

5LCA - To Be Completed Before Christmas

Unit 1: Sourcing Information



In Unit 1 You Will Learn

- **Sources** of jobs in your local area.
- Where **job** vacancies are advertised.
- How to **advertise yourself**.
- How to **'network'**.



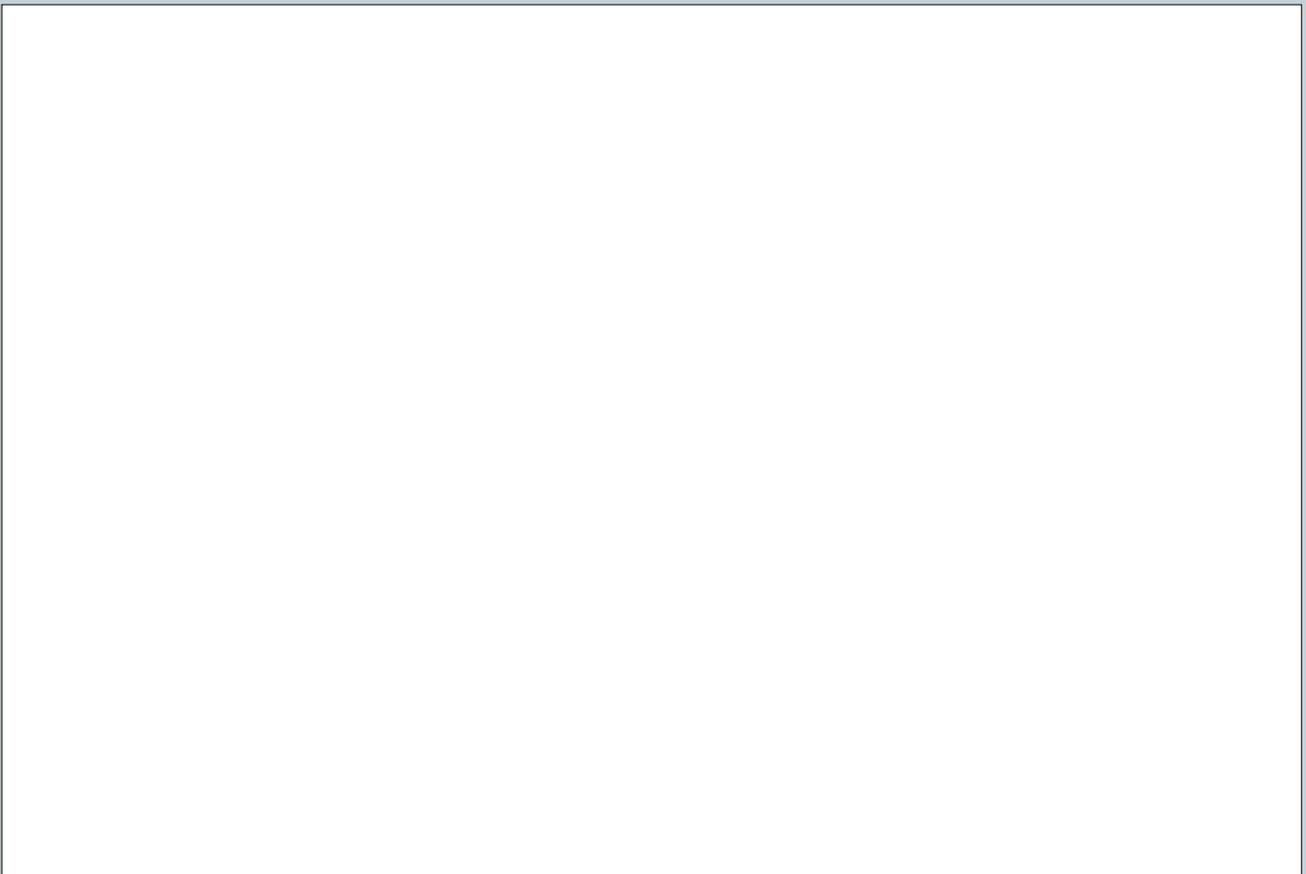
In Unit 1 You Will Learn

- The importance of **SOLAS**.
- To **evaluate** job advertisements.
- Advantages and disadvantages of certain jobs.
- To investigate the **time** and **money** needed when **searching** for a job.



Main Sources Of Jobs In The Local Area - Kells, Navan, Virginia

- Discuss the **main sources** of jobs in your **local** area for five minutes.
- Write them down.

A large, empty rectangular box with a thin black border, intended for students to write down their answers to the discussion prompt.

