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| **Minor Award Name** | Work Practice |
| **Minor Award Code** | 6N1947 |
| **Level** | 6 |

**Suggested resources to support delivery:**

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| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Organisational Structure | Website articlePresentation | This presentation outlines the different types of options open to employees.This presentation details the structure of an organisation and focuses on the role of individuals in organisations. | Careers Portal[Sarah Smit](https://www.youtube.com/channel/UCOkCX6vtB8LLgsIZoTWJekA) | <http://www.careersportal.ie/work_employment/employment_types.php#.VkSs5tLhDZ4> <https://www.youtube.com/watch?v=eU55cdqHv44&noredirect=1>  |
| SWOT Analysis | PresentationPdf guide with examples of SWOT  | This presentation outlines what a SWOT analysis is and the reasons for conducting a SWOT analysis.This guide identifies some of the keys areas that could feature in a SWOT analysis. | Richard JonesCentre for Business Planning | <http://www.slideshare.net/RichardJones6/week-10-swot-pestel?qid=3d0c13d4-f8c0-4365-a2b4-a4f504af750a&v=default&b=&from_search=2> <http://www.businessplantool.org/Dokumenti/SWOT%20analysis.pdf>  |
| Employment Legislation  | Website articles & pdf guides to legislation  | * Legislation relating to the workplace

Health and Safety: Health, Safety and Welfare at Work Act 2005* Employment Equality Acts 1998-2011
* Equality Status Act 2004/2008
* Disability Discrimination Act 2005
* National Minimum Wage Act 2000
* Terms of Employment (Information) Act 1994
* Unfair Dismissals Acts (1977-2007)
* Data Protection Acts 1988 and 2003
* Freedom of Information
* Codes of Practice
* Employment Regulation Orders (EROs)

Workplace rights of Interns | Department of Jobs, Enterprise and InnovationSIPTUCitizens InformationHealth and Safety AuthorityCitizens InformationDepartment of Justice and Law ReformCitizens InformationCitizens InformationDepartment of Jobs, Enterprise and InnovationData Protection CommissionerDepartment of Public Expenditure and Reform Department of Jobs, Enterprise and InnovationCitizens InformationICTU | <https://www.workplacerelations.ie/en/><http://www.siptu.ie/services/legalrightsunit/relevantlegislation/> <http://www.citizensinformation.ie/en/employment/employment_rights_and_conditions/health_and_safety/health_safety_work.html><http://www.hsa.ie/eng/Legislation/Acts/Safety_Health_and_Welfare_at_Work/><http://www.citizensinformation.ie/en/employment/equality_in_work/equality_in_the_workplace.html> <http://www.justice.ie/en/JELR/DisabilityAct05Guide.pdf/Files/DisabilityAct05Guide.pdf><http://www.citizensinformation.ie/en/employment/employment_rights_and_conditions/pay_and_employment/pay_inc_min_wage.html><http://www.citizensinformation.ie/en/employment/employment_rights_and_conditions/contracts_of_employment/contract_of_employment.html> <https://www.workplacerelations.ie/en/Publications_Forms/Guide_to_the_Unfair_Dismissals_Acts.pdf><https://www.dataprotection.ie/documents/guidance/A_Guide_to_Your_Rights_web_version.pdf><http://foi.gov.ie/about/><https://www.workplacerelations.ie/en/Good_Workplace_Relations/codes_practice/> <http://www.citizensinformation.ie/en/employment/employment_rights_and_conditions/industrial_relations_and_trade_unions/employment_regulation_orders_and_registered_employment_agreements.html>http://www.ictu.ie/internrights/  |
| Employer organisations and representative bodies & trade unions | Websites | The main employer organisations in Ireland are Irish Business & Employers Confederation (IBEC), Construction Industry Federation (CIF), Society of the Irish Motor Industry, Irish Small & Medium Enterprise Association (ISME) and the Small Firms Association.The Irish Congress of Trade Unions (ICTU) is the umbrella organisation for the majority of Irish Trade Unions. | IBECCIFSIMIISMESFACitizens InformationIrish Congress of Trade Unions | <https://www.ibec.ie/><http://cif.ie/> <http://www.simi.ie/><http://isme.ie/> <http://www.sfa.ie/Sectors/SFA/SFA.nsf/vPages/Home?OpenDocument><http://www.citizensinformation.ie/en/employment/employment_rights_and_conditions/industrial_relations_and_trade_unions/trade_unions.html> <http://www.ictu.ie/about/affiliates.html>  |
| Skills for work - professionalism in the workplace | Template Website | Professionalism is defined as one's conduct at work. It starts with observing the policies and procedures of the employer. These are normally presented in an employee handbook. This template contains the key areas in a handbook. The website article offers key tips on professionalism in the workplace. | **Adare HRM****About.com** | <http://www.employerresources.ie/uploads/1/4/0/6/14069721/er_employee_handbook.pdf><http://careerplanning.about.com/od/workplacesurvival/a/professionalism.htm> |
| Skills for work - communicating in the workplace | BookPresentation | This book examines key personal skills and attitudes expected of an employee in the workplace.This presentation presents an overview of the importance of communications in the workplace. | Author: David LatonAuthor: Rajiv Baja | Developing Positive Workplace Skills and Attitudes<http://pptclub.blogspot.ie/2014/11/pptclub-organizational-communication-powerpoint-presentation.html>  |
| Skills for work - problem solving | WebsiteWorksheets and learner’s logs | This resource offers tips on problem solving for job-seekers. This guide is designed to support learners who want to practice and improve their problem-solving skills. It includes various problem-solving techniques, activities and worksheets that can assist learners in developing their skills. | University of Kent, Careers and Employment ServiceGovernment of Canada | <http://www.kent.ac.uk/careers/sk/problem-solving-skills.htm> <http://www.esdc.gc.ca/en/essential_skills/tools/problem_solved_employees_learners.page>  |
| Skills for work - setting goals and targets | Website articlePresentations | This general article offers tips on setting goals.These personal SWOT analysis presentations will assist learners in setting goals and in reviewing these goals and targets and support the feedback and appraisal process. | MindtoolsM Naga RajuRon Feher, | <https://www.mindtools.com/page6.html> <http://www.slideshare.net/lionnagaraju/swot-analysis-4924257?qid=b560939d-63d3-4db3-8a51-c60d8ba7247a&v=default&b=&from_search=2><http://www.slideshare.net/RonFeher/personal-swot-analysis?qid=b560939d-63d3-4db3-8a51-c60d8ba7247a&v=default&b=&from_search=1>  |
| Feedback and performance review | Website articlepdf Guides | These websites have resources that offer an overview of appraisals from the point of view of an employer. These should be viewed in association with personal goals and targets. | **Adare HRM**Advisory, Conciliation and Arbitration Service (UK) | <http://www.employerresources.ie/employee-appraisals.html><http://www.employerresources.ie/uploads/1/4/0/6/14069721/er_sample_performance_appraisal_form.pdf><http://www.acas.org.uk/index.aspx?articleid=2927>  |
| Reflective thinking  | Website & resources | This resource will help learners reflect on their learning and how to structure reflective writing in their learner’s journals. | Southampton Solent University | <http://mycourse.solent.ac.uk/mod/book/tool/print/index.php?id=2732> |
| Career Options | Websites | This list of websites from the National Centre for Guidance in Education will support learners in future career plans.This books outlines the steps for graduates in developing a career path and completing applications and job interviews. | National Centre for Guidance in EducationEoghan McDermott | http://www.ncgeadultguidance.ie/workbook/7-resources/73-educational-resources [www.careersportal.ie](http://www.careersportal.ie) <http://www.qualifax.ie/> The Career DoctorCurragh Press<http://communicationsclinic.ie/the-career-doctor-eoghan-mcdermott/> ISBN: 9781856079822 |

