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| **Minor Award Name** | **Work Experience** |
| **Minor Award Code** | **6N1946**  |
| **Level** | **6**  |

**Suggested resources to support delivery:**

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| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Work Related Issues | PDF/Booklet | *Guide to Employment Rights* – relates to *Terms of Employment Act* and employee minimum entitlements, including contracts, pay, working hours, rest breaks and annual leave. | National Employment Rights Authority (NERA) | <https://www.workplacerelations.ie/en/Publications_Forms/Guide_to_Employment_Rights_NERA_.pdf>  |
| PDF/Handout | *Work Related Stress* – Information for employees of what stress is, the effects and how to deal with stress in the workplace. | Health and Safety Authority  | <http://www.hsa.ie/eng/Publications_and_Forms/Publications/Occupational_Health/Work_Related_Stress_Information_Sheet.pdf> |
| Website | *Dress Code* – help and advice for employers and employees, includes short video. | ACAS  | <http://www.acas.org.uk/index.aspx?articleid=4953>  |
| Trends in the area of work | Presentation | *Examination of vacancy occurrence and identification of future skill need in public/private sectors.* | Joan McNaboeSkills and Labour Market Research Unit (SLMRU) | <http://www.skillsireland.ie/Publications/2016/Vacancy-Overview-2015-Web-Presentation.pdf>  |
| Website | Gives an overview of the voluntary sector. | Volunteer Ireland | <http://www.volunteer.ie/>  |
| PDF/Booklet | *Make a Change, Become a Volunteer,* gives Reasons why and how to volunteer, sample case studies outlined.*Education in Ireland –* An overview of Irish graduates and our position in Europe. | Volunteer Ireland | <http://www.volunteer.ie/resources/factsheets-guides/>  |
| Video | Higher Education Authority (HEA) | <https://www.youtube.com/watch?v=ibT_NsFY4X4>  |
| Website | *The Future of Jobs –* this website looks at the drivers of change to future jobs, for example the healthcare industry, the increase in our ageing population and future difficulty in meeting skill requirements for that sector. It outlines strategies to meet future requirements. The full report is available to download from website. | World Economic Forum | <http://reports.weforum.org/future-of-jobs-2016/>  |
| Video | *What will future jobs look like? –* The world of work is changing with the development of technology. Andrew McAfee outlines the impact on society and future jobs. | TED Talks – Andrew McAfee | <https://www.youtube.com/watch?v=cXQrbxD9_Ng>  |
| Theoretical/Technical knowledge of work | PDF/Report | *Matching Skills and Labour Market Needs* – this report discusses the difficulties of employers worldwide in obtaining employees with the correct skill mix, it recommends career guidance, increased education, training initiatives and policies to correct the imbalance. | World Economic ForumDavos-Klosters | <http://www3.weforum.org/docs/GAC/2014/WEF_GAC_Employment_MatchingSkillsLabourMarket_Report_2014.pdf>  |
| Video | *What skills are employers looking for in potential candidates*? | University Affairs | <https://www.youtube.com/watch?v=KaDkrRXLInI>  |
| PDF/Handout | *Characteristics Employers Seek in Candidates.* | Northern Illinois University | <http://niu.edu/careerservices/jobtools/handouts/Characteristics%20Employers%20Seek%20in%20Candidates.pdf> |
| Health, Safety and Welfare at Work | PDF/Full Act | *Safety, Health and Welfare at Work Act 2005.* | Health and Safety Authority (HSA) | <http://www.hsa.ie/eng/Legislation/Acts/Safety_Health_and_Welfare_at_Work/SI_No_10_of_2005.pdf>  |
| PDF/Booklet | *A Short Guide to the Safety, Health and Welfare at Work Act 2005.* | HSA | <http://www.hsa.ie/eng/Publications_and_Forms/Publications/Safety_and_Health_Management/Short_Guide_to_SHWWA_2005.pdf>  |
| Online Course | Free health and safety courses for different sectors of employment. | HSA | <https://hsalearning.ie/mod/page/view.php?id=14>  |
| PDF/Booklet | Health and Safety Matters for Students Embarking on Work Experience. Short Guide for Teachers | HSA | <http://www.hsa.ie/eng/Publications_and_Forms/Publications/Safety_and_Health_Management/work_experience.pdf> |
