



Level 3

Sample!

Career Preparation

Student Worksheets



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B. Recognising Different Types of Work

I. Give a definition for each of these types of work:

a) full time work

b) part-time work

c) temporary work

d) contract work

e) casual work

f) self-employment

g) voluntary work

h) work on a scheme

i) working from home



Part-time



Full-time



Temporary



Internship



Commission



Contract

SURVEY

6. Write your findings below:

a) What job positions did the people have whom you interviewed?

b) Name some of the work tasks these people carry out.

c) Name some of the personal characteristics people mentioned.

d) Name some skills that people improved on, through their job.

e) Name some skills people still need to work on.

f) Comment on how many people enjoyed their job and how many did not. What were some of the reasons?



*Compare your answers with others in the class. What the differences and similarities in the answers from the interviewees? Write a short paragraph about the overall results.

Include this with your Portfolio.

9. Compile a list of positions vacant or potential job opportunities in the local area.

a) Company/Business name:

Job position:

Type of work:



Personal contacts: YES NO

How suitable is it for you? Explain.

b) Company/Business name:

Job position:

Type of work:



Personal contacts: YES NO

How suitable is it for you? Explain.

c) Company/Business name:

Job position:

Type of work:



Personal contacts: YES NO

How suitable is it for you? Explain.

*If you need more space, see Appendix 4.



Intreo is a single point of contact for all employment and income supports. Designed to provide a more streamlined approach, Intreo offers practical, tailored employment services and supports for jobseekers and employers alike.

14. Find out where your local INTREO office is situated:

If you are a jobseeker, Intreo provides you with:

- ★ employment services and income supports in one place
- ★ expert assistance and advice on employment, training and personal development opportunities from a dedicated Case Officer.
- ★ a focus on your individual needs to help you enter or re-enter the workforce.
- ★ access to job vacancies via www.jobsireland.ie

15. If you are unemployed:

While you are looking for a job, which supports can you apply for? Check the Citizens Information website:

<https://www.citizensinformation.ie/en/>



5. Carry out an investigation of foreign work opportunities. Write the details below.

a)

Company/Business

Job Position

Job type

Country

Visa needed? YES NO



b)

Company/Business

Job Position

Job type

Country

Visa needed? YES NO



c)

Company/Business

Job Position

Job type

Country

Visa needed? YES NO

l. Click into the link below to see visa requirements.

https://en.wikipedia.org/wiki/Visa_requirements_for_Irish_citizens



If you are not an Irish citizen, type into Wikipedia 'visa requirements for (your country) citizens:

a) Choose a country to move to:

b) Do you need a visa to travel?

c) For how long can you stay in Japan before applying for an extension?

d) Do you need a visa to go to South Korea?

YES

NO

e) For how long can you stay in Turkey?

f) What visa requirements are there if you want to visit Cuba?

g) Give specific examples of how Covid 19 has/had an impact on seeking employment in another country.



A. Local Training and Education Possibilities

1. Carry out some research online. Identify at least three local training or education programmes.



2. What are the access routes available to you?

3. Think about what course or training you would like to start.

What considerations do you think you need to make? Think about:

- Have you checked that you qualify for entrance onto this course?
- Have you been to the college/centre that you wish to attend?
- Have you chatted with tutors/lecturers?
- Have you carefully read through the course outline?
- Are you comfortable with all the subjects in your course?
- Have you chosen something that you are passionate about?
- Have you considered the ABC, i.e. accommodation, buses and countryside?
- If you need to take part in work experience, are there opportunities in your area?
- Have you checked what your work opportunities may be?
- Does your place of study have a good reputation?
- What support/s does your place of study offer?
- Can this course lead to progression?
- Is the course certified?



4. Discussion: With your group, talk about the questions on the previous page. Your tutor may record the discussion.

5. Choose one programme and find out information on the following:

Which course did you choose?	
Aims and objectives	
Duration of the programme	
Entry criteria	
How to enrol	
Certification information	
Awarding body	
Progression possibilities	
Any difficulties you foresee	



5. Write definitions for the following elearning terms. Research online if you need to.



a) LMS

b) MOOC

c) Blended Learning

d) ePortfolio

e) Distance Learning

f) Webinar

g) Virtual Classroom

h) Self-paced Learning

i) Wiki

j) Netiquette

2. Explore your skills, especially those that will assist you with work and study.

YOUR SKILLS



Write down your skills and qualities and give examples where possible. Complete the sentences!

