

Guidance Module - Session 4



What This Subject Is About

We will:

- Look at the Guidance Subject
- Look at the Learning Aims
- Look at the Key Assignments



Guidance - The Subject

It is made up of four units and completed over two years - typed up in session 4.

Unit 1: The Student & The World Of Work

Unit 2: The Student & One Particular Field Of Work

Unit 3: Information Building

Unit 4: Career Action Plan



Aim 1

- To become aware of your interests, skills and personality and your favourite fields of work.



Aim 2

- To see how your strengths relate to working life



Aim 3

- Identify areas of employment that suit you



Aim 4

- To find and use relevant careers information



Aim 5

- Develop an action plan in relation to your chosen career



Aim 6

- Through work experience increase awareness of your career interests



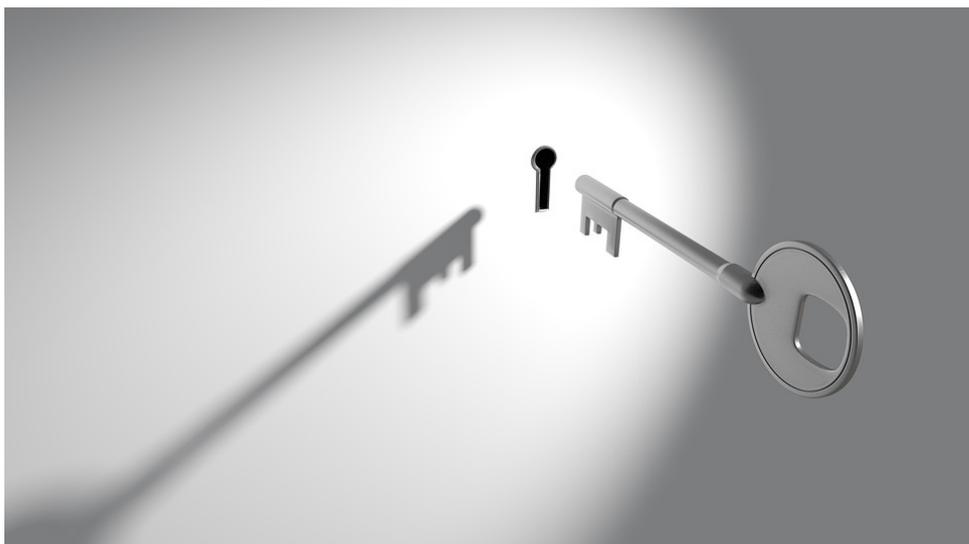
Key Assignments

Key Assignments to be completed

- You will know it's a Key Assignment when the letters **KA** are written in red after the work sheet number:

Five Year Career Action Plan

KA 4. I have compiled a personal action plan in relation to work / education / training covering at least the next year.



There Are Four Key Assignments To Be Completed

Key Assignment 1

As part of a group, I designed, carried out and reported on a survey on some area of work.



Key Assignment 2

I presented a report which I carried out on a career.



Key Assignment 3

I reported on a visit to a Careers Exhibition, College, Training Centre or Place of Employment.



