If you have suggested additions, or you find that some links are not working, please email resourcelist@fess.ie

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| --- | --- |
| **Minor Award Name** | **Career Planning** |
| **Minor Award Code** | **4N1109** |
| **Level** | **4** |

**Suggested resources to support delivery:**

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| --- | --- | --- | --- | --- |
| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Careers Portal Ireland’s leading career guidance website | Website | Careers portal gives a comprehensive guide to individuals seeking advice in career planning ranging from secondary students, parents & guardians, college students, adult education students and also for career guidance professionals. Areas include career planning, self assessment, looking for jobs, interview planning and videos to view on interviews, courses, study skills, sector profiles, work experience and cv preparation. Over 5 million people have used this site as part of a research tool.  | Careers Portal | [www.careersportal.ie](http://www.careersportal.ie) |
| Jobs.ac.uk | e-book |  A straightforward e-book containing 11 steps to ensure career planning and setting goals is made easy. This ebook will help review your goal, get smarter goals (using the SMART analysis), explore your options, like your current job and prime yourself for job hunting. Each step is clearly explained with a checklist to finish.  | Jobs.ac.uk  | <http://www.jobs.ac.uk/media/pdf/careers/resources/career-planning-ebook.pdf> |
| Gradireland – careers report | Website | A useful device in career planning which will help you find your strengths and skills and guide you in the right direction. To be used on desktop and laptop for best visual display. The questionnaire takes approximately 30 mins but does not need to be completed at once.  | Gradireland | <https://gradireland.com/careers-report> |
| What color is your parachute? | Book | A practical manual for job hunters and career changers. This book covers all relevant areas of job hunting, how to deal with negativity, CV & covering letters, interviews, salary negotiation, how to choose a new career when necessary, how to start your own business, entering the world of 50+.  | Richard N. Bolles | Supplementary reading available on [www.jobhuntersbible.com](http://www.jobhuntersbible.com) This book can be purchased at the following link (GBP £14.99/€18.96): [https://www.amazon.co.uk/What-Color-Your-Parachute-2016/dp/160774662X/ref=sr\_1\_1?ie=UTF8&qid=1462994442&sr=8-1&keywords=what+color+is+your+parachute](https://www.amazon.co.uk/What-Color-Your-Parachute-2016/dp/160774662X/ref%3Dsr_1_1?ie=UTF8&qid=1462994442&sr=8-1&keywords=what+color+is+your+parachute) |
| Qualifax – The national learners database | Website | For individuals who are choosing courses for the first time or changing courses. A comprehensive guide to further and higher education courses. Other useful information on grants and event calender guides.  | Qualifax | [www.qualifax.ie](http://www.qualifax.ie)  |
| [www.alison.com](http://www.alison.com)A Free online learning website with an extensive range of courses available.  | Website | A free online learning website where students can avail of career development courses and modules which cover job search skills, time management, personal success and plan your career.  | Alison | [www.alison.com](http://www.alison.com) |
| 5 tips to help you plan a career change in 2016 | Article | 5 tips to help you plan a career change in 2016 – A positive themed article based on the proposed recruitment surge as reported in the ‘Manpower employment outlook survey’. This article outlines the 5 key areas that are important when career planning or changing career.  | Cara O’LearyThe Journal | <http://www.thejournal.ie/readme/jobs-outlook-ireland-2646904-Mar2016/> |
| 6 Job hunting tips – your game plan to get your next job | Article | This article focuses on what the author describes as the game plan needed in order to score your next job. 6 useful points that encourages planning, social media and patience.  | Fiona Joyce | <http://www.sigmarrecruitment.com/6-job-hunting-tips-your-game-plan-to-get-your-next-job/>  |
