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| **Minor Award Name** | Work Experience |
| **Minor Award Code** | 5N1356  |
| **Level** | 5 |

**Suggested resources to support delivery:**

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| --- | --- | --- | --- | --- |
| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Examine work organisations | * Website
* App
* PDF
 | * Gives reviews and insights into a wide variety of organisations. Glassdoor holds a growing database of more than 8 million company reviews, CEO approval ratings, salary reports, interview reviews and questions, benefits reviews, office photos and more.
* Overview of regional labour markets
 | * Glassdoor
* Ivica Milićević Skills and Labour Market Research Unit, SOLAS
 | * [www.glassdoor.ie](http://www.glassdoor.ie)
* <http://www.glassdoor.com/apps.htm>
* <http://www.skillsireland.ie/Publications/2015/Regional-LM-Bulletins-2015-Web-Presentation-PDF1.pdf>
 |
| Examine personal career opportunities | * Website
* Website
 | * This website will help when making important decisions in life such as choosing a major, graduate program, or which job offer to accept
* Choosing a career
 | * Kent State University
* Qualifax
 | * <http://www.kent.edu/career/quick-career-decision-maker>
* <http://www.qualifax.ie/index.php?option=com_content&view=article&id=39&Itemid=39>
 |
| Key challenges and opportunities facing of employment | * Website
* Website
* PDF
 | * An understanding of globalisation and the effect it has on trade/economies/employment
* The Changing World of Work
* The Economic Implications of Demographic Change
 | * Sunny Levin Institute
* Careers Portal
* A Report Commissioned by the Department of Social and Family Affairs
 | * <http://www.globalization101.org/what-is-globalization/>
* <http://www.careersportal.ie/work_employment/index.php?parent=12&ed_sub_cat_id=15#.VjD5M_ntlHw>
* <http://www.welfare.ie/en/downloads/psrreport1.pdf>
 |
| Health, safety and welfare at work | * Online Document
* Website
 | * Safety, Health and Welfare Act 2005 (No. 10 of 2005)
* Summary of the Safety, Health and Welfare at Work Acts 2005 and 2010
 | * Published by the Health and Safety Authority
* Citizen Information Centre
 | <http://www.hsa.ie/eng/Legislation/Acts/Safety_Health_and_Welfare_at_Work/Safety_Health_and_Welfare_at_Work_Act.html#regulations> <http://www.citizensinformation.ie/en/employment/employment_rights_and_conditions/health_and_safety/health_safety_work.html>  |
| Equality legislation | * Online Document
* Website
 | * Employment Equality Acts 1998 to 2011
* Summary of Equality in the workplace
 | * Published by the Office of the Attorney General
* Citizen Information Centre
 | <http://www.irishstatutebook.ie/> <http://www.citizensinformation.ie/en/employment/equality_in_work/equality_in_the_workplace.html>  |
| Union representation | Website | For a full run down of all trade unions in Ireland and how to join | Irish Congress of Trade Unions | <http://www.ictu.ie/>  |
| Regulations relating to pay | Website | A breakdown of pay and employment:* Pay slips
* Minimum rates of pay
* P45 and P50 certificates
* When you regularly paid late
* Leaving work without being paid
* Taxation of benefits from employment
* How your income tax is calculated
* Employee share option schemes
* Help with low pay
 | Citizen Information Centre | <http://www.citizensinformation.ie/en/employment/employment_rights_and_conditions/pay_and_employment/>  |
| Personal and vocational skills audit  | Worksheets | Comprehensive worksheets that will allow learners to target their educational needs to their experiences, skills, values and interests. | * National College Transition Network
* Careersportal
 | * <http://collegeforadults.org/career/self.html>
* <http://www.careersportal.ie/pdfs/careerskills.pdf>
 |
| Career plan for a specific vocational area | * YouTube Video
* Website
 | * A video that shows how to plan and manage your life, learning and work
* A series of easy-to-follow steps to guide you as you explore options, gather information and make decisions and plans