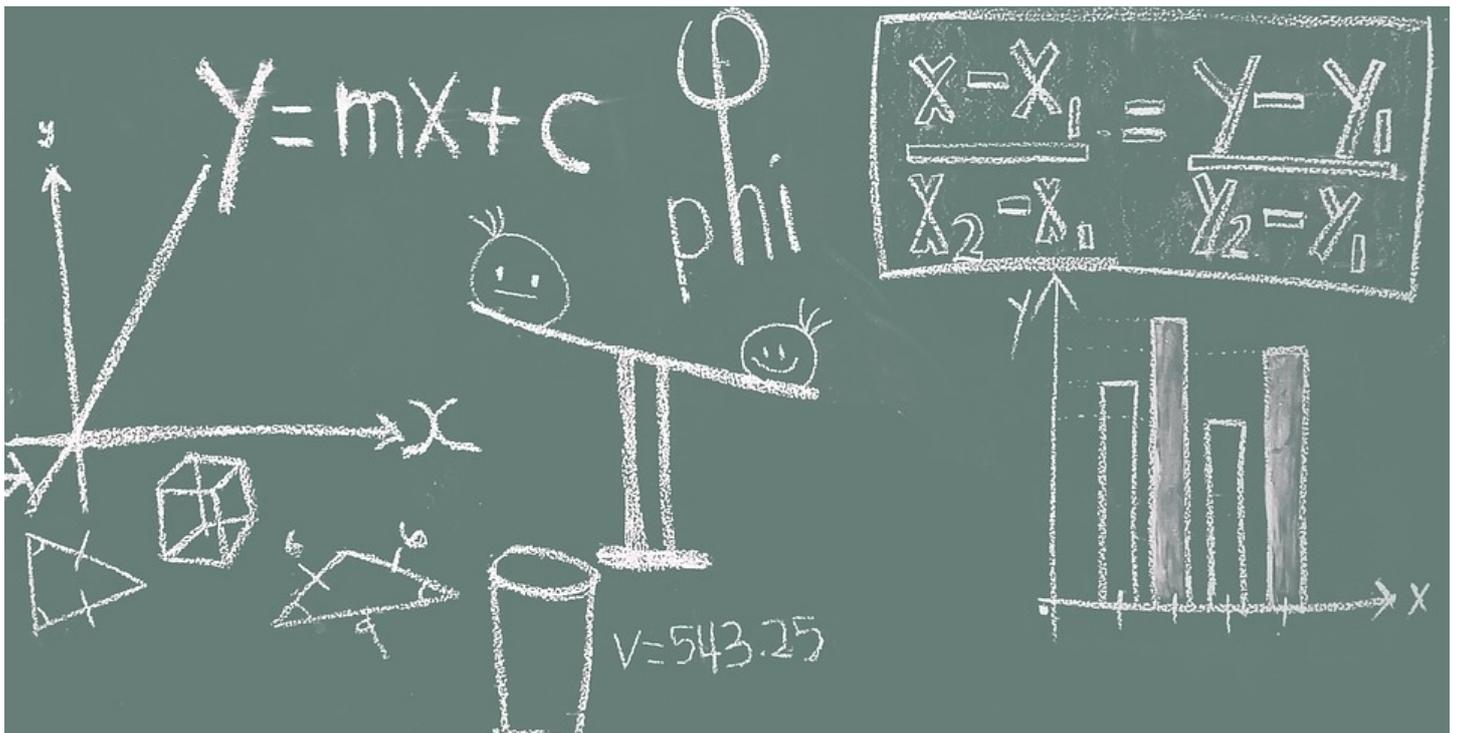
Key Assignment 4

I have compiled a personal action plan in relation to work / education / training covering at least the next year.



What you Learned!

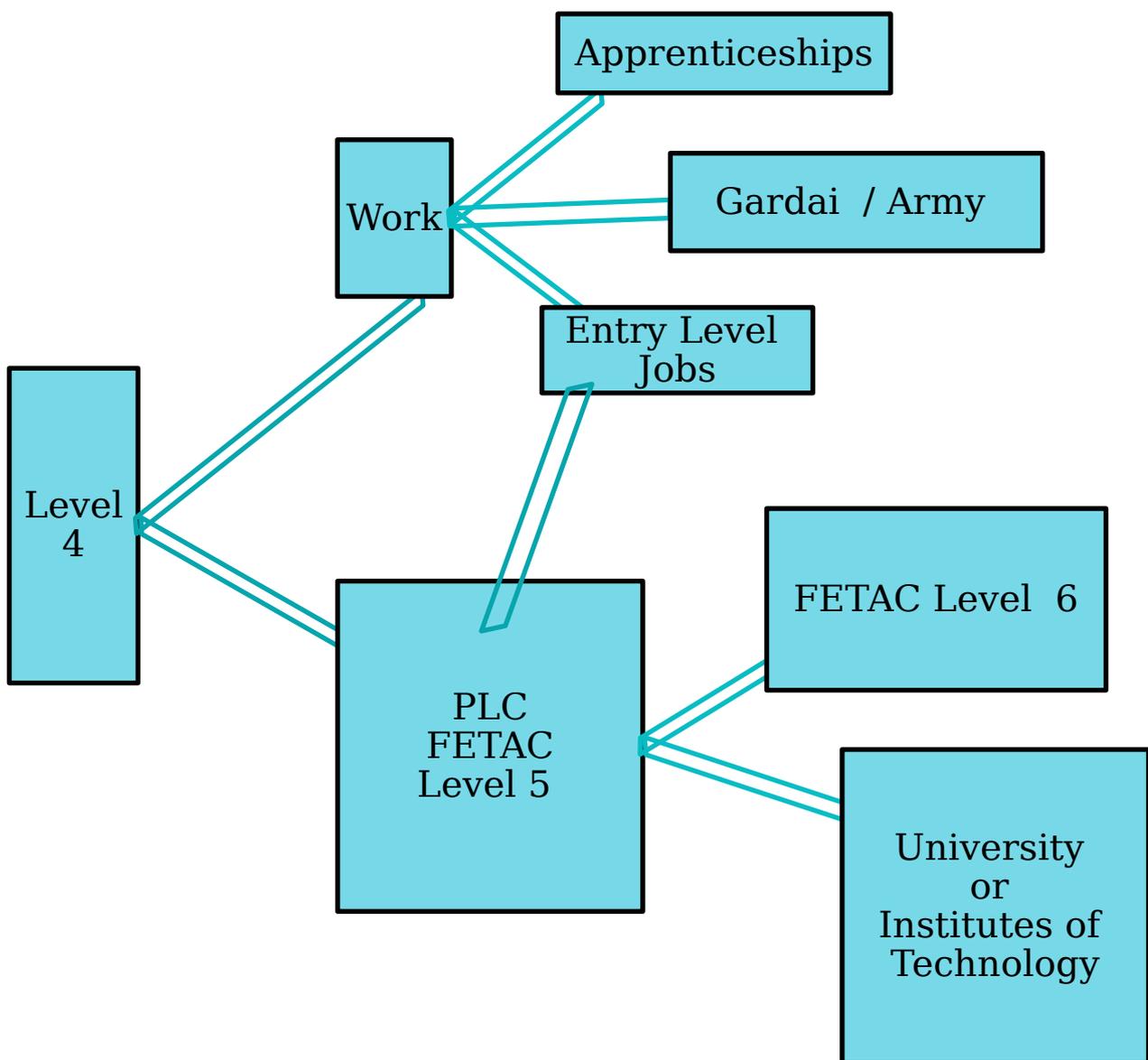
- You now know about the Guidance subject.
- You know what the Learning Aims are.
- You know what to expect from the Key Assignments.



The World Of Work



Progression Routes



In This Unit You Will Learn To

- Identify your aims and expectations
- Find your career interests by doing an interest questionnaire
- Understand different types of work
- Understand what people gain from working
- Know the qualities that employers want in their workers



So What Are Your Aims?

- Answer the questions.
- Why did you **choose** LCA?
- What do **want** from the next 2 years.
- Where do **see yourself** in two years time.
- What do you **expect** to be doing in LCA.

A large, empty rectangular box with a thin black border, intended for the user to write their answers to the questions listed above.