| PDF/Full Act | *Employment Equality Act 1998, revised, updated to 7 March 2016.* | Law Reform Commission | <http://www.lawreform.ie/_fileupload/RevisedActs/WithAnnotations/EN_ACT_1998_0021.PDF>  |
| Equality Legislation | PDF/Booklet | *Your Employment Equality Rights Explained.* | Irish Human Rights and Equality Commission (IHREC) | <http://www.ihrec.ie/download/pdf/ihrec_employment_equality_rights_explained.pdf>  |
| PDF/Full Act | *Equal Status Act 2000, revised, updated to 1* *January 2016.* | Law Reform Commission | <http://www.lawreform.ie/_fileupload/RevisedActs/WithAnnotations/EN_ACT_2000_0008.PDF>  |
| PDF/Booklet | *Your Equal Status Rights Explained. Guide to the Equal Status Acts 2000-2012* | Irish Human Rights and Equality Commission (IHREC) | <http://www.ihrec.ie/download/pdf/ihrec_equal_status_rights_explained.pdf>  |
| Video | *The Stand Up at Work* video encourages everyone in the workplace to stand up against homophobia and transphobia.  | Irish Human Rights and Equality Commission (IHREC) | <http://www.ihrec.ie/enabling-change/inclusive-workplace.html> |
| Union Representation | Webpage | We have a legal and constitutional right to join a union; information here on how to join a union and links to Congress affiliates.  | Irish Congress of Trade Unions | <http://www.ictu.ie/joinaunion/>  |
| Pay Regulations | PDF/Booklet | *Payment of Wages –* issues related to payment of wages such as rates of pay, deductions, pay slips, unpaid leave, gross pay and redundancy payments. | Union Connect | <http://www.unionconnect.ie/download/pdf/6_payment_of_wages_pay__wages_series.pdf>  |
| Webpage | Pay and Employment – issues similar to above. | Citizens Information | <http://www.citizensinformation.ie/en/employment/employment_rights_and_conditions/pay_and_employment/>  |
| PDF/Booklet | *Your Maternity Leave Rights Explained –* ashort guide explaining your right to leave, notice to be given, parental leave, protection of job while away on leave and pay entitlements. | Workplace Relations | <https://www.workplacerelations.ie/en/Publications_Forms/Guide_to_Maternity_Protection_Acts.pdf>  |
| Video | *Paternity Leave Bill* announcement which will entitle fathers to two weeks paid leave within 6 months of the birth of their child. | RTE News | <http://www.rte.ie/news/player/2016/0619/21006971-fathers-will-be-entitled-to-two-weeks-paid-paternity-leave-under-new-legislation/> |
| Contracts | Website | The right to an employment contract is enforced by the *Terms of Employment (Information) Act, 1994 and 2001*. This website gives comprehensive information on these rights and how to deal with any complaints/disputes which may arise. They also present a vast array of publications in relation to the area of work. | Workplace Relations | <https://www.workplacerelations.ie/en/>  |
| Impact of Challenges and Opportunities on Personal Career Choice | Newspaper Article | *Why students make wrong career choices* –ESRI report highlights findings such as too much emphasis on points, pressure of major decisions to be made in final year and not enough one to one sessions regarding career decision. | Irish IndependentKim Bielenberg | <http://www.independent.ie/life/family/learning/why-students-make-wrong-career-choices-26778893.html>  |
| Webpage | *Introduction on how to choose a career.* | University of Kent | <https://www.kent.ac.uk/careers/Choosing/choosingintro.htm>  |
| Website | Qualifax – National Learners Database of course and career information both in Ireland and abroad. | Qualifax | <http://www.qualifax.ie/>  |
| PDF/Report | *What Do Graduates Do? –The class of 2014.*Key points of research, pages 4-7 cover types of graduates, relevance of qualification in relation to employment, also includes graduate salaries. | Higher Education Authority (HEA) | <http://www.hea.ie/sites/default/files/hea-whatgraduatesdo-the_class_of_2014-final.pdf> |
| Communication | Video | *A Brief History of Communication –*can be used to introduce the topic for discussion. | binjder | <https://www.youtube.com/watch?v=rDkxsNmKDGk>  |
| Book | *Effective Communication – Sections include:* * Introduction to Communication
* Listening and Speaking
* Non-verbal Communication
* Reading and writing
* Communication Technology
 | Nicholas HarveyGill Publications | <http://www.gilleducation.ie/gill-education-search?Q=Effective+Communication+&x=23&y=19#&sSearchWord=Effective+Communication>  |