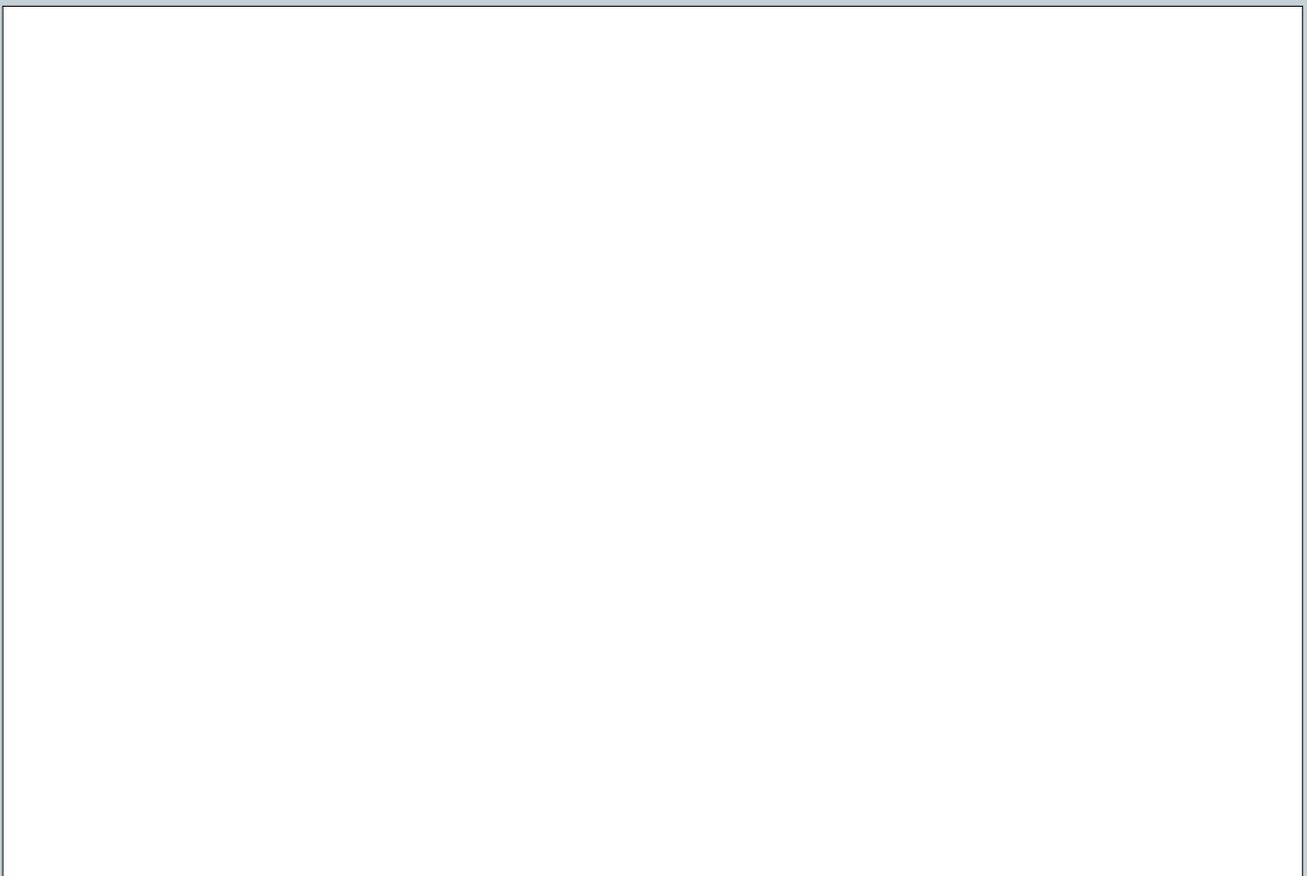
Did You Think Of...

- Retail
- Crèches
- Schools
- Hospital (Navan)
- Supermarkets
- Manufacturing Companies
- Transport
- Offices
- Trades
- Hair & Beauty
- Food Outlets
- Computer / Software Companies



Where Are Job Vacancies Advertised?

- Have another brief discussion about **where** job **vacancies** are **advertised** with your classmates.
- Type your thoughts.

A large, empty rectangular box with a thin black border, intended for students to write their thoughts on the topic of job vacancies.

Did You Think Of...

If not write them down.