1. I work well ...

2. I will

3. I am

4. I can

5. I like

6. I am good at



3. Choose 5 your strengths from the previous page. Give an example of how you have demonstrated this strength.

Strength 1:

How you demonstrated it:

Strength 2:

How you demonstrated it:

Strength 3:

How you demonstrated it:

Strength 4:

How you demonstrated it:

Strength 5:

How you demonstrated it:

D. Values

Your values are the things that you believe are important in the way you live and work.

1. Look at this job description. What are the values listed?

Receptionist's job duties:

- Welcome visitors in a positive way
- Be motivated to help visitors
- Be dependable in following security procedures
- Be efficient in answering phones and replying to emails
- Be committed to keep the reception area neat and tidy
- Take a creative approach to problem-solving
- Be a team member who is loyal and consistent



2. Map your values over the page.

*Note:



★ Your core values are traits or qualities that are not just important to you, they represent your highest priorities, deeply held beliefs, and core, fundamental driving forces. They are at the heart of who you are!

★ A personal value statement is a concise and specific statement that outlines what is most important to you in your life. The better you define your personal values, the more capable you are of finding a career that is in harmony with those values.

G. Personal Profile and Careers

I. For each of the following positions, state personal qualities, values, interests, talents, skills, experience, etc. that would be preferable.



nurse



carpenter



manager



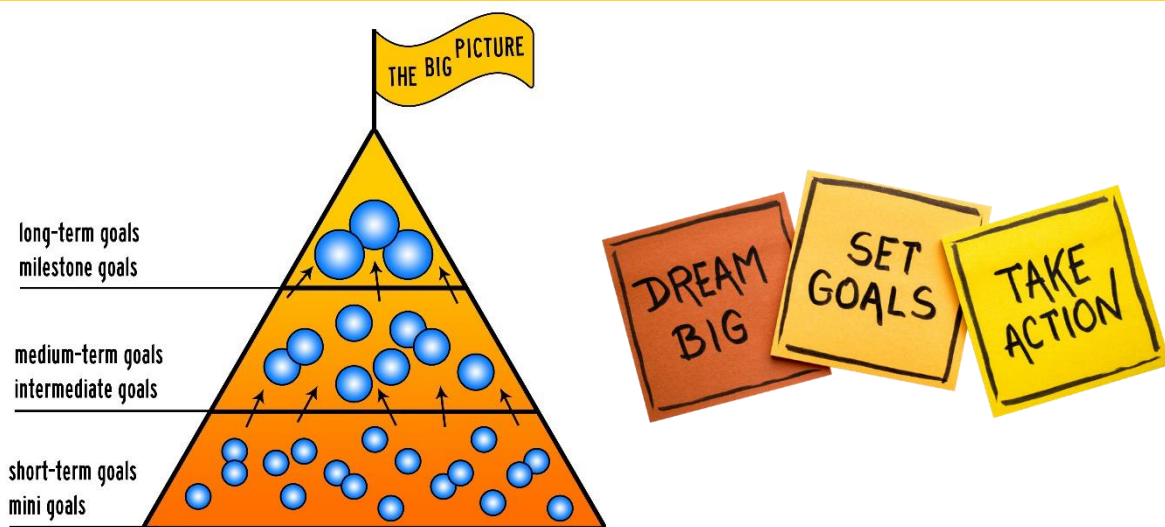
mechanic

6. Based on your personal profile and your work preferences, write goals that you can work towards. Make them SMART!

a) Short Term Goals

b) Medium Term Goals

c) Long Term Goals



1. Here are some tips on how to keep a conversation going when you are at work.

- ★ Ask for information.
- ★ Pay a compliment.
- ★ Comment on something pleasant.
- ★ Introduce yourself.
- ★ Offer help.
- ★ Ask for help.
- ★ Mention a shared experience.
- ★ Ask for an opinion.
- ★ Praise the person.
- ★ Show genuine interest.
- ★ Ask about them.
- ★ Make an observation.
- ★ Comment on the weather.



6. In groups or as a class, have an informal conversation. Show that you can initiate and maintain the conversation!

- ★ The teacher or tutor may record the conversation/s.
- ★ See Appendix 2 for conversation starters.
- ★ See Appendix 3 for a conversation rubric.



2. You should try to use formal language in a job interview. Briefly answer these questions, using formal language:

a) Tell me about yourself.

b) What are your strengths or best skills?

c) What is your major weakness?