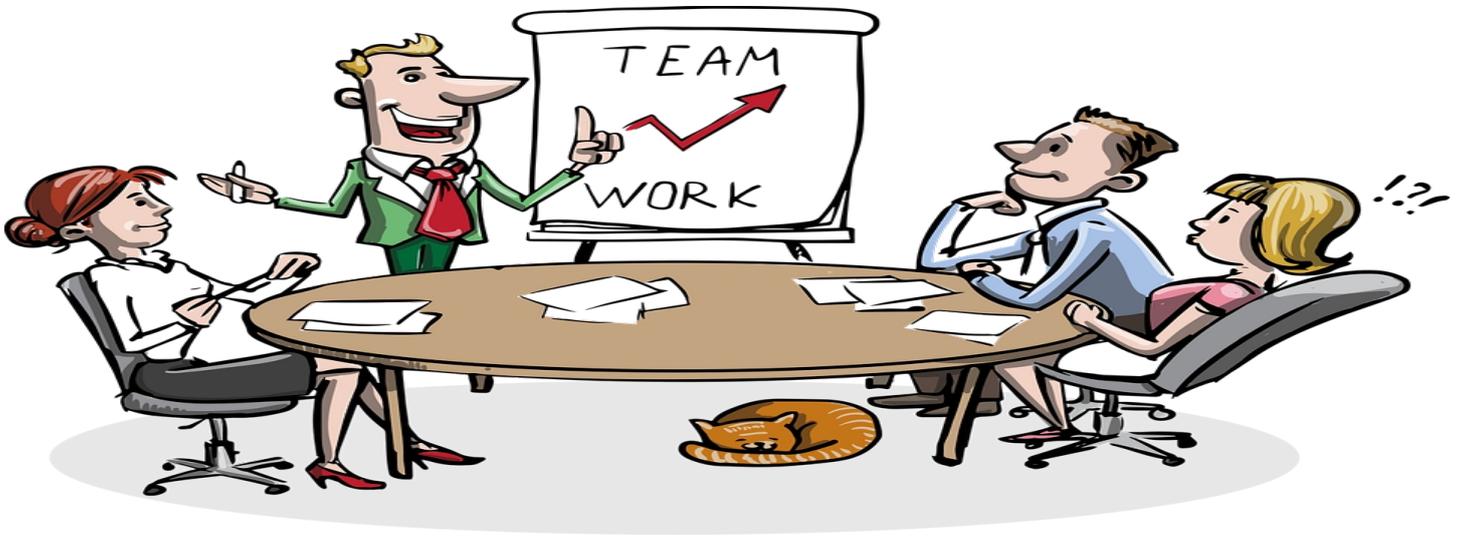
Psychometric Testing

- Over this module you will be required to complete questionnaires about yourself to help you understand your:

- Interests
- Intelligences
- Learning styles



This is called psychometric testing. It helps you learn more about **who you are** and what **job** you are best **suited** to.



Different Ways Of Working

Write down as many different ways of working as you can.

Different Ways Of Working

Write down any of the below that you missed:

- Paid employment.
- Self-employment.
- Voluntary work.
- Work in the home.
- Work on a scheme.



What Type Of Work Might Be Available Locally?

Write down all the local jobs you can think of.



What Type Of Work Might Be Available Elsewhere?

Write down all the jobs elsewhere you can think of.





Volunteers

- What do people get from volunteer work?
- Do they enjoy what they do?
- What type of person volunteers?
- Could you see yourself doing such work?

What Do You Get From Working?

Prompt Questions



- What does work give you?
- Why is work important?
- What makes work satisfying?
- Do you ever think you could enjoy your job?

Qualities Which Employers Value In Workers

Rank the below qualities in the order you believe employers most value in their workers.

Communication Skills

Honesty & Integrity

Teamwork Skills

Interpersonal Skills

Motivation & Initiative

Strong Work Ethic

Analytical Skills

Flexibility

Computer Skills

Self Confidence



Reflection



Write down three things you learned from Unit 1 that were important to you.

1.

2.

3.

In This Unit You Have Learned

- What your aims and expectations are.
- About your career interests by doing an interest questionnaire.
- About different types of work.
- What people gain from working.
- The qualities that employers want in their workers.