| PDF/Workbook | *Workplace Communication –* this publication covers how communication is used in the workplace. It has a number of activities which can be completed by the students. | Regional Skills Training Australia  | <http://www.regionalskillstraining.com/sites/default/files/content/WC%20Book%201.pdf>  |
| CVs /Letter of Application | Video | *How to Write a Great Resume and Cover Letter.* | Harvard Extension School | <https://www.youtube.com/watch?v=PAthQKLhBTs>  |
| PDF/Booklet | *How to …Write and Develop a Curriculum Vitae.* | Richmond Adult Community College | <http://www.racc.ac.uk/files/pdfs/HowToWriteACV.pdf>  |
| Website | Free CV and Cover Letter Templates to download. | CVPLAZA | <http://www.cvplaza.com>  |
| Website | *Write a Cover Letter.* | Trinity College | <http://www.tcd.ie/Careers/students/jobsearch/apply/write_a_cover_letter.php> |
| Job-finding Skills | Website | Commonly used websites for recruitment. | Recruit Ireland | <https://www.recruitireland.com/> |
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| Irish Jobs.ie | <http://www.irishjobs.ie/> |
| Jobs.ie | <http://www.jobs.ie/> |
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| Indeed.com | <http://ie.indeed.com/> |
| Website | Informative website which highlights employment and volunteer opportunities, in particular the social care sector. Provides information on further training and free talks on extensive topics. | Activelink | <http://www.activelink.ie/>  |
| Website | Information for graduate and career advice. Information on annual Graduate Career Fair, usually October when graduates can meet potential employers. | Gradireland | <https://gradireland.com/>  |
| Website | This website presents work away opportunities all over the world in many areas of work. Participants work approx.4/5 hours a day in exchange for bed and board. These opportunities greatly enhance personal development/soft skills/language and in some areas develop new found educational skills. Greatly used by students especially during summer holidays. | Workaway.info | <https://www.workaway.info/>  |
| Website | Nation Vetting Bureau Ireland – Requirement of students/employees to register online in compliance with the Children and Vulnerable Persons Act 2012. | An Garda Síochána | <http://www.garda.ie/Controller.aspx?Page=1535>  |
| Skills Audit/Checklist | PDF/Handout | *Identifying Your Employability Skills –* Identifies key skills under various sections such as personal, communication, teamwork, planning/organising skills. Can be used to help complete a Skill Audit. | The University of Sydney | <http://sydney.edu.au/careers/career_advice/downloads/id_emp_skills.pdf>  |
| DF/Handout | *Traffic Light Skills Audit –* allows a student to self-assess under different sections similar to above and identifies how skills under these sections can be developed. | Brunel University London | <https://www.brunel.ac.uk/__data/assets/pdf_file/0003/89508/ASK-Skills-Audit.pdf>  |
| PDF/Report | *Mapping Digital Competence: Towards a Conceptual Understanding.* This report identifies key competence in the area of digital knowledge, skills and attitudes. It highlights the benefits of these for individuals and society while low competency levels have repercussions on individuals in their personal and work life. | European Commission, Joint Research CentreKirsti Ala-Mutka | <http://ftp.jrc.es/EURdoc/JRC67075_TN.pdf>  |
| Career Planning | Video | *Personal SWOT Analysis –* Short video explaining how to identify personal strengths, weaknesses, opportunities and threats. | Mindtools | <https://www.youtube.com/watch?v=PBOtnyt7BP4>  |
| PDF/Handout | *Managing Your Career –* Samples for each of the SWOT sections, includes a blank template for students to complete. | Workplace Learning Solutions | <https://images.template.net/wp-content/uploads/2016/01/18092033/sample-personal-swot-analysis.pdf> |
| PDF/Handout | *Creating SMART Goals –*explains what goals are, types –short/med/long and how to set *specific, measurable, attainable, relevant* and *measurable* goals. | Kwantlen Polytechnic University | <https://www.kpu.ca/sites/default/files/Learning%20Centres/Time_SetGoals_LA.pdf>  |