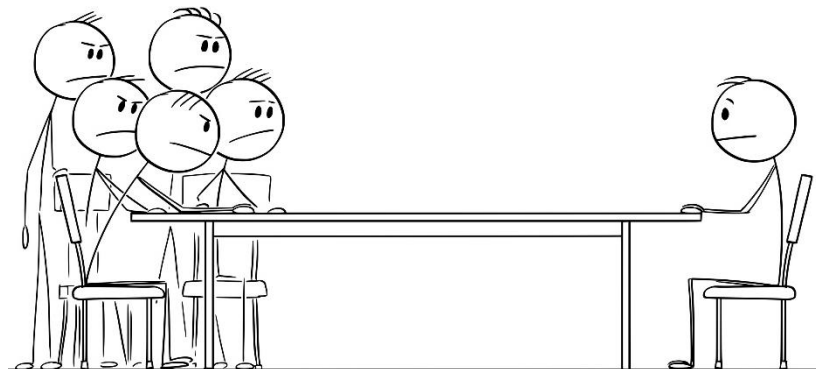
d) What are your career goals and future plans?

e) What things are most important to you in a work situation?

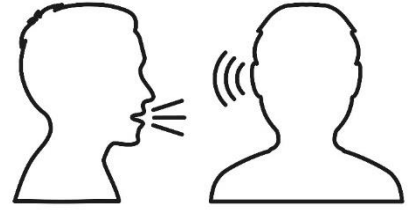
f) If you had a choice, would you prefer to work alone or as part of a team? Why?

g) What are your hobbies?

h) What salary are you expecting?



C. Listening



LISTEN!

I. Listen to Recording A.

a) Who are these tips for?

b) What should you do if you don't know something?

c) How can you ensure you enjoy your job?

d) What did the text say about listening?

e) With whom should you make contact?

f) After you find a job you want to apply for, what should you do next?

g) How can you look after yourself?

6. Discuss your emotional self-awareness.

Try to recognise your own feelings. Having emotional awareness is the foundation of emotional intelligence. Understanding why we feel a certain way and knowing how to handle these feelings, including self-motivation; the ability to recognise the feelings of others (empathy) and to motivate them - we use these skills in every aspect of our lives.

Instructions:

- A. Using the chart over the page, come up with 8 emotions and write one in each 'slice'. Fill in each 'emotional slice' with a colour and / or images that match this emotion.
- B. Have a discussion in your class. Listen to what others have to say. Talk to the class: What does each image mean to you? What made you choose those particular colours? When in your life do you experience this emotion? What emotion do you have often? What emotion is the hardest to handle?





2. Respond in an honest but polite way:

a) Don't worry about a hard hat. There are hardly ever accidents on this site.

b) Will you leave work early with me? No-one will find out.

c) You will have to do double the work because your partner is not here.

d) I think the boss is an idiot.

e) This washing my hands all the time is crazy; I'm just going to ignore these rules.

A. Job Advertisement

Deli Manager / Assistant WANTED

Applicant should have experience in deli/cafe with level 2 food management cert desirable.

Full Time, Monday to Friday

Flexibility to work Saturdays and bank holidays

Email your CV to ...



1. Look at the job ad above and answer the questions:

a) Do you need any specific qualifications for this job?

b) What position is being advertised?

c) Do you have to work on weekends?

d) Describe the type of work:

e) Would you apply for this job? Say why or why not.

f) How could you apply for this job?

2. Find a job advertisement that matches the career path you want to follow.



a) Where did you see this advert?

b) What is the application closing date?

c) What is the job title?

d) What type of work is it?

e) Do you need any specific qualifications?

f) Are there set hours?

g) Does the advert disclose the salary?

h) How will this job satisfy your interests and capabilities?

Include the job advert in your portfolio. You will use this for the upcoming activities.

H. Cover Letter

I. This is a job application letter. Fill in the missing words.

**conscientious, profile, sincerely, enquire,
references, detail, grateful, future, experience, team**

Dear Mr Brown,

I am writing to if you have any vacancies in your company. I enclose my CV for your information.

As you can see, I have had extensive work in office environments, the retail sector and service industries, giving me varied skills and the ability to work with many different types of people. I believe I could fit easily into your .

I am a person who works hard and pays attention to . I'm flexible, quick to pick up new skills and eager to learn from others. I also have lots of ideas and enthusiasm. I'm keen to work for a company with a great reputation and high .

I have excellent and would be delighted to discuss any possible vacancy with you at your convenience. In case you do not have any suitable openings at the moment, I would be if you would keep my CV on file for any

possibilities.

