If you have suggested additions, or you find that some links are not working, please email [resoucelist@fess.ie](mailto:resoucelist@fess.ie)

|  |  |
| --- | --- |
| **Minor Award Name** | Career Preparation |
| **Minor Award Code** | 3N0896 |
| **Level** | 3 |

**Suggested resources to support delivery:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Career Planning | Booklet - PDF | The activities throughout this guide explain career planning and the benefits. The guide includes relevant career planning scenarios and worksheets. This guide can be used by   * a first-time job seeker   • a new graduate (high school, vocational school, college or university)  • unemployed  • looking for a career change  • looking for career advancement  • interested in learning more about yourself | Manitoba Entrepreneurship | <http://www.manitobacareerdevelopment.ca/CDi/docs/plan_your_career.pdf> Page 5-6 |
|  | Slide Show | Discusses what a career is and how to make a career choice. | [University of Johannesburg](http://www.slideshare.net/morongwamatlaila?utm_campaign=profiletracking&utm_medium=sssite&utm_source=ssslideview) | <http://www.slideshare.net/morongwamatlaila/career-and-career-choices-32025120> |
| Types and Concepts of work such as full time, part time, temporary/contract, and casual work | Website | Describes various types of employment. Essential Reading: details who an employee is, being a PAYE worker / self-employed, part-time, fixed term and contract employment, the law in regards to children and hours of work. | Citizens Information | <http://www.citizensinformation.ie/en/employment/types_of_employment/types_of_employment.html> |
|  | Online Booklet | Lists different types of jobs: Part Time Full Time etc. | Manitoba Entrepreneurship | <http://www.manitobacareerdevelopment.ca/CDi/docs/plan_your_career.pdf> Page 32 |
|  | Book | Provides details about different job types and business/organisations. Gives detailed descriptions for each type of organisation, Ltd, Sole Trader, Partnership, State and Semi State Organisations. Details who an employee is, being a PAYE worker / self-employed, part-time, fixed term and contract employment, the law in regards to children and hours of work. | Arlene Douglas and Séamus O'Neill | Work Experience L5 (Gill and Macmillan)  <http://www.gilleducation.ie/work-experience/work-experience/work-experience-level-5> |
| Employability Skills | FET Booklet | Provides an overview of the benefits of employability skills for employers and employees, as well as signposting a range of useful resources and supports to help develop these skills. | AELP – Bristol  LSIS – Coventry | <http://repository.excellencegateway.org.uk/fedora/objects/eg:5574/datastreams/DOC/content> |
|  | Web Site | Identifies and names important employability skills, e.g. personal, interpersonal, leadership, learning, presentation, writing and numeracy skills. Includes integrated workplace assignments, source material and glossary which provide opportunities to practice employability skills, | Skillsyouneed.com | <http://www.skillsyouneed.com/> |
|  |  |  | Excellence Gateway, UK | <http://www.excellencegateway.org/content/etf932> |
| Communications in the Work Place | Web Site | Details the importance of different type of communication in the work place. Discusses the following: Barriers to effective communication: Frame of Reference, Stereotyping, Cognitive Dissonance, Halo or Horns, Semantics and jargon, Not paying enough attention, Poor timing. High risk responses: Judging, Sending Solutions and Avoiding. | Ormond Coaching and Training, Galway | <http://www.leadership-development-tips.com/communication-in-the-workplace.html> |
|  | Worksheets | Workplace assignments around writing, grammar, spelling, E-mail, form-filling and report-writing | Michigan Adult Education | <http://www.maepd.org/sites/default/files/resources/miwriteworksheets.pdf> |
|  | Web Site | Provides an overview of vocabulary related to career preparation | Learn English today.com | <http://www.learn-english-today.com/business-english/employment-vocabulary.html> |
| Creating a Personal Profile | Website - worksheets | Aids in the completion of a self-assessment of skills, personal characteristics, personality-type, values, talents, interests and achievements. Includes the following worksheets for student to complete: Personal /Work Related Skills Audit, Community Project Exercise to measure personal interests, Interpretation Report with career suggestions. Work Value Self-Assessment Questionnaire – This helps ID a student’s top 3 work values. | Careersportal | <http://www.careersportal.ie/careerplanning/index.php?parent=11&ed_sub_cat_id=26> |
|  |  |  |  | <http://www.careersportal.ie/careerplanning/index.php?parent=11&ed_sub_cat_id=27> |
|  |  |  |  | <http://www.careersportal.ie/pdfs/careerskills.pdf> |
|  |  |  |  | <http://www.careersportal.ie/pdfs/community_project_exercise.pdf> |