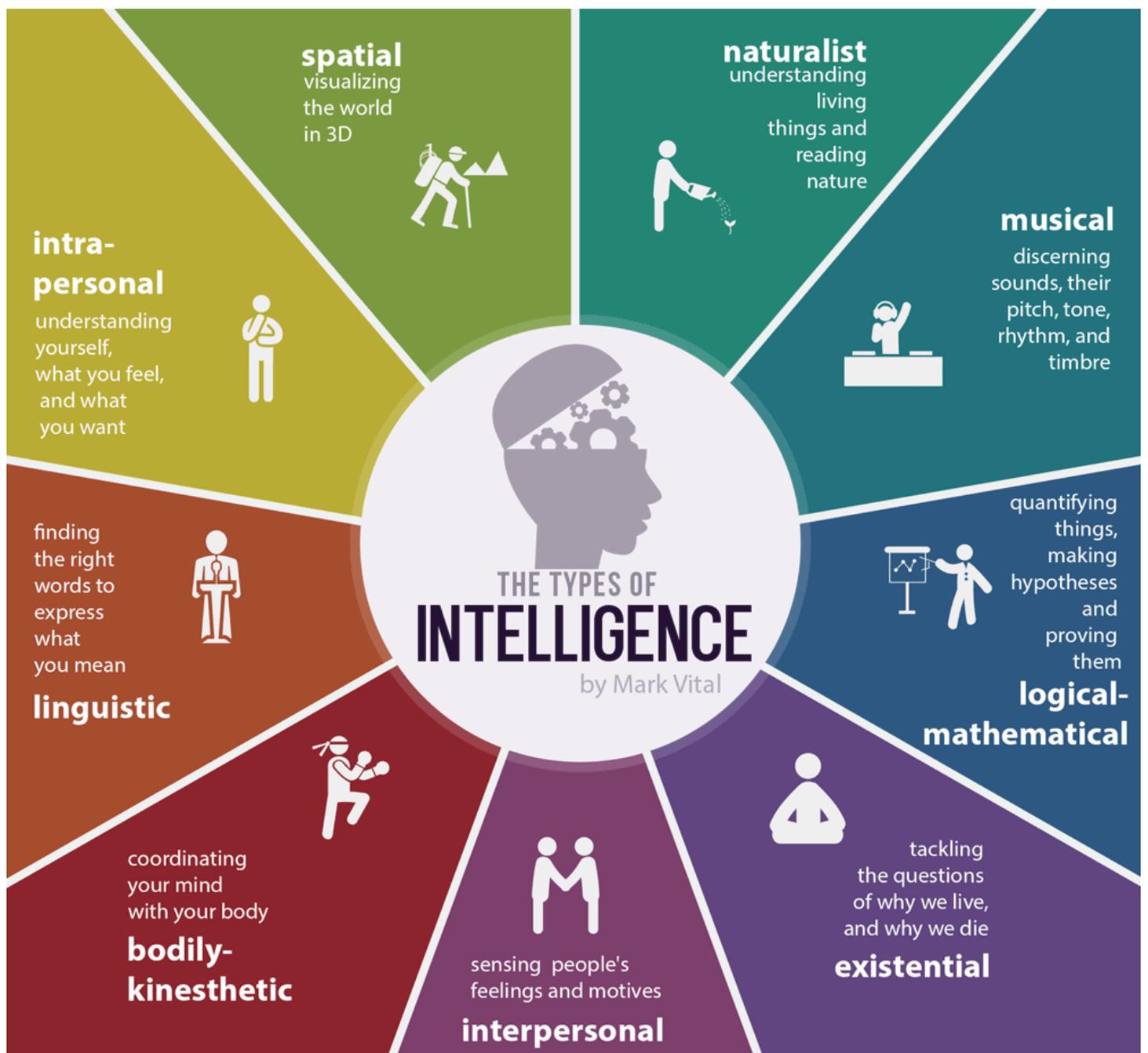
In Unit 2 You Will Learn

- About your own personal **qualities** and their relevance to your working life.
- About your own **skills**, by completing a skills checklist.
- To outline your ideal job and how **suitable** you think you are to fill it.
- About one particular chosen **career** and present your findings.



Multiple Intelligences

Howard Gardener asked, not *are* you intelligent but *how are you intelligent?*



Results

I am most intelligent in:

● 1

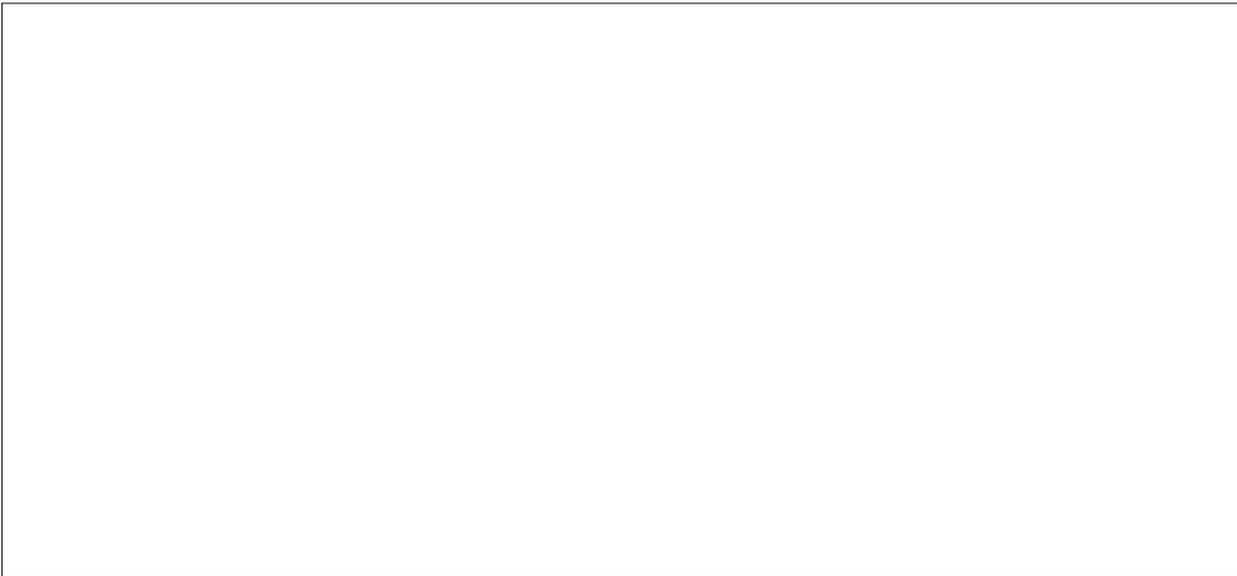
● 2

● 3

Skills

Discuss the checklist in pairs.

- How different do you think your list would have been if you had filled it in at the age of ten?



Your Ideal Job (cont...)



Outline your ideal job, the type of work it entails, and how suitable you are to fill it. Use the following:

1. Career Category
2. Multiple Intelligence
3. The Skills Checklists
4. Your Work Experience

Career Investigation - Plan A

Choose one career or job and present your findings.
Answer the following questions:

Job Title

- Qualifications needed?

- How long will it take to become qualified?

- What result will I need in my Leaving Cert?

- What skills are most needed?

- What hours would I be working?

- What is the starting pay?

- What is the maximum I could earn?

- Is there a chance of promotion?

- Would I receive on the job training?



Write down three things you learned from Unit 1 that were important to you.

