employer will take to ensure their economic, social and environmental impact on individuals and communities is a positive one. Working with schools and colleges is one way in which employers can demonstrate the added value they are providing.
TP/TA	Talent Pool Talent Acquisition	A talent pool refers to a list of suitable candidates that may be considered for future roles. Talent acquisition is another name for attracting and recruiting new employees.

# Glossary of terms used in recruitment

Term	Description
Application form	A specific form, designed by the employer, to capture key details of an applicant including previous work history, education and qualifications.
Aptitude testing or Ability Testing Personality tests or psychometric testing	These are specific tests, often online, that test an applicant's ability or aptitude to perform specific tasks, see how they might respond to different situations and whether their personality is suited to the positions that are available. Sometimes used as part of recruitment.
Assessment Centre	An extensive interview or assessment of candidates which can involve aptitude and ability testing, as well as the completion of different exercises which relate to the job. Usually involves a group of potential candidates.
Background check or screening	An investigation that an employer can conduct into a candidate's life, including whether they have a criminal record, as well as screening their social media.
Benefits package	This includes a salary and other potential benefits such as: health insurance, dental cover and gym access.
Contract	This can be full-time or part-time.
Core competencies	These are core skills and qualities that affect your suitability for a position. They can include: decision-making, problem-solving, people skills, the ability to work with others and written and communication skills. These are often included in the Job description.
C.V. or Curriculum Vitae	A document produced by candidates that contains information about their prior education, work history and qualifications.
DBS	This stands for the Disclosure and Barring Service. This is the body in England and Wales which undertakes criminal record checks for employers. Not everyone needs a DBS; it depends on the role but is usually required in areas such as law, financial services, education etc.

Term	Description
ID	This stands for 'identification' which most employers require before you start work in order to confirm you are the person you say you are. This is usually a passport or photo driving licence. Employers may also ask for other items of proof: a utility bill to confirm where you live; or copies of any qualifications you have.
Interview	This is a formal semi-formal meeting often with 1–3 representatives from an employer, together with a candidate. A number of questions are asked that relate to the C.V. or application form and there is the chance for candidates to ask questions, too. A candidate may be asked to: give a presentation; take part in a group session; or attend a full Assessment Centre.
Job Description	This organisation provides flexible programmes and qualifications that help young people develop skills for learning, work and life. Students receive an ASDAN Award as their qualification.
Onboarding	This is the process of integrating new employees into the work environment and ensuring that they are comfortable and aware of their duties and roles.
References	Employers usually ask for confirmation from 2 independent people about a candidate's ability to perform the role for which they have applied. This might be a teacher or former employer, for instance.
Shortlisting	Employers usually receive a number of applications for the role.

# FUTUREGOALS



In partnership with

