|  |  |
| --- | --- |
| **Minor Award Name** | **Work Experience** |
| **Minor Award Code** | **3N0587** |
| **Level** | **3** |

**Suggested resources to support delivery:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Principles underpinning work experience | Website | Good information on preparing for job-search, guiding principles and practical advice on getting organised. | Careersportal | <https://careersportal.ie/work_employment/finding_jobs.php?parent=17&ed_sub_cat_id=41#.WXDKuvldVp5> |
|  | Website | The Working for Work publication on this site provides useful information on the following topics:   * Social Welfare Payments * Coping with Poverty * Looking for Work * Welfare to Work * Income Tax and Social Insurance * Training and Education Options * Finding information | INOU | <https://www.inou.ie/workingforwork21/> |
| List of local employers | Website | Use this site to compile a list of local employers by refining your search by sector and location. | IDA Ireland | <http://www.idaireland.com/business-in-ireland/company-listing/> |
| Website | A list of the top performing companies broken down by industry type e.g. Food, Transport, Pharma etc | The Irish Times Top 1000 | <http://www.top1000.ie/> |
| Website | The Employer Profiles section provides information on a range of organisations and gives the learner some insight into what it would be like to work within the sector | Careersportal | <https://careersportal.ie/organisations/index.php#.WXsx8fldVp4> |
|  | Website | This site provides information on volunteering and is a point from which to access local organisations and employers offering volunteer opportunities | Volunteer Ireland | <https://www.volunteer.ie/> |
| Personal Profile | PDF | Very useful pack containing resources for CV (pg4) and cover letter (pg6)creation, detail on completing applications, interview tips and general information on schemes, supports(pg18) and jobsites. | Intreo | <https://www.welfare.ie/en/downloads/Jobseeker-Pack.pdf> |
| Website | CV creation – tips, samples and an online CV template | Europass | <http://www.europass.ie/europass/euro_cv.html> |
| Website | This site offers a number of CV templates for applicants at different levels as well as tips on how to write a professional CV | Recruit Ireland | <https://www.recruitireland.com/> |
| Planning for work experience | Website | Each learner can register on careersportal and complete online personality and career profilers – use these to identify a work placement to match their own personal profile | Careersportal | <https://careersportal.ie/careerplanning/self_assessment.php?parent=11&ed_sub_cat_id=14#.WXCx8fldVp4> |
| PDF | A self-assessment questionnaire to identify work values | Careersportal | <https://careersportal.ie/pdfs/ValuesQ.pdf> |
| Website | A resource pack that includes a section on: **Work:** rights and entitlements of employees, minimum age for working, paying tax,  payslips, problems in the workplace. | Citizensinformationboard.ie | <http://www.citizensinformationboard.ie/downloads/training/rights_entitlements_young_people_2010.pdf> |
| Prepare a personal learning plan | Website | This American website has a Career Awareness section with several beneficial worksheets covering topics topics such as Skills Identification, Goal Setting and Job Values | National College Transition Network | <http://www.collegetransition.org/publications.icacurriculum.handouts.html> |
| Website | In the Career Skills section of this site there is a downloadable skills worksheet which helps the learner to list their skills and identify areas that need development | Careersportal | <https://careersportal.ie/careerskills/index.php> |
| Participate in a short work placement | Website | This TY resources page includes a useful daily log to record work placement details, duties, skills learned, challenges etc | Tytpn.ie | <http://www.tytpn.ie/work-experience.html> |
| Video | “Front Desk First Impressions” - A video demonstrating how not to behave in the work place – covers customer interactions, timekeeping and hygiene issues | YouTube - [https://yt3.ggpht.com/-3qEJ4IDk4SM/AAAAAAAAAAI/AAAAAAAAAAA/KVa-wyF_AK4/s88-c-k-no-mo-rj-c0xffffff/photo.jpg](https://www.youtube.com/user/EducationalInstitute)  [Educational Institute](https://www.youtube.com/channel/UC2gAx7ka2rtqlTZiWsErF0g)  Published on Aug 4, 2010 | <https://www.youtube.com/watch?v=s3aR3yP4aKg> |