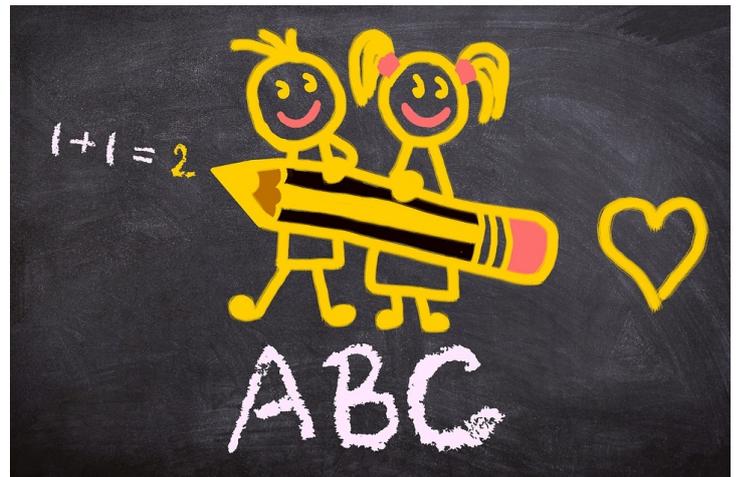
1.

2.

3.

In Unit 2 You Learned

- About your own **personal qualities** and their relevance to your working life.
- About your **own skills**, by completing the skills checklist.
- To outline your **ideal job**, and how **suitable** you think you are to fill it.
- About one particular **chosen career** and you presented your findings on it.



In Unit 4 You Will Learn

- To find careers that would suit your characteristics and suggest three areas of employment that link these together.
- To devise a personal career action plan.
- To prepare for interviews.
- To see changes which people may have to cope with during their working lives, e.g. unemployment, getting restarted/retrained and upskilling.



Careers To Suit Your Skills, Intelligences & Interests

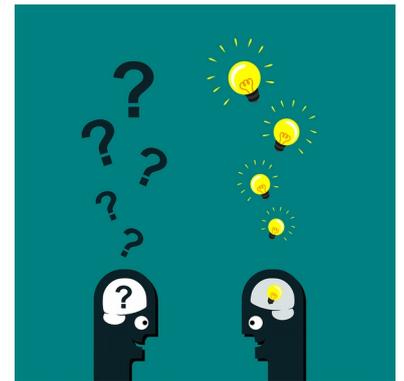
- Suggest three areas of employment that link your skills, intelligences and interests.
- Take your time. Discuss with a class mate if you need to. Explain your answer.



Five Year Career Action Plan

Looking at all you now know about:

- Your skills
- Your interests
- Your intelligences



Discuss with a class mate what your dreams are and where you would like to be in the near future.

Your Career Action Plan

Yr.
1

Yr.
2

Yr
3

Yr
4

Yr
5

Vocational Preparation & Guidance Reflection



Think about your development over the last two years by answering the following questions:

- *What have you learned from work experience?*
- *What have you learned from being two years older?*
- *How are you more self-aware?*
- *How have your plans for the future developed?*

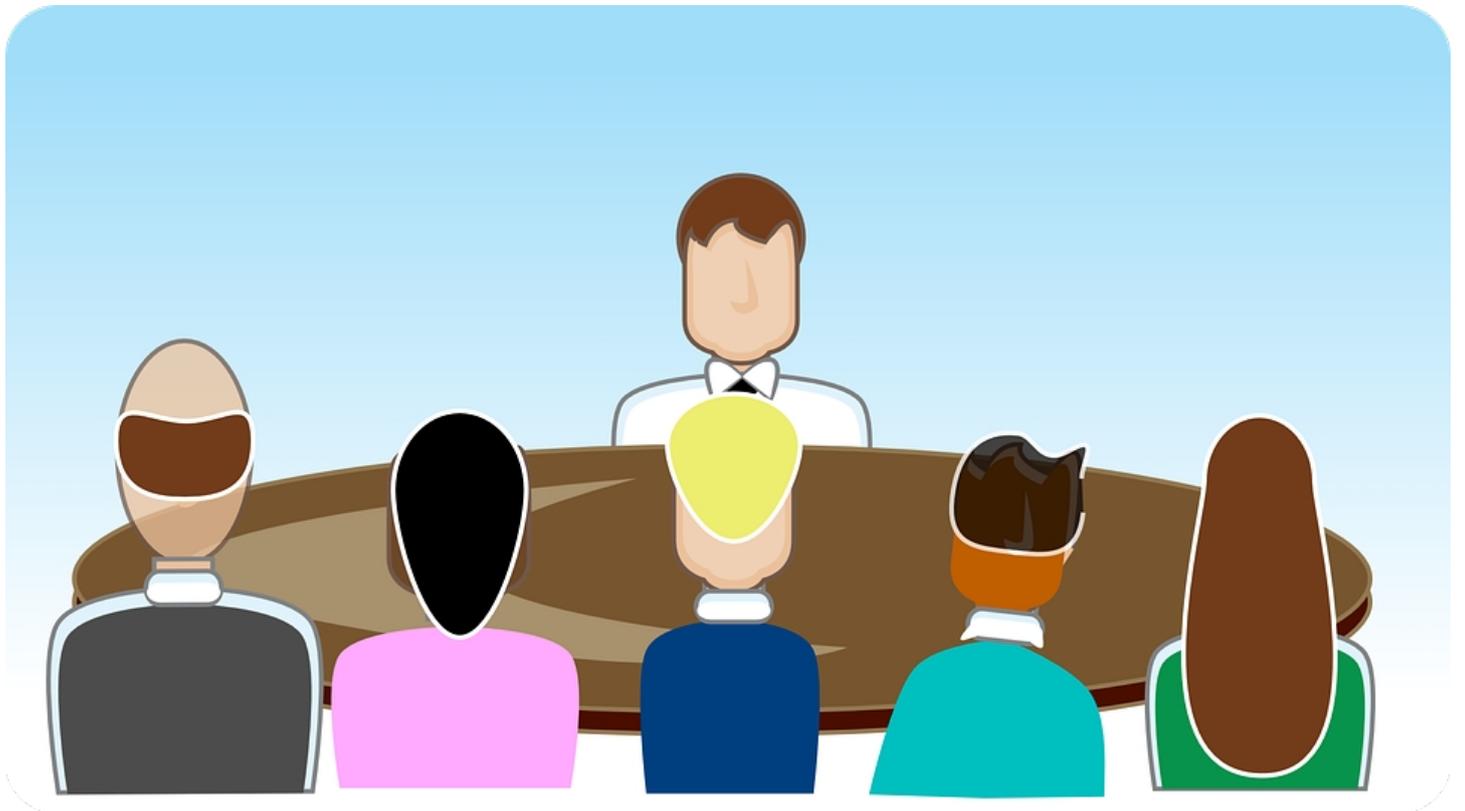
Sample Application Form

Find and fill in a sample application form for a F.E. College. Remember to save it!