| Job Finding Strategies,  CV & Cover Letter | Book | Provides information on: Job Finding Strategies, CV/Personal Statement, Letters of Application, and Effective Employability Skills for the Workplace. Also includes sample document layouts, templates, guidelines to follow and worksheets. | Arlene Douglas and Séamus O'Neill (both books) | The Essential Work Experience Handbook and Work Experience L5 (Both Gill and Macmillan) <http://www.gilleducation.ie/work-experience/work-experience/the-essential-work-experience-handbook-3rd-edition> |
| Interview Preparation | Website | Interview Skills Tools Kit - This booklet provides guidance in preparation for interview – it explores many of the common interview scenarios and interview questions and offers advice on how to do well at interview. | Cooperative Education & Careers Division at the University of Limerick and the Career Development Centre at NUI Galway | <http://www3.ul.ie/careers/careers/downloads/files/Interview%20Skills%20December%202013.pdf> |
|  |  | This site provides a list of questions commonly asked at interviews with sample answers and guidance on forming suitable responses. |  | <http://www3.ul.ie/coop/coop/students/interviewqs.shtml> |
| Working in Ireland | Websites | Provides general information on working in Ireland. Includes the following work related subjects: Qualifications required, information for EEA and Non EEA Nationals and employers, Permits, Casual Work, Different Professions and Careers, Employment Law.  Irish online recruitment sites:  Register for site services, upload CV and cover letters, fill in online applications, complete personal and career profiles. |  | <http://www.citizensinformation.ie/en/employment/migrant_workers/finding_a_job_when_you_move_to_ireland.html> |
|  | Websites |  |  | [www.jobs.ie](http://www.jobs.ie) |
|  | Websites |  |  | <https://www.jobsireland.ie/#/home> |
|  | Websites |  |  | [www.monster.ie](http://www.monster.ie) |
| Job Search in Europe  European Apprenticeships | Website | **Outlines** practical tips for organising working opportunities abroad. Working in Europe: Information on how to find work, the cost of living etc. in European countries. **Provides information on European Apprenticeships, Internships & Jobs Listing** | Sylvia A. | <https://ec.europa.eu/eures/droppin/en/node/80> |
|  | Website |  | Eurodesk.ie | <http://www.eurodesk.ie/working.html> |
|  | Website |  | Drop’pin@EURES | <https://ec.europa.eu/eures/droppin/en/all-opportunities> |
| Training and Education Opportunities | Web Sites | These sites will either give direct access to online courses or local FET courses. This site offers a variety of numeracy and literacy assignments to build and enhance workplace skills | Various | <https://www.qqi.ie/Pages/Home.aspx> , Local FET Site e.g. |
|  |  |  |  | [www.lcfet.ie](http://www.lcfet.ie) |
|  |  |  |  | [www.learnpipe.com](http://www.learnpipe.com) |
|  |  |  |  | <https://alison.com/> |
|  |  |  | Excellence Gateway, UK | <http://www.excellencegateway.org.uk/vocabularies?EGCurriculumArea=Employability%20training&SfLlevels=Level%201> |
| Funding | Booklet | Provides information on the Training Support Grant | Various | <https://www.welfare.ie/en/Pages/Training-Support-Grant.aspx> |
|  | Website | Provides Information on student grants |  | <http://susi.ie> |
| Change Management | Website | The Four Rooms of Change is a psychological theory, describing change as a move through four psychological stages or 'rooms'. The tool will facilitate learners to take on change in a practical and way and identify barriers and other influencing factors. | Claes Janssen | <http://www.fourroomsofchange.net.au/index.php> |
|  | rticle | General information describing the importance of effective Change Management and The Change Curve. | Mind Tools | <https://www.mindtools.com/pages/article/newPPM_87.htm> |
|  |  |  |  | <https://www.mindtools.com/pages/article/newPPM_96.htm> |

**Useful Organisations:**

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| **Name** | **Contact Information** |
| QQI | [www.qqi.ie](http://www.qqi.ie) |
| Citizens Information | <http://www.citizensinformation.ie/en/> |
| Susi | <https://Susi.ie> |
| NERA - Employment Law | <https://www.workplacerelations.ie/en/publications_forms/employment_law_explained.pdf> |
| Visa – Dublin USA Embassy | <https://ie.usembassy.gov/visas/> |
| Lingua House(General Worksheets) | <http://www.linguahouse.com/esl-lesson-plans/esl-course-plans/business-english-course-plans/business-english-vocabulary/> |
| Intreo | <http://www.welfare.ie/en/Pages/jobseekers_home.aspx> |
| Employment Agencies Listing | <http://www.yourlocal.ie/> |
| The National Organisation of the Unemployed | <http://www.inou.ie/search/?cx=000534482150270691479%3Aoz8rtklzlxw&cof=FORID%3A11&q=jobsboard&sa=Go> |
| Department of Social Protection Intreo  (FAS Website) | www.jobseeker.fas.ie |

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| **MOOCs (Massive Online Open Courses)** | |
| Free access to online courses  Search regularly for new courses and new start dates | <https://www.mooc-list.com/> |