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| **Minor Award Name** | **Work Experience**  |
| **Minor Award Code** | **4N1168** |
| **Level** | **4** |

**Suggested resources to support delivery:**

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| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| **Factors and issues which influence work opportunities locally** | Website | The changing demands of the World of Work and a look at different sectors | Careers Portal  | <http://www.careersportal.ie/work_employment/index.php?parent=12&ed_sub_cat_id=15#.Vu2UBeKLTIW> |
| Website | The technology section has a variety of videos explaining how technology is impacting on work opportunities in Ireland | Smart Futures | <http://www.smartfutures.ie/what-stem/working-technology> |
| DVD Resource orOnline Slideshow | Comprehensive slideshow (26– 132) with video clips to explain trends in globalisation, demographics, new technology. Also public, private and voluntary sector explained. | Published by Classroom Guidance | <http://www.classroomguidance.ie/workExperienceLevel4_PN.html> |
| <http://www.slideshare.net/briancomerford9/work-experience-level-4> |
| Website | The IDA website has a download to view the list of multinational companies in Ireland. This could be used to identify multinationals employers in your locality  | Industrial Development Authority Ireland | <http://www.idaireland.com/business-in-ireland/company-listing/> |
| Website | Definition of small and medium sized companies | Enterprise Ireland | <https://www.enterprise-ireland.com/en/About-Us/Our-Clients/SME-Definition.html> |
| **Paid and unpaid workforce participation** | PowerPoint | PowerPoint presentation explaining paid work, unpaid work and voluntary work. | Professional Development | <http://cmsnew.pdst.ie/sites/default/files/6.3.1%20Work.ppt> |
| Website | Describes various types of employment. | Citizens Information | <http://www.citizensinformation.ie/en/employment/types_of_employment/types_of_employment.html> |
| **Basic rights and responsibilities of employees and****employers** **regarding health, safety****and welfare at work, equality and pay-related matters** | Website | Employers' obligations explained covering health and safety, equality and pay related matters.  | Citizens Information Board | <http://www.citizensinformation.ie/en/employment/employment_rights_and_conditions/employment_rights_and_duties/employer_obligations.html> |
| Website | Article and short video on employment rights for under 18s  | Spunout  | <http://spunout.ie/life/article/work-rights> |
| Website | Poster to download and print explaining employment rights for under 18s | Workplace Relations Commission | <https://www.workplacerelations.ie/en/Publications_Forms/Protection_of_Young_Persons_Employment_Act_-_Poster.pdf> |
| Website | Useful summary on employers obligations towards employees | ISME (Irish Small and Medium Enterprises Association | <http://isme.ie/advice/sme-facts-faq> |
| PDF | This Guide offers practical health and safety advice and worksheets before embarking on work experience. It includes sample checklist for learner (pg.15) on their health and safety responsibilities. | Health and Safety Authority2008 | <http://www.hsa.ie/eng/Publications_and_Forms/Publications/Safety_and_Health_Management/Health_and_safety_matters_for_students_embarking_on_work_experience_-_A_short_guide_for_teachers_.html> |
| PDF | The Work section of this resource has lesson plans and worksheets on types of employment, worker rights, contracts and payslips. | Citizens Information Board2010 | <http://www.citizensinformationboard.ie/downloads/training/rights_entitlements_young_people_2010.pdf> |
| PDF | This ICTU website has downloads in pdf format explaining worker’s rights, contracts, pay etc. | Irish Congress of Trade Unions | <http://www.unionconnect.ie/rights/> |
| **Personal Profile and Skills Checklist**  | PDF | This Resource has an excellent section with worksheets that could be adapted to complete a personal profile or audit. See pages 8 – 24. | Manitoba Career Development.Canada. | <http://www.manitobacareerdevelopment.ca/CDi/docs/plan_your_career.pdf> |
| PDF | Career skills audit identifies top three skills.  | Careers Portal – Career Website Ireland | <http://www.careersportal.ie/pdfs/careerskills.pdf> |
| PDF | Values self-assessment questionnaire identifies top three work values. | Author Norene Lindsay | <http://www.careersportal.ie/pdfs/ValuesQ.pdf> |
| **Statement of learning goals**  | Website | Useful website giving guidance on teaching goal-setting. Short or medium tern goals can be adapted to suit work placement objectives | Mind Tools | <https://www.mindtools.com/page6.html> |