Job Interviews

This Subject is also covered in English and Communications.



Interviews



We will now look at:

- How companies hire employees.
- How you are scored at an interview.
- How to prepare for an interview.
- How to give yourself the best chance of getting hired.

How Companies Hire Employees

- **Advertise** (word of mouth, local media and internet)
- Accept **CV's** with **Cover Letter** and / or **Application Forms**
- Possible psychometric testing
- **Shortlist** candidates
- **Interview**
- **Offer** Job



How You Are Scored At Interview - The Seven Areas

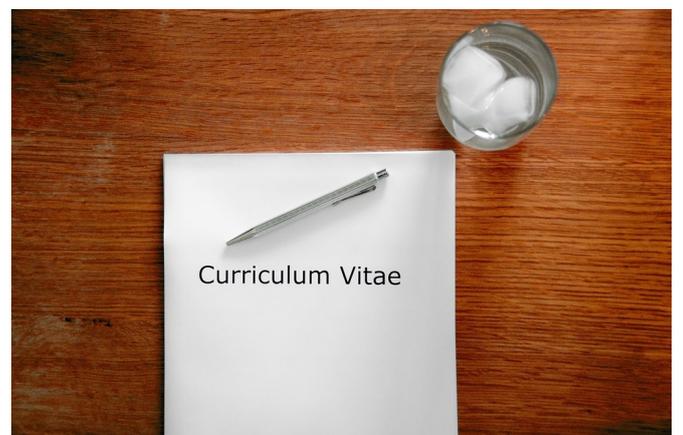
| Area | 5 | 4 | 3 | 2 | 1 |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Education, Competence for the role | <input type="checkbox"/> |
| Relevant experience | <input type="checkbox"/> |
| Knowledge of the job specification | <input type="checkbox"/> |
| Knowledge of the company and background research | <input type="checkbox"/> |
| Your skills and attitude | <input type="checkbox"/> |
| Enthusiasm | <input type="checkbox"/> |
| How you present your self | <input type="checkbox"/> |

Preparing for Mock Interviews

Write down your first and second choice jobs that you would like to do a mock interview for.

Make sure you have a Cover Letter and a C.V.

- Find a template of a Cover Letter
- Find a template of a C.V.
- **KEEP BOTH!**



Changes

- Voluntary career change
- Unemployment
- Getting restarted
- Retraining / upskilling



Reasons For Voluntary Career Change

- Tired of work, no chance of promotion.
- Needing a new challenge.
- Lifestyle changes e.g. starting a family.
- A new opportunity arises. (better salary / improved working conditions.)



Transitions (cont...)

Write down three phases in
changing jobs:

·1.

·2.

·3.



Reflection - Experience Gained

Reflect on your vocational development over the two years of the programme -



- What have you learned from **work experience**?
- What have you learned from being two years **older**?
- How are you more self-**aware**?
- How have your plans for the **future** developed?

Refer to your Action Plan & Personal **Reflection** Task.

In Unit 4 You Have Learned

- How to **identify** possible careers that would **suit** your own skills, intelligences and interests.
- How to suggest at least three areas of **employment** as a result of linking these characteristics.
- How to devise a **personal** Career Action Plan.
- How to prepare for **interviews**.
- How to identify **changes** which people may have to **cope** with during their **working lives**, e.g. unemployment, getting restarted/retrained and upskilling.

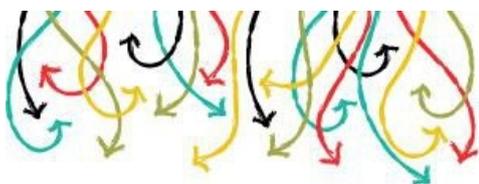
In Unit 3 You Will Learn

- To report on information obtained on a **visit** to a **Careers Exhibition**, College of Further Education or Training Centre .
- To list the career and **training opportunities** that are available as you progress.
- Complete an **online interest questionnaire** and discuss the outcome.
- Complete a checklist on **learning styles** and discuss the outcome with the guidance counsellor.

Reporting on Information

The following slides contain tips on how to obtain information on a visit to a:-

- Careers Exhibition.
- College of Further Education.



Higher Options



cavan
institute



Careers Exhibition

Preparation

- Write down five questions you could ask at a Careers Exhibition.
- Think about what you need to know about a course or job.