| Video | This YouTube video, “Daniel Radcliffe Was Our Receptionist for an Hour”, works well when highlighting the importance of being prepared for your placement and familiar with the duties expected of the role. | YouTube [NYLON Video](https://www.youtube.com/channel/UCsXb1jdMa3ybPw4eiT_2g-A)  Published on Jul 15, 2015 | <https://www.youtube.com/watch?v=qM2uXBcfLCs> |
| Health Safety & Personal Hy**g**iene | PDF | This resource focuses on health and safety for students in the workplace and is divided into six units. It contains handy worksheets that facilitate individual or group work. | HSA | <http://www.hsa.ie/eng/Education/Teacher_Support_and_Classroom_Resources/Choose_Safety_Programme_-_Senior_Cycle/Choose_Safety_Students_Workbook.pdf> |
| PDF | The teacher’s text supports the workbook and provides guidelines for each unit. | HSA | <http://www.hsa.ie/eng/Education/Teacher_Support_and_Classroom_Resources/Choose_Safety_Programme_-_Senior_Cycle/Choose_Safety_Teachers_Text.pdf> |
| PDF | A teacher’s guide compiled for students embarking on work experience | HSA | <http://www.hsa.ie/eng/Publications_and_Forms/Publications/Safety_and_Health_Management/work_experience.pdf> |
| Demonstrate a range of personal interactions | Book | Effective Communication - A beneficial communication resource for teachers which looks at one to one and group interactions in a personal and work related setting | **ISBN:** 9780717159765  Nicholas Harvey | <http://www.gilleducation.ie/communications/communications/effective-communication> |
| Video | This and other ‘Tripp and Tyler’ videos focus on different aspects of communication & technology – email, conference call. They communicate the message in an entertaining and humorous way. | YouTube  [Tripp and Tyler](https://www.youtube.com/channel/UC310aJFjr6Gn9mGZjMZ2VTQ)  Published on Apr 7, 2015 | <https://www.youtube.com/watch?v=HTgYHHKs0Zw> |
| Video | Interviews with two employers who provide beneficial tips on how to communicate verbally and non-verbally in an interview situation | YouTube - [carrdigitalmedia](https://www.youtube.com/channel/UCgu6hI7s9aiwGYHF-clGznw)  Published on Feb 19, 2009 | <https://www.youtube.com/watch?v=qPhcJC-2oJM> |
| Employer procedures and quality standards in the workplace | PDF | Two sections in this PDF are relevant – Make the Most of Your Work Placement and Benefits of Work Placement to Students | UCC | <https://www.ucc.ie/en/media/support/careers/workplacement/AHECSWorkPlacement-ABestPracticeGuideforStudents.pdf> |
| PDF | Top 10 employability Skills | University of Exeter | <https://www.exeter.ac.uk/ambassadors/HESTEM/resources/General/STEMNET%20Employability%20skills%20guide.pdf> |
| Link | What employers expect from you in the workplace | Article by [Penny Loretto](https://www.thebalance.com/penny-loretto-1986273)  Updated October 14, 2016 | <https://www.thebalance.com/workplace-etiquette-what-do-employers-expect-1986761> |
| General | Book | Work Experience Level 5 - Very useful teacher resource – while it is targeting a higher level, it covers many areas such as employability skills, cv preparation that would be applicable to level 3 | Arlene Douglas and Séamus O'Neill  ISBN:978071715970 | <http://www.omahonys.ie/v2/work-experience-fetac-level-5-4th-edition-p-391432.html> |
| General | Book | Finding Your Element – discovering your talents and passions. Good tutor resource. Beneficial for learners trying to identify a future career or changing direction | Ken Robinson ISBN:9780670022380 | <https://www.amazon.com/Finding-Your-Element-Discover-Transform/dp/0143125516> |

**Useful Organisations:**

|  |  |
| --- | --- |
| **Name** | **Contact Information** |
| Careers Portal | [www.careersportal.ie](http://www.careersportal.ie) |
| Europass | [www.europass.ie](http://www.europass.ie) |
| INOU | [www.inou.ie](http://www.inou.ie) |
| SOLAS | [www.solas.ie](http://www.solas.ie) |
| Education and Training Boards Ireland | [www.etbi.ie](http://www.etbi.ie) |
| IDA | [www.idaireland.com](http://www.idaireland.com) |

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