| **Education Training and Employment or Placement options identified (1) after skills audit and (2) after completion of placement.**  | Website | Qualifax Course Finder provides information on all courses. Use the drop down menu under award to see all courses offered. | Qualifax | <http://www.qualifax.ie/index.php?option=com_wrapper&view=wrapper&Itemid=15> |
| Website | SOLAS has a link to Further Education and Training Courses  | SOLAS | <http://www1.solas.ie/Pages/HomePage.aspx> |
| Website | Search for jobs by location, sector, type  | Dept. of Social Protection | <http://www.welfare.ie/en/Pages/Find-a-Job.aspx> |
| Website | Search for jobs by type, location or sector | Irish Jobs | <http://www.irishjobs.ie/> |
| Website | Search for jobs by type, sector or location. | Indeed | <http://ie.indeed.com/jobs> |
| Website | List of jobs by sector and location. | INOU | <http://www.inou.ie/jobsboard> |
| Website | This section of Careers Portal has relevant material regarding preparing students to find placement and progression options | Careers Portal | <http://www.careersportal.ie/workx/index.php#.VvB2sOKLTIX> |
| Booklets on education courses  | Search for jobs by sector and location and booklets available download with course information | Education & Training Boards Ireland | <http://www.etbi.ie/etbs/directory-of-etbs/> |
| **CV and****letter of application** | Website | From the LCA & LCVP resources, open the ‘Creating a CV’ section for a user friendly electronic CV template. | Careers Portal | <http://www.careersportal.ie/school/lcvp_lca.php#.VvNB9-KLTIX> |
| PDF | Pages 3 – 7 of this jobseekers pack sections relate to CV and cover letters. | Intreo – Dept. of Social Protection  | <http://www.welfare.ie/en/downloads/jobseeker-pack.pdf> |
| Website | Comprehensive guide to preparing a CV with samples CVs. | How to Become – UK website | <https://www.how2become.com/resources/ultimate-guide-to-building-a-cv/> |
| Website | From the LCA & LCVP resources, open the ‘Cover Letters’ section for a user friendly electronic letter template. | Careers Portal | <http://www.careersportal.ie/school/lcvp_lca.php#.VvNB9-KLTIX> |
| Website | Useful tips for writing CVs and Cover Letters. | Maynooth University Career Development Centre | <https://www.maynoothuniversity.ie/careers/find-job/cv-and-applications> |
| **Participate effectively in work experience, recording a journal/diary and reflect on next steps.**  | PDF | Template of placement days/hours record that could be adapted as record of days/hours completed on placement. | Professional Development Service for Teachers | <http://www.pdst.ie/sites/default/files/Work%20Experience%20Placement%20Employers%20Record.pdf> |
| PDF | Template of learner reflective journal for Leaving Cert Applied Work Experience Module | Professional Development Service for Teachers | <http://www.pdst.ie/sites/default/files/Work%20Experience%20Reflective%20Journal.pdf> |
| PDF | Template of learner workbook for Leaving Cert Applied Work Experience Module | Professional Development Service for TeachersAuthor Sheila O Driscoll with assistance Ann Touhy | <http://www.pdst.ie/sites/default/files/work%20experience%20workbook.pdf> |
| Website / Article | Easy to follow article highlighting tips for good performance in the workplace. | About.comAuthor Dawn Rosenberg McKay | <http://careerplanning.about.com/od/workplacesurvival/a/professionalism.htm> |
| Website | Very useful presentation on starting a new job which overlaps with starting a work placement: First impressions, positive attitude, questioning, taking initiative, showing appreciation, punctuality and attendance.  | Shashank Shekhar 2015 | <http://www.slideshare.net/ShashankShekhar97/making-a-good-start-in-a-new-job?qid=cce825e9-c1b4-4de9-8454-460f8fefa8e3&v=&b=&from_search=19> |
| PDF | Ireland – A Level Playing Pitch? Includes a sample diary for work experience in a community organisation. See Appendix. | Published by Combat Poverty Agency 2007 | <http://cmsnew.pdst.ie/sites/default/files/IrelandALevelPlayingPitch_2007%5B1%5D.pdf> |
| **Communication skills in the workplace** | PowerPoint Presentation | Gives tips on Interpersonal skills and communication skills.  | Tamara O ConnorTrinity College 2003 | <https://www.tcd.ie/Student_Counselling/student-learning/assets/docs/old/Interpersonal%20Skills%20Presentation.ppt> |
| Book | Useful sections on verbal skills, listening skills and nonverbal communication in one-to-one and group situations in work-related settings. | By Nicholas HarveyPublished by Gill & Macmillan 2014ISBN:978071715975 | <http://www.gilleducation.ie/communications/communications/effective-communication> |