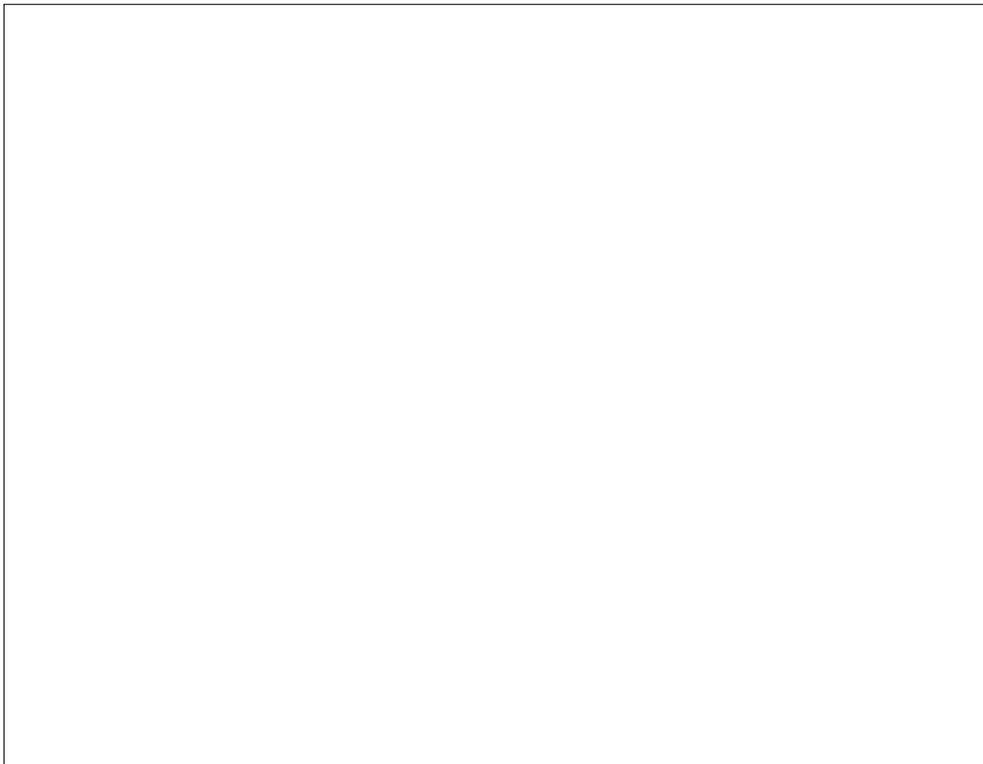
Prompts

- Qualifications
- Minimum requirements
- Length of course
- Course subjects
- Future prospects
- Pay
- Lifestyle (shift work, travel, social, etc..)



Careers Exhibition - Evaluation

- How did you find the day?
- Did you learn anything?
- If so, what did you learn?



Post Leaving Cert. Applied Career & Training Opportunities

Some Post Leaving Cert Colleges in the Meath area.

- Cavan Institute
- Dunboyne College
- O'Fiach College
- D.I.F.E.

There are over **220** PLC Centres in **Ireland** offering almost 2000 courses in all areas of interest.



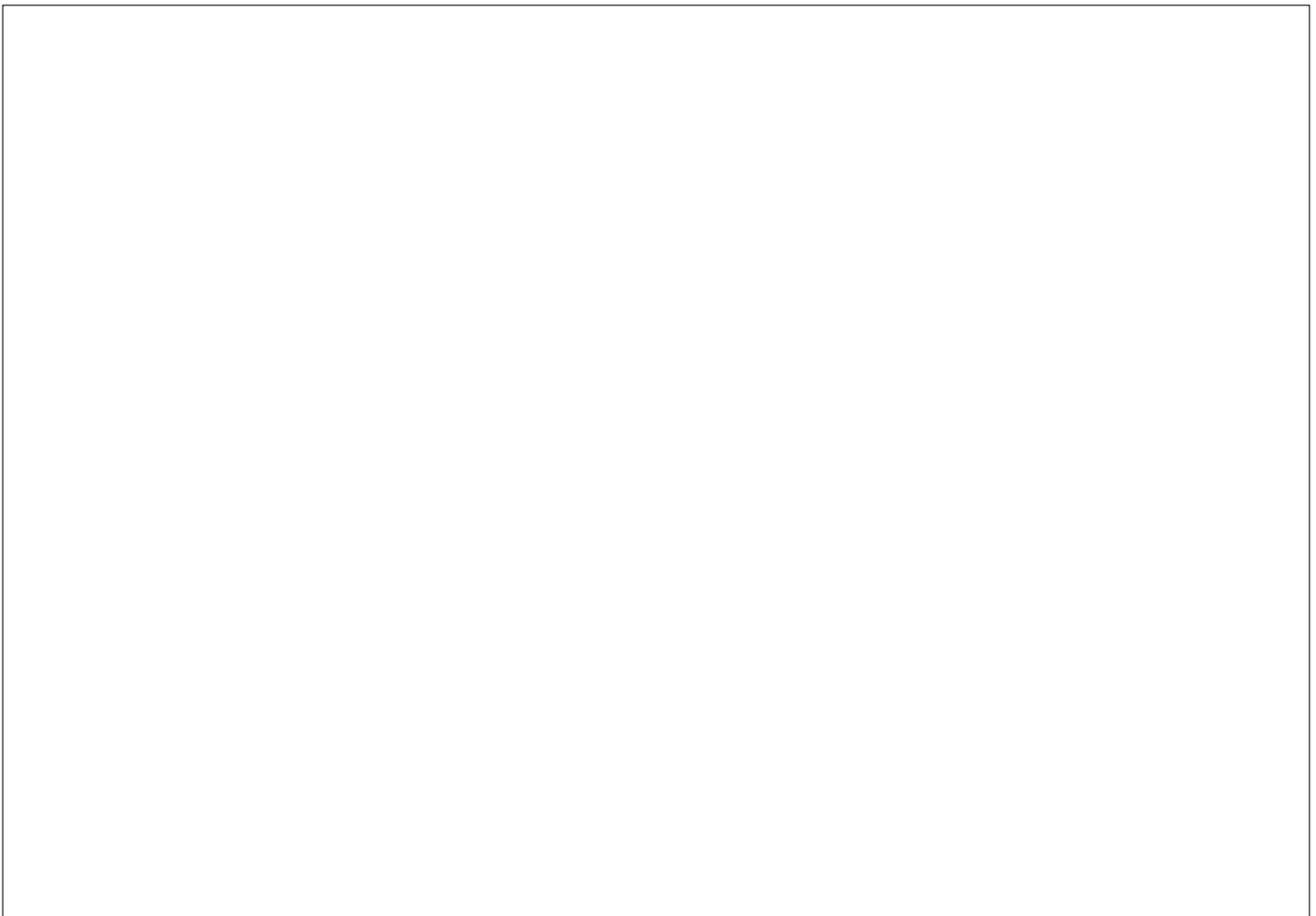
Entry Requirements



- Generally most PLC courses accept L.C.A. graduates.
- Some courses require a merit or distinction result for entry.
- If you complete one year you get a F.E.T.A.C. Level 5 qualification (Further Education Training Award Cert).
- You can then apply to Universities, Institutes of Technology and other Colleges that have Degrees and Higher Certificate courses.