| Welcome to the real world | Book | A practical and comprehensive guide from a young author on how to find your place within the workplace, perfecting your work and turning your job into your dream career.  | Lauren Berger | Additional reading available at [www.internqueen.com](http://www.internqueen.com) This book can be purchased at the following link GBP £10.99/€13.90: [https://www.amazon.co.uk/Welcome-Real-World-Finding-Perfecting/dp/0062307304/ref=sr\_1\_1?ie=UTF8&qid=1462994662&sr=8-1&keywords=welcome+to+the+real+world+lauren](https://www.amazon.co.uk/Welcome-Real-World-Finding-Perfecting/dp/0062307304/ref%3Dsr_1_1?ie=UTF8&qid=1462994662&sr=8-1&keywords=welcome+to+the+real+world+lauren) |
| Be your own life coach | Book | A book based on life coaching with sections covering personal development, self-assessment and finding work that you enjoy. (Chapter 6 & 7) | Fiona Harrold | This book can be purchased at the following link GBP £9.98/€12.62: [https://www.amazon.co.uk/Be-Your-Own-Life-Coach/dp/0340770643/ref=sr\_1\_1?ie=UTF8&qid=1462994806&sr=8-1&keywords=be+your+own+life+coach](https://www.amazon.co.uk/Be-Your-Own-Life-Coach/dp/0340770643/ref%3Dsr_1_1?ie=UTF8&qid=1462994806&sr=8-1&keywords=be+your+own+life+coach) |
| Effective Communication 4th edition | Book | This book covers communication modules while focusing on the four main skills of communication - listening speaking, reading and writing. The book also covers areas of letter writing, speaking skills, dialogue and negotiation, interviews group meetings and oral presentations.  | Nicolas Harvey | This book can be purchased at the following link €19.50: <http://www.easons.com/p-3085987-effective-communication.aspx> |
| Be the captain of your career | Book | A useful guide which describes the top ten mistakes made in job hunting and career planning, resume secrets and recession proof careers.  | Jack Molisani | This book can be purchased at the following link: GBP £11.29/€14.27 [https://www.amazon.co.uk/Be-Captain-Your-Career-Advancement/dp/0962709026/ref=sr\_1\_1?ie=UTF8&qid=1462995465&sr=8-1&keywords=be+the+captain+of+your+career](https://www.amazon.co.uk/Be-Captain-Your-Career-Advancement/dp/0962709026/ref%3Dsr_1_1?ie=UTF8&qid=1462995465&sr=8-1&keywords=be+the+captain+of+your+career) |
| Career Planning – 3rd Edition | Book | The book's main emphasis is based on planning. A majority of the book is focused on helping readers figure out how to find rewarding work that they have a passion for as opposed to the specifics of job hunting.  | Dave EllisStan LankowitzEd StupkaDoug Toft | This book can be purchased at the following link: GBP £ 62.91/€79.55[https://www.amazon.co.uk/Career-Planning-Third-Ellis-2003-01-06/dp/B01A64FYKU/ref=sr\_1\_1?ie=UTF8&qid=1462995610&sr=8-1&keywords=career+planning+3rd+edition+dave+ellis](https://www.amazon.co.uk/Career-Planning-Third-Ellis-2003-01-06/dp/B01A64FYKU/ref%3Dsr_1_1?ie=UTF8&qid=1462995610&sr=8-1&keywords=career+planning+3rd+edition+dave+ellis) |
| Think Career! | Book | A guide from a young person’s idea of career planning. A guide for students and young adults using a workshop style approach.  | Nicola M Quarles Thomas | This book can be purchased at the following link:£6.66/8.42[https://www.amazon.co.uk/Think-Career-Young-Persons-Planning/dp/1466922885/ref=sr\_1\_2?ie=UTF8&qid=1462995695&sr=8-2&keywords=think+career+%21](https://www.amazon.co.uk/Think-Career-Young-Persons-Planning/dp/1466922885/ref%3Dsr_1_2?ie=UTF8&qid=1462995695&sr=8-2&keywords=think+career+%21) |
| Career Decisions Ireland | Website | Career decisions ireland was set up in 1994 and have many large clients like Thompson Reuters Corporation, ESB, Wyeth, Ballygowan and many more. Reading material and information on the website on a range of services including coaching, career transition, outplacement and development centres.  | Career Decisions Ireland Dublin and Limerick.  | [www.careerdecisions.ie](http://www.careerdecisions.ie) |
| Job hunting archives from Irishjobs.ie | Website | A frequently updated list of company recruitment open days, information days for job hunters and other useful events and information for job hunters. | Irish Jobs | [www.irishjobs.ie/careeradvice/job-hunting/](http://www.irishjobs.ie/careeradvice/job-hunting/)  |
| Recruit Ireland – A leading irish recruitment company | Website | A leading irish recruitment company with a search engine to view exitising jobs within Ireland the U.K and overseas. The company have a lot of large company clients including Bord Gais, Aldi, Apple, Supervalu etc | Recruit Ireland | [www.recruitireland.com](http://www.recruitireland.com)  |