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| **General**  | Workbook | This resource covers the level 4 coursework. A ring bound folder can be purchased with a portfolio of worksheets for learners to complete their coursework. The DVD containing PowerPoint Presentations and videos for the teacher is an excellent classroom resource. | Published by Classroom Guidance2014 | <http://www.classroomguidance.ie/workExperienceLevel4.html> |

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| **General**  | Book | This book (now updated to a 4th edition) is targeted at level 5 work experience learners. It is a useful reference for the teacher as some of the themes in Level 4 Work Experience are covered. | Arlene Douglas and Séamus O'Neill ISBN:978071715970 | <http://www.gilleducation.ie/work-experience/work-experience/work-experience-level-5> |
| **General**  | Website | Developed for secondary school students, this website has relevant material relating to preparing level 4 learners for work experience placement  | Careers Portal  | <http://www.careersportal.ie/workx/index.php#.VvM-_uKLTIX> |
| **Career Coach – A Step by Step Guide to Helping Your Teenager Find Their Life Purpose** | Book | This book, while targeted toward parents, is a useful reference for teachers. It has useful sections to build a personal profile identifying pathways that suit their skills, interests, passions and values.  | By Dearbhla Kelly Published by Gill & Macmillan 2015 | [http://www.amazon.co.uk/Career-Coach-Dearbhla-Kelly/dp/0717168557/ref=sr\_1\_sc\_1?ie=UTF8&qid=1435570793&sr=8-1-spell&keywords=dearblha+kelly+career+coach](http://www.amazon.co.uk/Career-Coach-Dearbhla-Kelly/dp/0717168557/ref%3Dsr_1_sc_1?ie=UTF8&qid=1435570793&sr=8-1-spell&keywords=dearblha+kelly+career+coach) |
| **World of Work Career Options** | Website | This Transition Year Draft Student Workbook in Economics has interactive learner exercises to help focus learners on future career choices. The World of Work unit is from pages 19 – 28  | PDST | <http://cmsnew.pdst.ie/sites/default/files/4.%20Draft%20Student%20Workbook%20V6.docx> |

**Useful Organisations:**

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| --- | --- |
| **Name** | **Contact Information** |
| Careers Portal  | <http://www.careersportal.ie/index.php#.VvLekeKLTIU> |
| Citizens Information  | <http://www.citizensinformation.ie> |
| Dept. of Social Protection - Services to assist in job search  | <http://www.welfare.ie/en/Pages/home.aspx> |
| Obair –Local Employment Network | <http://www.localemploymentservices.ie/> |
| Qualifax | <http://www.qualifax.ie/> |
| Smart Futures | <http://www.smartfutures.ie/> |
| SOLAS – The Further Education and Training Authority | <http://www1.solas.ie/Pages/HomePage.aspx> |
| The National Organisation of the Unemployed  | <http://www.inou.ie/> |

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| **MOOCs (Massive Online Open Courses)** |
| Free access to online courses. This website is regularly updated with new courses and new start dates. Most courses are free but cost incurred if certification requested.Galway based website with 750 free online courses to study from home. Up to 2,000 courses from 142 institutions across 28 countries.  | <https://www.mooc-list.com/> |
| <https://alison.com/> |
| <https://www.coursera.org/> |
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| **Minor Award Code** | **4N1168** |
| **Level** | **4** |