Research Your Local PLC Colleges

Check with your Guidance Counsellor to find other relevant courses in a PLC near where you live. Type up a little that you know about it.

A large, empty rectangular box with a thin black border, intended for students to write their research notes about local PLC colleges.

Looking outside of Meath. Some Courses At:



- Childcare
- Counselling
- Creative Arts
- Health Care
- Montessori Education
- Social Studies
- Tourism & Information Technology

Some Courses At:

Inchicore College of Further Education

pathways to education

- School of Sport, Leisure & Recreation
- School of Travel & Tourism
- School of Business & Computers
- School of Care Services & Social Studies
- School of Theatre & Dance
- School of Art & Design
- School of Creative Writing & Cultural Studies

Some Courses At:



- School of Beauty, Hair & Fashion
- School of Fitness & Sports Therapy
- School of Tourism & Catering
- School of Information Technology & Multimedia Design

Some Courses At:



- Architectural Draughting & CAD
- Banking, Insurance & Legal Studies
- Global Marketing & Business
- Construction Technologies - Sustainable
- Complementary & Holistic Therapies
- Computer Work Skills
- Retail Management & Business Studies
- Soccer Career & Development
- University Access Course
- Languages & Computers for Tourism

Other Training Bodies



Crafts,
Apprenticeships
and Traineeships.



Failete Ireland,
Hospitality type
courses e.g. Chef
skills and Hotel
work.



Teagasc,
Horticulture and
Agriculture type
courses.
(Ballyhaise)

Career Investigation - Plan B

Take the interest test in:

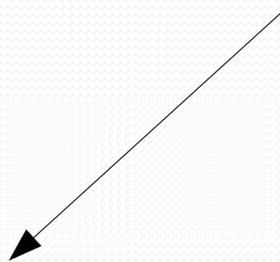
- www.careersportal.ie

Write down the three suggested careers that interest you most.

Learning Styles

If you need **advice** on any of the **results** from the test make an **appointment** with your **guidance counsellor** to discuss the outcome.

Click Here.
Keep a copy of
your results!



[Learning Styles Test](#)

Learning Styles Inventory

- Think about your own learning styles.





What The Results Mean...

- *Auditory* means you learn best by listening to people speaking e.g. teachers, radio, podcasts etc.
- *Visual* means you learn best by looking at diagrams, charts, mind maps, video etc.
- *Kinaesthetic / Tactile* means you learn best by making and handling things.

Try and tailor your learning to suit your style(s).

In Unit 3 You Have Learned

- How to report on information obtained on a visit to a Careers Exhibition, College of Further Education or Training Centre.
- How to list the career and training opportunities that are available as you progress.
- How to complete an online interest questionnaire and discuss the outcome.
- How to complete a checklist on learning styles and discuss the outcome with the guidance counsellor.

CHECKLIST

-
-
-
-



Clips used in Guidance Unit 1

·<http://www.youtube.com/watch?v=IAceZdhI1yg> from Pursuit of Happiness

·<http://www.youtube.com/watch?v=vMSNMvS9b4M> from careerplayer.co.uk

·<http://www.youtube.com/watch?v=TOKP5RU5NMk> from Irish volunteer of the year

·<http://www.youtube.com/watch?v=qORfcvAw7r4> from careers portal

·<http://www.youtube.com/watch?v=qORfcvAw7r4> from board failte

·<http://www.youtube.com/watch?v=O75tHY7y-dA> from howcast.com

Reflection



Write down three things you learned from Unit 3 that were important to you:

1.

2.

3.

Clips used in Guidance Unit 2

·<http://www.youtube.com/watch?v=XZqQebrdHy0>

Multiple intelligences

·<http://www.youtube.com/watch?v=XGdTTbXizYI>

10 things companies want

·<http://www.youtube.com/watch?v=9EjGUmMVFIA>

Jack Cranfield

Clips used in Guidance Unit 3

·<http://www.youtube.com/watch?v=AxyJZz2j8HM>

Career Fair

·http://www.youtube.com/watch?v=YtVQpn_S2E8

Kinsale College of FE

·<http://www.youtube.com/watch?v=I39LPOYfE5c>

Learning Styles

Clips used in Guidance Unit 4

·<http://www.youtube.com/watch?v=9EjGUmMVFIA>
choosing a job

·<http://www.youtube.com/watch?v=9EjGUmMVFIA>
write down your goals

·<http://www.youtube.com/watch?v=b56eAUCTLok>
Interview stone age

·<http://www.youtube.com/watch?v=VIRvxk9Gcf8>
job application

·<http://www.youtube.com/watch?v=u0suKZ-oU8s>
How to write a cover letter

·http://www.youtube.com/watch?v=zE-NQAU_qRU
How to write a CV

·<http://www.youtube.com/watch?v=ArenD1cSZ6U>
How to do an interview

·http://www.youtube.com/watch?v=wWPFw_8D05U
Unemployment

·<http://www.youtube.com/watch?v=ot3It5lL9-g>
Changing jobs Rich Alexander