 | * LCETB AEIGS
* Maynooth University Career Development Centre
 | * [www.youtube.com/watch?v=\_TXsuEeoJ4M](http://www.youtube.com/watch?v=_TXsuEeoJ4M)
* <https://www.maynoothuniversity.ie/careers/discover-your-career>
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| Goals and action points for the period of work experience | Website | How to set short, medium and long term goals | Mindtools.com | <https://www.mindtools.com/page6.html>  |
| CVs and Cover Letters | * Booklet
* Websites
 | * This Jobseeker Information booklet tells you about our supports and services that can help you in your job search.
* These websites have tips, advice and sample CVs and Cover Letters which you can adapt to create your own CV or Cover Letter.
 | www.welfare.ie | * <http://www.welfare.ie/en/downloads/jobseeker-pack.pdf>
* <http://career-advice.monster.ie/>
* [www.cvtips.com](http://www.cvtips.com)
* [www.ec.europa.eu/eures/home.jsp?lang=en](http://www.ec.europa.eu/eures/home.jsp?lang=en)
* [www.europass.ie](http://www.europass.ie)
* [www.jobsearch.about.com](http://www.jobsearch.about.com)
* [www.recruitireland.com](http://www.recruitireland.com)
 |
| Job-finding skills | * Website
* Worksheet
* Calendar of Career Events
* Social Media
* Website
* Book
 | * This page presents tips on how to prepare for a job search, how be organised, how to find vacancies and prepare for the interview
* Tips on how to network
* List of Career Events that occur throughout Ireland
* Create a profile on LinkedIn
* 7 steps needed to prepare for an interview
* Interview skills
 | * Careersportal
* [acdp.pt](http://www.acdp.pt)
* Institute of Guidance Counsellors
* LinkedIn
* Princeton University
* Ultimate Interview by Lynn Williams
 | * <http://www.careersportal.ie/work_employment/finding_jobs.php?menu_parent_id=1000&parent=17&ed_sub_cat_id=45#.VjNg1vntlHw>
* <http://www.acdp.pt/wp-content/uploads/2013/07/Networking-Worksheet.pdf>
* [http://portalvhdszk590m4v4m89d.blob.core.windows.net/attachments/-01\_Event\_Details+3.9.15+pdf.pdf](http://portalvhdszk590m4v4m89d.blob.core.windows.net/attachments/-01_Event_Details%2B3.9.15%2Bpdf.pdf)
* [www.linkedin.com](http://www.linkedin.com)
* <https://careerservices.princeton.edu/undergraduate-students/interviews-offers/preparing-interviews>
* [www.koganpage.com](http://www.koganpage.com)
 |
| Contractual arrangements | Website | Legal requirements of an employment contract | IBEC | <https://www.ibec.ie/IBEC/ContractOfEmployment.nsf/vPages/Contract_of_Employment~legal-requirements?OpenDocument>  |
| Participate effectively in work experience  | * Website
* Journal
 | * Tips on how to get the most from Work Placement
* Sample journals/templates
 | * Spunout
* Professional Development Service for Teachers
 | * <http://spunout.ie/opinion/article/work-experience>
* <http://www.pdst.ie/node/2836>
 |
| Effective communication skills in the workplace  | PowerPoint | A PowerPoint Presentation on the importance of communication skills and interpersonal skills in the work place.  | Student Counselling, Trinity College Dublin | <http://webcache.googleusercontent.com/search?q=cache:tpUQ_IIMwt8J:https://www.tcd.ie/Student_Counselling/student-learning/assets/docs/old/Interpersonal%2520Skills%2520Presentation.ppt+&cd=5&hl=en&ct=clnk&gl=ie>  |
| Reflect on workplace experiences | PDF | The steps that one should take when reflecting on a particular experience | Queen Margaret University Edinburgh | <http://www.qmu.ac.uk/els/docs/Reflection.PDF>  |
| Explore options in light of work experience | Website  | * Understand Quality and Qualifications Ireland
* Look up the course search database
* Search for jobs
 | * QQI
* Qualifax
* IrishJobs.ie
 | * <https://qhelp.qqi.ie/learners/>
* <http://www.qualifax.ie/>
* <http://www.irishjobs.ie/>
 |
| Work Experience Level 5 | Book | Guides the learner through all stages of work experience, from preparation to portfolio presentation | Arlene Douglas & Seamus O’Neill | [www.gilmacmillan.ie](http://www.gilmacmillan.ie)  |