| Supervision Skills & Capacities | PDF/Handout | *The Workplace – What are Employability Skills?* Factsheet outlines skills that indicate job readiness in areas such as basic academic skills, higher order thinking skills and personal qualities. | Alabama Cooperative Extension System | <http://www.foretica.org/wp-content/uploads/2016/01/employability-skills.pdf>  |
| PDF/Report | *Work Placement in Third-Level Programmes.* This report looks at what work placement is, what the student learns, the benefits for the employer, student and education provider. The REAP Project and its outcomes are looked at in detail. | Roadmap for Employment-Academic Partnership (REAP)Edited by Irene Sheridanand Dr Margaret Linehan | <http://www.eurireland.ie/_fileupload/2011/Erasmus/Work%20Placement%20in%20Third-Level%20Programmes%20Irene%20Sheridan%20and%20Margaret%20Linehan%202011%20CIF%20Funded.pdf>  |
| Video | *Delegation –* how to delegate and benefits | Golder Associates | <https://www.youtube.com/watch?v=6wSNacZljQ8>  |
| Video | *The Art of Feedback –* how to give and receive feedback. | Yvan Dierckxsens, idea4you | <https://www.youtube.com/watch?v=o5m2xwVMMYI>  |
| PDF/Workbook | *Plan Daily Work Activities –* this publication will help students with the planning of a task required by the module, see Activity no. 4/6/7. Covers other areas such as organisation skills, problem solving and acceptance of responsibility on placement. | Regional Skills Training Australia  | <http://www.regionalskillstraining.com/sites/default/files/content/PDWA%20Book%201.pdf>  |
| PDF/Booklet | *What is Reflective Practice?* Explains what it is, how we do it and what can be learned from the process | Joy Amulya | <http://www.communityscience.com/images/file/What%20is%20Reflective%20Practice.pdf>  |
| Future Planning | Websites | Future options for:*Further education and training options* in Ireland and abroad with student finance support.  | Quality & Qualifications Ireland | <http://www.qqi.ie/>  |
| European Commission | <https://ec.europa.eu/ploteus/en>  |
| Qualifax | <http://www.qualifax.ie/>  |
| Central Applications Office | <https://www.cao.ie/> |
| Citizen Information | <http://www.citizensinformation.ie/en/education/third_level_education/studying_abroad/studying_outside_ireland.html>  |
| Student Finance.ie | <http://www.studentfinance.ie/> |
| Solas | <http://www1.solas.ie/Pages/HomePage.aspx>  |
| Skillsnet | <http://www.skillnets.ie/>  |
| Springboard | <http://springboardcourses.ie/> |
| PDF/Report | *Irelands National Skills Strategy 2025.*Future employment options outlined. | Department of Education & Skills | <http://www.education.ie/en/Publications/Policy-Reports/pub_national_skills_strategy_2025.pdf> |
| Video | Interview Tips and Techniques. | UCD | <http://www.ucd.ie/careers/students/findajoborinternship/interviewtipsandtechniques/>  |
| Website | Websites which provide information on starting your own business. | Enterprise Ireland | <https://www.enterprise-ireland.com/en/>  |
| Irish Small and Medium Enterprises Association (ISME) | <http://isme.ie/advice/startups> |

**Useful Organisations:**

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| **Name** | **Contact Information** |
| Health and Safety Authority | <http://www.hsa.ie/eng/>  |
| Irish Human Rights and Equality Commission (IHREC) | <http://www.ihrec.ie/>  |
| Irish Congress of Trade Unions  | <http://www.ictu.ie/>  |
| Data Protection Commissioner  | <https://www.dataprotection.ie/>  |
| Department of Jobs, Enterprise and Innovation | <https://www.djei.ie/en/>  |
| SOLAS | <http://www1.solas.ie/Pages/HomePage.aspx>  |
| Citizen Information | <http://www.citizensinformation.ie/en/>  |
| Qualifax  | <http://www.qualifax.ie/>  |
| Central Applications Office | <https://www.cao.ie/>  |
| Enterprise Ireland | <https://www.enterprise-ireland.com/en/>  |

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| **MOOCs (Massive Online Open Courses)** |
| Free access to online courses -Search regularly for new courses and new start dates for a vast array of topics, can be used by students or teachers for extra resources. Courses are free however a payment is usually required for a certificate of completion. | <https://www.mooc-list.com/> |
| <https://www.coursera.org/>  |
| <https://www.edx.org/>  |
| <http://www.open.edu/openlearn/free-courses>  |
| <https://www.open2study.com/courses>  |
| <https://www.futurelearn.com/> |