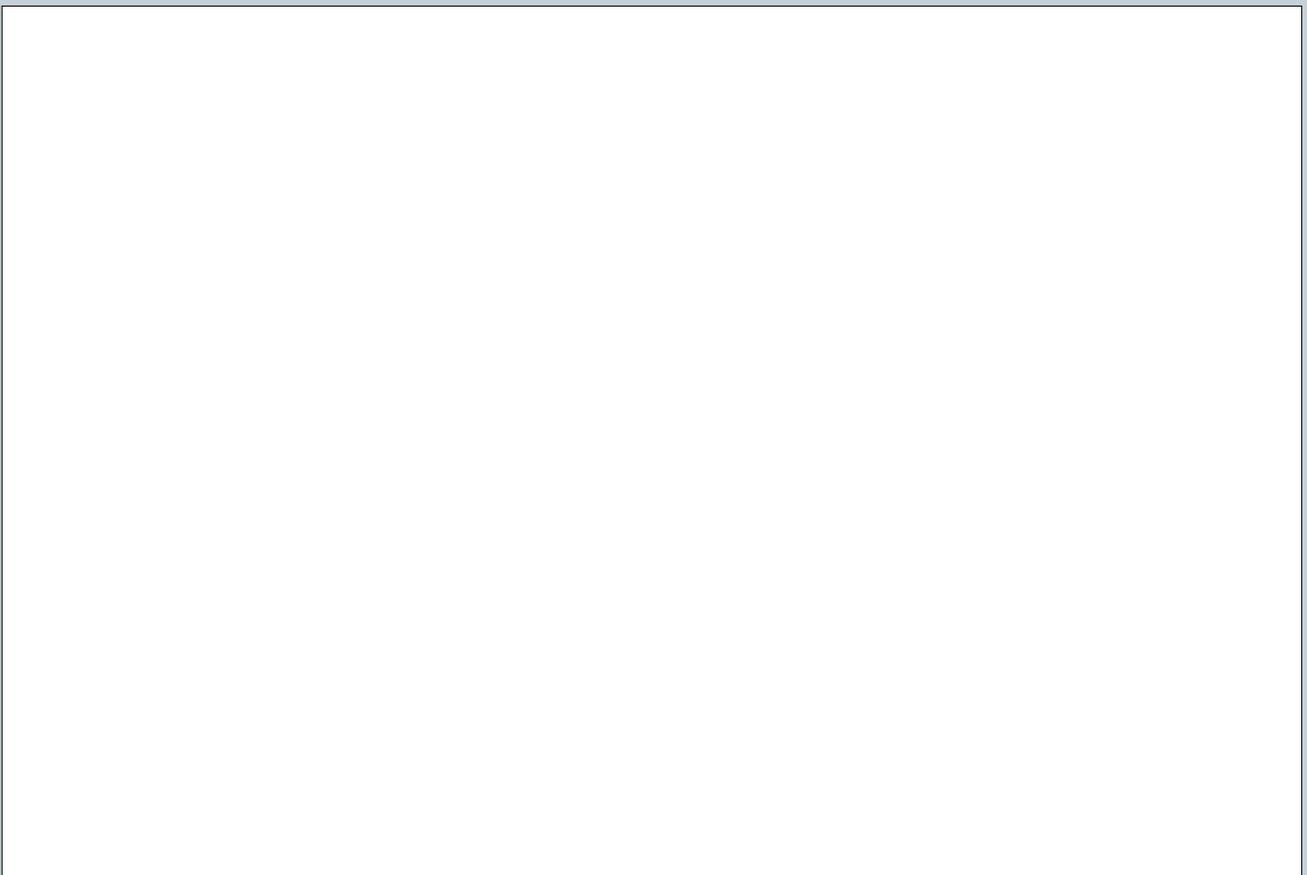
- Newspapers
- Local radio
- Recruitment agencies
- Shop windows
- Supermarket display boards
- Internet (irishjobs.ie or solas.ie)
- SOLAS
- Friends
- Family



If You Were Looking for Employment

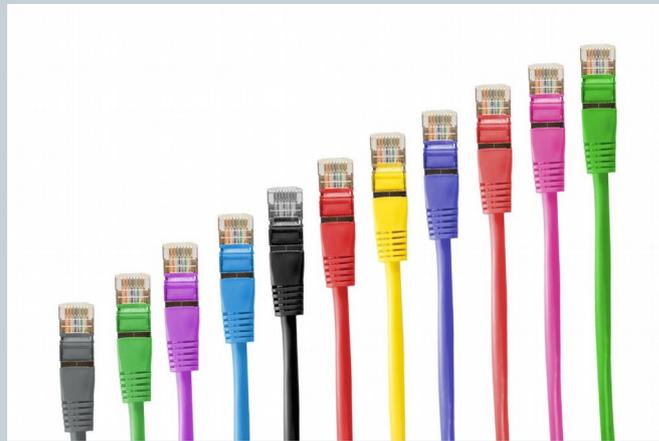
Answer the following questions:

- Where would you **advertise** yourself?
- If **you** needed to **employ** someone what method would you use?