 **Useful Organisations:**

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| **Name** | **Contact Information** |
| Obair – The Local Employment Service Network | [www.localemploymentservices.ie](http://www.localemploymentservices.ie) |
| Solas – The Further Education and Training Authority | [www.solas.ie](http://www.solas.ie)  |
| Intreo - Services and supports to assist in your job search  | [www.welfare.ie](http://www.welfare.ie) |

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

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| **Level** | 5 |

**Suggested resources to support delivery:**

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| --- | --- | --- | --- | --- |
| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| General | Book | Essential reading for the teacher, this book covers all of the learning outcomes relating to Level 5 Work Experience allowing the teacher to deliver the module sequentially.Updated handbook for students for use and reference during their work placement as part of their Work Experience module. | By Arlene Douglas and Séamus O'NeillPublished by Gill & Macmillan | <http://www.gillmacmillan.ie/work-experience/work-experience/the-essential-work-experience-handbook-3rd-edition><http://www.gillmacmillan.ie/work-experience> |
| General | Workbook | Presented in electronic format, this workbook enables learners to present all aspects of the Level 5 Work Experience module in a clear format | Published by Classroom Guidance | <http://www.classroomguidance.ie/workExperienceFETACLevel5.html> |
| Identification of types of work organisations  | Website | A breakdown of the role and functions of employment organisations in Ireland.  | Code of Practice for Good Governance of Community, Voluntary and Charitable Organisations in Ireland. | <http://www.governancecode.ie/organisation-types.php> |
| Identification of personal career opportunities in a particular vocational area | Website | The Careers Portal offers a clear outline of the types of career opportunities in Ireland. This website also offers access to a range of facilities including: self -assessment, advice, aptitude tests and job listings. This site offers learners the opportunity to sign up in order to create a learner career file. | Careers Portal - Ireland | <http://www.careersportal.ie/work_employment/employment_types.php#.ViOVXW7hLwA> |
| Identification of job-finding opportunities | Website | Comprehensive job listing broken down into career categories. | Indeed.com | [http://ie.indeed.com/jobs?matchtype=b&network=g&device=c&devicemodel=&creative=37137399095&keyword=%2Bcareers%20in%20%2Bireland&placement=&param1=&param2={param2%29&random=16202250386592405655&aceid=&adposition=2o1&gclid=CIKlobKPzMgCFeF02wod-ZQLTg](http://ie.indeed.com/jobs?matchtype=b&network=g&device=c&devicemodel=&creative=37137399095&keyword=%2Bcareers%20in%20%2Bireland&placement=&param1=&param2=%7bparam2%29&random=16202250386592405655&aceid=&adposition=2o1&gclid=CIKlobKPzMgCFeF02wod-ZQLTg) |
| How to construct a curriculum vitae or personal statement letter of application.  | Website | Step by step guide with sample CVs and cover letter | How2become is the UK’s leading career specialist | <https://www.how2become.com/resources/ultimate-guide-to-building-a-cv/> |
| Analysis of key challenges and opportunities facing a work organisations | Website | This website looks at the changing nature of work and focuses on the key pointers competition from the global Market place and the need for up-skilling in order to remain valid in the chosen employment sector | Careers Portal – Ireland | <http://www.careersportal.ie/work_employment/index.php#.ViOfdG7hLwA> |
| Analysis of key challenges and opportunities facing a work organisations | Web Article | Government approach to enhancing the competitiveness of the Irish Economy in order to stimulate job creation.  | Review of Irelands Action plan for JobsOECD | <http://www.oecd.org/ireland/Ireland-action-plan-for-jobs-review.pdf> |
| Analysis of the key challenges and opportunities facing work organisations  | Web Article | The youth.ie website looks at the opportunities and challenges facing young people who wish to enter the workplace. |  | <http://www.youth.ie/sites/youth.ie/files/Youth_Unemployment_in_Ireland_web.pdf> |
| Identification of the basic rights and responsibilities of employees and employers  | Website | Employers' obligations and employees' rights are clearly explained on the Citizens Information website.This site covers, for example:* Equality legislation
* Contracts and terms of employment
* Health and safety in the workplace.
 | Citizens Information Board | <http://www.citizensinformation.ie/en/employment/employment_rights_and_conditions/employment_rights_and_duties/employer_obligations.html> |
| Identification of existing skills and preparation of a career plan  | Website | Information on how to compile a personal and vocational skills audit and career plan including goals and action points for the period of work placement. |  | [www.fetacresources.com](http://www.fetacresources.com) |
| Exploration of options for progression to further and higher education and training  | Website | This user friendly website enables learners to identify their personal skills and abilities in relation to applying to further and higher education and training colleges.  |  | ([www.ncca.ie)](http://www.ncca.ie) |
| Exploration of options for progression to further and higher education and training | Website | This comprehensive website enables learners to search for future study courses. Login details are required for some aspects of this site.  |  | <http://www.careersportal.ie/ed_training/index.php#.ViYbtsk8D2A> |
| Exploration of options for progression to further and higher education and training | Website | The Qualifax website enables learners to access information on further and higher education and training courses and to assist the learner in making informed choices. |  | <http://www.qualifax.ie/index.php?option=com_wrapper&view=wrapper&Itemid=15> |

 **Useful Organisations:**

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| --- | --- |
| **Name** | **Contact Information** |
| Youth.ie | <http://www.youth.ie/sites/youth.ie/files/Youth_Unemployment_in_Ireland_web.pdf> |
| Citizens Information | <http://www.citizensinformation.ie/> |
| Careers Portal – Ireland | <http://www.careersportal.ie/work_employment/index.php#.ViOfdG7hLwA> |
| Qualifax | <http://www.qualifax.ie/index.php?option=com_wrapper&view=wrapper&Itemid=15> |

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