**Suggested resources to support delivery:**

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| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| **Factors and issues which influence work opportunities locally** | Website | The changing demands of the World of Work and a look at different sectors | Careers Portal  | <http://www.careersportal.ie/work_employment/index.php?parent=12&ed_sub_cat_id=15#.Vu2UBeKLTIW> |
| Website | The technology section has a variety of videos explaining how technology is impacting on work opportunities in Ireland | Smart Futures | <http://www.smartfutures.ie/what-stem/working-technology> |
| DVD Resource orOnline Slideshow | Comprehensive slideshow (26– 132) with video clips to explain trends in globalisation, demographics, new technology. Also public, private and voluntary sector explained. | Published by Classroom Guidance | <http://www.classroomguidance.ie/workExperienceLevel4_PN.html> |
| or <http://www.slideshare.net/briancomerford9/work-experience-level-4> |
| Website | The IDA website has a download to view the list of multinational companies in Ireland. This could be used to identify multinationals employers in your locality  | Industrial Development Authority Ireland | <http://www.idaireland.com/business-in-ireland/company-listing/> |
| Website | Definition of small and medium sized companies | Enterprise Ireland | <https://www.enterprise-ireland.com/en/About-Us/Our-Clients/SME-Definition.html> |
| **Paid and unpaid workforce participation** | PowerPoint | PowerPoint presentation explaining paid work, unpaid work and voluntary work.  | Professional Development | <http://cmsnew.pdst.ie/sites/default/files/6.3.1%20Work.ppt> |
| Website | Describes various types of employment. | Citizens Information | <http://www.citizensinformation.ie/en/employment/types_of_employment/types_of_employment.html> |
| **Basic rights and responsibilities of employees and****employers** **regarding health, safety****and welfare at work, equality and pay-related matters** | Website | Employers' obligations explained covering health and safety, equality and pay related matters.  | Citizens Information Board | <http://www.citizensinformation.ie/en/employment/employment_rights_and_conditions/employment_rights_and_duties/employer_obligations.html> |
| Website | Article and short video on employment rights for under 18s  | Spunout  | <http://spunout.ie/life/article/work-rights> |
| Website | Poster to download and print explaining employment rights for under 18s | Workplace Relations Commission | <https://www.workplacerelations.ie/en/Publications_Forms/Protection_of_Young_Persons_Employment_Act_-_Poster.pdf> |
| Website | Useful summary on employers obligations towards employees | ISME (Irish Small and Medium Enterprises Association | <http://isme.ie/advice/sme-facts-faq> |
| PDF | This Guide offers practical health and safety advice and worksheets before embarking on work experience. It includes sample checklist for learner (pg.15) on their health and safety responsibilities.  | Health and Safety Authority2008 | <http://www.hsa.ie/eng/Publications_and_Forms/Publications/Safety_and_Health_Management/Health_and_safety_matters_for_students_embarking_on_work_experience_-_A_short_guide_for_teachers_.html> |
| PDF | The Work section of this resource has lesson plans and worksheets on types of employment, worker rights, contracts and payslips. | Citizens Information Board2010 | <http://www.citizensinformationboard.ie/downloads/training/rights_entitlements_young_people_2010.pdf> |
| PDF | This ICTU website has downloads in pdf format explaining worker’s rights, contracts, pay etc. | Irish Congress of Trade Unions | <http://www.unionconnect.ie/rights/> |
| **Personal Profile and Skills Checklist**  | PD | This Resource has an excellent section with worksheets that could be adapted to complete a personal profile or audit. See pages 8 – 24. | Manitoba Career Development.Canada. | <http://www.manitobacareerdevelopment.ca/CDi/docs/plan_your_career.pdf> |
| PDF | Career skills audit identifies top three skills. | Careers Portal – Career Website Ireland | <http://www.careersportal.ie/pdfs/careerskills.pdf> |
| PDF | Values self-assessment questionnaire identifies top three work values. | Norene Lindsay | <http://www.careersportal.ie/pdfs/ValuesQ.pdf> |
| **Statement of learning goals**  | Website | Useful website giving guidance on teaching goal-setting. Short or medium tern goals can be adapted to suit work placement objectives | Mind Tools | <https://www.mindtools.com/page6.html> |