| Job readiness is just as important as students' academic success  | Article | An article based on the importance of early career planning & how they are introducing career education within courses.  | Tim Dodd | <http://www.afr.com/leadership/management/business-education/job-readiness-is-just-as-important-as-students-academic-success-says-deakin-uni-20160323-gnq1mg>  |
| Advice for all jobseekers | Article | An article based on job hunting to suit everyone – new graduates, an individual in the same job for years and someone going back into the workplace. | Áilín Quinlan  | <http://www.irishexaminer.com/lifestyle/features/job-hunting-heres-some-expert-advicefor-every-kind-of-jobseeker-309055.html> |
| Information on social media while an individual is job hunting | Website  | An article based on the importance of social media to create a positive or negative opinion for potential employers. How to use social media to your advantage as a jobseeker.  | Hays recruiting experts worldwide | <http://www.hays.ie/career-advice/how-is-your-job-hunting-on-social-media-1200974> |
| The job hunters guide. Career development information and resources | Website | A job hunting website with updated articles and information for all types of job seekers. Topics include barriers to employment, cover letter writing, putting together an effective C.V, development and communications skills within interviews.  | The jobhuntersguide.com  | <http://thejobhuntersguide.com/> |
| BDO recruitment – hints and tips to help in the hunt for the next job.  | Website | A compilation of useful blog posts development by recruitment professionals, topics include career gaps, overseas recruitment, personal stories and experiences from job seekers,  | BDO Recruitment | <http://bdorecruitment.com/category/job-hunting/> |
| Taking charge of your career.  | Book | A career planning guide to include the theories of occupational choice, theories of career development, the changing world of work, personal preferences and cultural choices and personal work values.  | Robert D Lock | This book can be purchased at the following link: GBP £24.99/€31.60[https://www.amazon.co.uk/Taking-Charge-Career-Direction-Planning/dp/0534340008/ref=sr\_1\_1?ie=UTF8&qid=1462995879&sr=8-1&keywords=taking+charge+of+your+career+robert+d+lock](https://www.amazon.co.uk/Taking-Charge-Career-Direction-Planning/dp/0534340008/ref%3Dsr_1_1?ie=UTF8&qid=1462995879&sr=8-1&keywords=taking+charge+of+your+career+robert+d+lock) |
| Planning your career in a week | Book | Start planning your career in 7 steps which includes a daily task for 7 days to include what kind of job would you enjoy, what are you good at, identifying career options, collecting information, making choices, taking 1st steps and combining all steps.  | Charles Jackson and Wendy Hirsh | This book can be purchased at the following link: GBP £7.99/€10.10[https://www.amazon.co.uk/Planning-Your-Career-Week-Simple/dp/147360849X/ref=sr\_1\_1?ie=UTF8&qid=1462995991&sr=8-1&keywords=planning+your+career+in+a+week+charles+jackson](https://www.amazon.co.uk/Planning-Your-Career-Week-Simple/dp/147360849X/ref%3Dsr_1_1?ie=UTF8&qid=1462995991&sr=8-1&keywords=planning+your+career+in+a+week+charles+jackson) |
| Career planning – How much time and effort do you invest in it? | Article | Article based on how to develop a solid career plan including self-assessment, options, goals, develop plans, review and adjusting plans. | saycampuslife.com | <http://www.saycampuslife.com/2016/04/22/career-planning-how-much-time-and-effort-do-you-really-invest-in-it/> |

**Useful Organisations:**

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| --- | --- |
| **Name** | **Contact Information** |
| Quality and Qualifications Ireland | [www.QQI.ie](http://www.QQI.ie)  |
| Department of Social Protection | <https://www.welfare.ie/en/downloads/Jobseeker-Pack.pdf> |
| Citizens Information | <http://www.citizensinformation.ie/en/> |
| HSE | <https://pnd.hseland.ie/corp/publications/ohmpublications/newsletter/20040504090514.html> |
| Further Education Support Services | [www.FESS.IE](http://www.FESS.IE)  |
| FÁS | [www.fas.ie](http://www.fas.ie)  |

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| **MOOCs (Massive Online Open Courses)** |
| Free access to online coursesSearch regularly for new courses and new start  | <https://www.mooc-list.com/> |
| Trinity College Dublin | <https://www.tcd.ie/OnlineEducation/free-online-course/> |
| Saol Oibre | [www.saoloibre.ie](http://www.saoloibre.ie) |
| Jobs.ie | <http://www.jobs.ie/> |