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

Networking

- Write down the **five** main **reasons** for Networking



A large, empty white rectangular box with a thin black border, intended for writing the five main reasons for networking.

Networking – Suggested Reasons

1. People like helping out.
2. It gets **you** in front of **people** i.e. interviews.
3. It is self perpetuating - it can **build** on itself. Always ask for at least **two names** of people that can help.
4. Helps you to learn information about:
 - Yourself
 - Your area
 - Where the jobs are
5. Creates a lasting **impression** on the people you meet.

Networking You Can Do

Being involved in the **local community** is another way of finding out about jobs because:

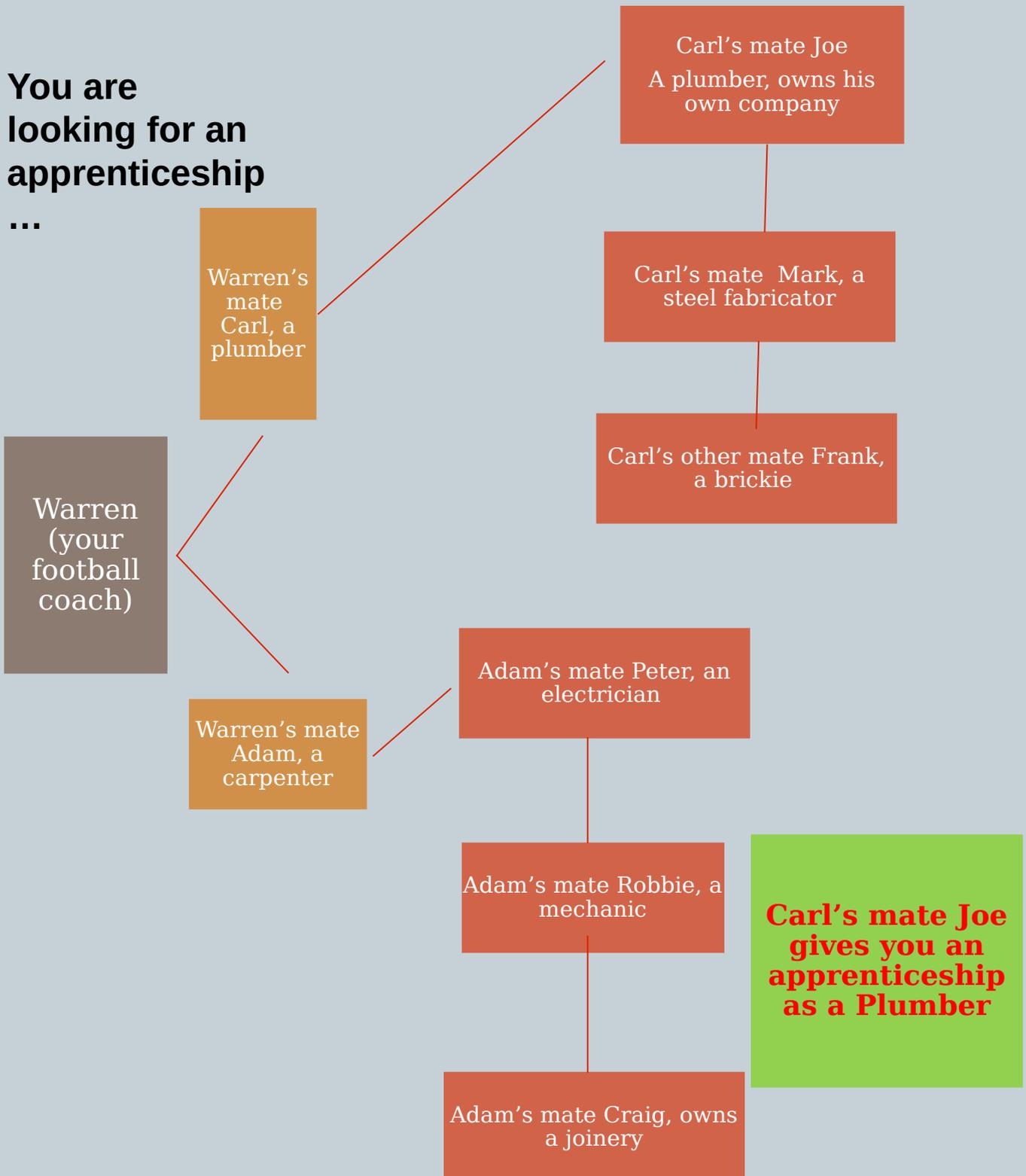
- You get to meet new people.
- People in clubs **take care and look out for** their own.
- You are in the loop, i.e. you are part of a **network**.