| **Education Training and Employment or Placement options identified (1) after skills audit and (2) after completion of placement.**  | Website | Qualifax Course Finder provides information on all courses. Use the drop down menu under award to see all courses offered. | Qualifax | <http://www.qualifax.ie/index.php?option=com_wrapper&view=wrapper&Itemid=15> |
| Website | SOLAS has a link to Further Education and Training Courses | SOLAS | <http://www1.solas.ie/Pages/HomePage.aspx> |
| Website | Search for jobs by location, sector, type  | Dept. of Social Protection | <http://www.welfare.ie/en/Pages/Find-a-Job.aspx> |
| Website | Search for jobs by type, location or sector | Irish Jobs | <http://www.irishjobs.ie/> |
| Website | Search for jobs by type, sector or location. | Indeed | <http://ie.indeed.com/jobs> |
| Website | List of jobs by sector and location. | INOU | <http://www.inou.ie/jobsboard> |
| Website | This section of Careers Portal has relevant material regarding preparing students to find placement and progression options | Careers Portal | <http://www.careersportal.ie/workx/index.php#.VvB2sOKLTIX> |
| Booklets on education courses  | Search for jobs by sector and location and booklets available download with course information | Education & Training Boards Ireland | <http://www.etbi.ie/etbs/directory-of-etbs/> |
| **CV and****letter of application** | Website | From the LCA & LCVP resources, open the ‘Creating a CV’ section for a user friendly electronic CV template. | Careers Portal | <http://www.careersportal.ie/school/lcvp_lca.php#.VvNB9-KLTIX> |
| PDF | Pages 3 – 7 of this jobseekers pack sections relate to CV and cover letters. | Intreo – Dept. of Social Protection  | <http://www.welfare.ie/en/downloads/jobseeker-pack.pdf> |
| Website | Comprehensive guide to preparing a CV with samples CVs. | How to Become – UK website | <https://www.how2become.com/resources/ultimate-guide-to-building-a-cv/> |
| Website | From the LCA & LCVP resources, open the ‘Cover Letters’ section for a user friendly electronic letter template. | Careers Portal | <http://www.careersportal.ie/school/lcvp_lca.php#.VvNB9-KLTIX> |
| Website | Useful tips for writing CVs and Cover Letters.  | Maynooth University Career Development Centre | <https://www.maynoothuniversity.ie/careers/find-job/cv-and-applications> |
| **Participate effectively in work experience, recording a journal/diary and reflect on next steps.**  | PDF | Template of placement days/hours record that could be adapted as record of days/hours completed on placement. | Professional Development Service for Teachers | <http://www.pdst.ie/sites/default/files/Work%20Experience%20Placement%20Employers%20Record.pdf> |
| PDF | Template of learner reflective journal for Leaving Cert Applied Work Experience Module | Professional Development Service for Teachers | <http://www.pdst.ie/sites/default/files/Work%20Experience%20Reflective%20Journal.pdf> |
| PDF | Template of learner workbook for Leaving Cert Applied Work Experience Module | Sheila O Driscoll with assistance Ann Touhy | <http://www.pdst.ie/sites/default/files/work%20experience%20workbook.pdf> |
| Article | Easy to follow article highlighting tips for good performance in the workplace. | Dawn Rosenberg McKay | <http://careerplanning.about.com/od/workplacesurvival/a/professionalism.htm> |
| Website | Very useful presentation on starting a new job which overlaps with starting a work placement: First impressions, positive attitude, questioning, taking initiative, showing appreciation, punctuality and attendance. | Shashank Shekhar 2015 | <http://www.slideshare.net/ShashankShekhar97/making-a-good-start-in-a-new-job?qid=cce825e9-c1b4-4de9-8454-460f8fefa8e3&v=&b=&from_search=19> |
| PDF | Ireland – A Level Playing Pitch? Includes a sample diary for work experience in a community organisation. See Appendix. | Published by Combat Poverty Agency 2007 | <http://cmsnew.pdst.ie/sites/default/files/IrelandALevelPlayingPitch_2007%5B1%5D.pdf> |
| **Communication skills in the workplace** | PowerPoint Presentation | Gives tips on Interpersonal skills and communication skills. | Tamara O ConnorTrinity College 2003 | <https://www.tcd.ie/Student_Counselling/student-learning/assets/docs/old/Interpersonal%20Skills%20Presentation.ppt> |
| Book | Useful sections on verbal skills, listening skills and nonverbal communication in one-to-one and group situations in work-related settings. | By Nicholas HarveyPublished by Gill & Macmillan 2014ISBN:978071715975 | <http://www.gilleducation.ie/communications/communications/effective-communication> |