**Useful Books**

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| **Name** | **Author** | **Publisher** |
| Work Experience Level 5 | Arlene Douglas and Séamus O'Neill | Gill and Macmillian http://www.gillmacmillan.ie/work-experience/work-experience/work-experience-level-5ISBN: 9780717159710 |
| Work Practice and Experience in Childcare | Martina Coombes and Joanne Russell | <http://www.gillmacmillan.ie/work-experience/work-experience/work-practice--experience-in-childcare>**ISBN:** 9780717159789 |
| Work Experience Level 5 | Brian Comerford | http://www.classroomguidance.ie/workExperienceFETACLevel5.html |
| Job Search | Brian Comerford | http://www.classroomguidance.ie/jobsearch.html |
| Developing Positive Workplace Skills and Attitudes | David Laton | <http://www.lulu.com/shop/david-laton/developing-positive-workplace-skills-and-attitudes/paperback/product-2680298.html> |
| Work Placements – A Survival Guide for Students | Christine Fanthoma | Palgrave<http://www.palgrave.com/page/detail/work-placements---a-survival-guide-for-students-christine-fanthome/?k=9781403934345> ISBN 978140393434 |
| The Career Doctor | Eoghan McDermott | Curragh Press<http://communicationsclinic.ie/the-career-doctor-eoghan-mcdermott/> ISBN: 9781856079822 |
| Effective Communication | Nicholas Harvey | Gill and Macmillian <http://www.gillmacmillan.ie/communications> ISBN: 9780717159765 |
| English & Communications for Business Students | John Scott and Catherine Fox | Gill and Macmillian http://www.gillmacmillan.ie/communications-uniISBN: 9780717140343 |

**Other resources**

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| --- | --- |
| **Name** | **Contact Information** |
| Slideshare | <http://www.slideshare.net>  |
| Skillshare | <https://www.skillshare.com> |
| FETAC Resources | <http://www.fetacresources.com/fetacresources/> |

**Useful Organisations:**

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| **Name** | **Contact Information** |
| National Council for Curriculum and Assessment (NCCA) | [www.ncca.ie](http://www.ncca.ie)  |
| Quality and Qualifications Ireland (QQI) | <http://www.qqi.ie/>  |
| Further Education Support Service (FESS) | [www.fess.ie](http://www.fess.ie)  |
| Scoil Net | [www.scoilnet.ie](http://www.scoilnet.ie)  |
| Teachers CPD | <http://teachercpd.ie/>  |

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| **MOOCs (Massive Online Open Courses)** |
| Free access to online coursesSearch regularly for new courses and new start datesOnline courses delivered mainly by Universities and Colleges worldwide.Useful to search regularly for new courses and new start dates. Most courses are free. Charge often applies if assessment and certification is required.Provide excellent CPD for individuals or resources that can support teaching and learning. | What is a MOOC?<https://www.youtube.com/watch?v=eW3gMGqcZQc> Providers of MOOCse.g.<https://www.mooc-list.com/><https://www.coursera.org/> <https://www.udemy.com/><https://alison.com/><https://www.canvas.net/><http://www.lynda.com/><http://www.open.edu/><http://www.extension.harvard.edu/open-learning-initiative><https://www.uclaextension.edu/pages/search.aspx?c=free+courses><http://oyc.yale.edu/>  |