Yours



I. Curriculum Vitae

1. What is a CV?

2. Find the errors in these sentences. Type the incorrect spellings correctly!

a) I have prefect spelling and grammar.

b) I always work to a high standerd.

c) Great custimer care skills

d) Studied comunication at school

e) Hard-working, honist and cool

3. In your group, find the errors and discuss. (from real CVs!)

- ★ Lurnt Word Perfect computer and spreadsheet pogroms.
- ★ I am death in my left ear.
- ★ Extra Circular Activities
- ★ In my spare time I enjoy hiding my horse
- ★ I hope to hear from you shorty
- ★ I have a desire to work with commuters
- ★ Dear Madman (instead of Madam)
- ★ My hobbits include - instead of 'hobbies'
- ★ I have a friendly manor
- ★ Restaurant skills: Severing customers
- ★ In charge of sock control - instead of 'stock control'
- ★ Have made speech's at Open Days
- ★ Working Kills. (This may very well be true in the long term but Working Skills might just be a better heading.)



5. State if each of these is an employee RIGHT or RESPONSIBILITY.

a) To cooperate with all Health and Safety regulations

b) To be given appropriate training

c) To carry out work to a required standard

d) To let the employer know if unable to come to work

e) To wear protective clothing/equipment when necessary

f) To come to work on time

g) To have access to equal opportunities

h) To behave appropriately

i) To be paid at least the minimum wage

j) To be given a written pay slip

k) To be treated fairly

l) To take reasonable care of own safety and that of others

m) To attend work regularly

n) To have employee facilities e.g., rest area

6. Why is it important that employees carry out their responsibilities?



Mapping of Learning Outcomes

1. Describe the basic principles underpinning career preparation, to include the concepts of work, career, and planning. **Pages 9 to 11 (basic principles underpinning career preparation), Pages 14 to 16 (work/career survey), Pages 17 to 19 (sources of job information), Page 23 (Intro, unemployment), Pages 43 to 49 (local training and education possibilities), Pages 53 to 55 (success on course), Pages 78 to 80 (goals)**
2. Distinguish between different types of work such as full time, part-time, temporary/contract, and casual work. **Pages 12 to 16 (recognising different types of work)**
3. Describe local or foreign work opportunities, including sources of job information, vacancies, and types of work, Europass, emigration supports, and work visa requirements. **Pages 17 to 26 (local work opportunities), Pages 27 to 37 (foreign work opportunities), Pages 38 to 39 (volunteer work)**
4. Identify local training and education opportunities including education and training programmes, access routes, certification offered, and progression possibilities. **Pages 43 to 49 (local training and education possibilities), Pages 50 to 52 (elearning), Pages 53 to 55 (success on course)**
5. Compile a personal profile by exploring interests, skills, talents, personal qualities and characteristics, values, achievements, employment preferences, goals, and matching personal characteristics to possible careers. **Pages 59 to 60 (your personal profile), Page 61 to (interests), Pages 62 to 66 (strengths and weaknesses), Pages 67 to 68 (values), Pages 69 to 70 (talents), Pages 71 to 72 (achievements), Pages 78 to 80 (goals)**

6. Identify preferred personal qualities for workplace employer and employee. **Pages 73 to 77 (personal profile / qualities and careers)**

7. Practise a range of personal interactions typical of work situations including initiating and maintaining conversations both formal and informal, listening, following instructions, clarifying instructions, contributing opinions, assertiveness skills, and personal care. **Pages 84 to 86 (conversation), Pages 87 to 90 (formal and informal communication), Pages 91 to 99 (listening), Pages 100 to 101 (assertiveness), Pages 102 to 104 (opinion), Pages 105 to 108 (instructions), Appendix 2 (conversation starters for groups), Appendix 3 (conversation rubric)**

8. Describe changes that may occur during a working life, including moving to a new position and unemployment, the difficulties associated with change in employment and how to cope with them. **Pages 25 and 26 (working for money), Page 23 (Intro, unemployment), Pages 133 to 135 (exploring changes throughout the working life), Pages 136 and 137 (relax)**

9. Prepare to participate in the workplace by using job seeking skills to source a suitable job advertisement, apply by CV and cover letter for the position, participate in a simulated interview, and evaluate own performance. **Pages 109 to 110 (job advertisement), Pages 111 to 114 (cover letter), Pages 115 to 117 (CV), Pages 118 to 120 (interview), Pages 121 to 122 (rights and responsibilities), Pages 123 to 127 (health and safety at work), Pages 128 to 132 (hygiene), Appendix 5 (sample interview questions), Appendix 6 (interview evaluation sheet)**