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| **General**  | Workbook | This resource covers the level 4 coursework. A ring bound folder can be purchased with a portfolio of worksheets for learners to complete their coursework. The DVD containing PowerPoint Presentations and videos for the teacher is an excellent classroom resource. | Published by Classroom Guidance2014 | <http://www.classroomguidance.ie/workExperienceLevel4.html> |

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| --- | --- | --- | --- | --- |
| **General**  | Book | This book (now updated to a 4th edition) is targeted at level 5 work experience learners. It is a useful reference for the teacher as some of the themes in Level 4 Work Experience are covered. | Arlene Douglas and Séamus O'Neill ISBN:978071715970 | <http://www.gilleducation.ie/work-experience/work-experience/work-experience-level-5> |
| **General**  | Website | Developed for secondary school students, this website has relevant material relating to preparing level 4 learners for work experience placement  | Careers Portal  | <http://www.careersportal.ie/workx/index.php#.VvM-_uKLTIX> |
| **Career Coach – A Step by Step Guide to Helping Your Teenager Find Their Life Purpose** | Book | This book, while targeted toward parents, is a useful reference for teachers. It has useful sections to build a personal profile identifying pathways that suit their skills, interests, passions and values.  | By Dearbhla Kelly Published by Gill & Macmillan 2015 | [http://www.amazon.co.uk/Career-Coach-Dearbhla-Kelly/dp/0717168557/ref=sr\_1\_sc\_1?ie=UTF8&qid=1435570793&sr=8-1-spell&keywords=dearblha+kelly+career+coach](http://www.amazon.co.uk/Career-Coach-Dearbhla-Kelly/dp/0717168557/ref%3Dsr_1_sc_1?ie=UTF8&qid=1435570793&sr=8-1-spell&keywords=dearblha+kelly+career+coach) |
| **World of Work Career Options** | Website | This Transition Year Draft Student Workbook in Economics has interactive learner exercises to help focus learners on future career choices. The World of Work unit is from pages 19 – 28  | PDST | <http://cmsnew.pdst.ie/sites/default/files/4.%20Draft%20Student%20Workbook%20V6.docx> |

**Useful Organisations:**

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| --- | --- |
| **Name** | **Contact Information** |
| Careers Portal  | <http://www.careersportal.ie/index.php#.VvLekeKLTIU> |
| Citizens Information  | <http://www.citizensinformation.ie> |
| Dept. of Social Protection - Services to assist in job search  | <http://www.welfare.ie/en/Pages/home.aspx> |
| Obair –Local Employment Network | <http://www.localemploymentservices.ie/> |
| Qualifax | <http://www.qualifax.ie/> |
| Smart Futures | <http://www.smartfutures.ie/> |
| SOLAS – The Further Education and Training Authority | <http://www1.solas.ie/Pages/HomePage.aspx> |
| The National Organisation of the Unemployed  | <http://www.inou.ie/> |

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| **MOOCs (Massive Online Open Courses)** |
| Free access to online courses. This website is regularly updated with new courses and new start dates. Most courses are free but cost incurred if certification requested. | <https://www.mooc-list.com/> |
| Galway based website with 750 free online courses to study from home.  | <https://alison.com/> |
| Up to 2,000 courses from 142 institutions across 28 countries.  | <https://www.coursera.org/> |