Networking - An Example

You are looking for an apprenticeship

...



The Importance Of SOLAS

- Look at the role of SOLAS in helping people **find employment**.



- To do this, try and **organise a visit** from SOLAS.

The Importance Of SOLAS



- Decide:
 - **Who** will be asked?
 - Which class member will **contact** them?
 - What **questions** you will ask.

- Write your three **questions** in advance of the **visit**.

Prompt Questions For A SOLAS Visitor

- Can you get me a **job**?
- Do you help writing **C.V.'s** and Cover Letters?
- Do you organise **Apprenticeships**?
- Are there any jobs for **school leavers**?
- Can you get me on a **course** that suits me?
- **Where** are these courses?
- When do the courses **start**?
- How **long** are the courses?

S O L A S

An tSeirbhís Oideachais Leanúnaigh agus Scileanna
Further Education and Training Authority

Evaluate Job Advertisements



- **Look at** job advertisements online and from other sources.
- Ask the teacher to **explain** words you are unfamiliar with. (Type them in the box.)

Marketing Manager



APPLY TODAY!

MARKETING MANAGER

Join Pro Dive International in Playa del Carmen/ Mexico!

WE ARE

A young, dynamic, international team, at one of the Caribbean's most established dive operations, located at several 4* & 5* resorts in Mexico & Dominican Republic.

WE OFFER

A very attractive income and working conditions, intensive introductory training, paid vacation, fulltime 6-day week at the office, additional half day per week after 9 month with the company, work-visa support, friendly working environment, among other benefits.

YOU ARE

- √ Available to start on September 1st, 2017
- √ Creative and proficient in Illustrator, Photoshop, WordPress
- √ Excellent administrative and managerial skills
- √ Fluent and articulate in written & spoken English. German and Spanish are a big plus!!
- √ Well-organized, creative, passionate, results driven.
- √ High sense of urgency and able to meet deadlines.
- √ Experienced in social media & ecommerce. SEM/ SEO skills a plus!
- √ A communicative team player and scuba diving enthusiast

YOUR TASKS

Contribute to business development activities, website maintenance, research and development of marketing opportunities, executing marketing plans and creatives, organization of dive shows.

APPLY TODAY!

susann.seifert@prodiveinternational.com
WWW.PRODIVEINTERNATIONAL.COM



Glass Designer



Grady Joinery is Ireland's premier manufacturer and leading supplier of high quality windows and doors, supplying home-owners in both Ireland and the UK. We are now recruiting for a

Decorative Stain Glass Designer
based in our production facility in Charlestown

The successful applicant will:

- Be artistic with good computer skills to use in house design programmes.
- Excellent organisational skills.
- Neat and contentious worker with excellent attention to detail.
- Good communication skills.
- Ability to work on own initiative.

Previous experience desired but full training will be given. If you would like to join our team here at Grady Joinery, all you have to do is telephone us for an application form or email your CV to manufacturingjobs@gradyjoinery.com

Tel: 1890 411 411

Office Executive

PERSONAL LINES EXECUTIVE

Have you ever thought of a career in Insurance? Or are you an insurance professional seeking a new challenge? Then we are the company for you!

Doyle Mahon Insurances are seeking applications for a full time Personal Lines Insurance Executive to work in our ever growing team. As a personal lines executive the successful candidate will be dealing with all lines of personal insurance. Attitude, work ethic and attention to detail combined with a focus on first class customer service are vital. Experience is not essential for the right candidate.

We are looking for someone with:

- ✓ Strong Communication skills
- ✓ A Strong work ethic
- ✓ Ability to work on own initiative, meet deadlines and work under pressure in a busy environment
- ✓ Excellent organisational and IT skills

If you are looking to work in a friendly enthusiastic and well rewarded team please contact Colm on 053 9123630 or email colm@doylemahon.ie



**DOYLE MAHON
INSURANCES**

Doyle Insurance Brokers (Wexford) Ltd. T/a Doyle Mahon Insurances, is regulated by the Central Bank of Ireland. Registered Office: 5 Skeffington Street, Wexford, Registered Number: 463420.



Different Advertising Terms

With the help of your teacher and classmate and the Internet **explain** the advertising terms:

- Job Reference Number

- Temporary

- Part-Time

- Permanent

- Experience Required

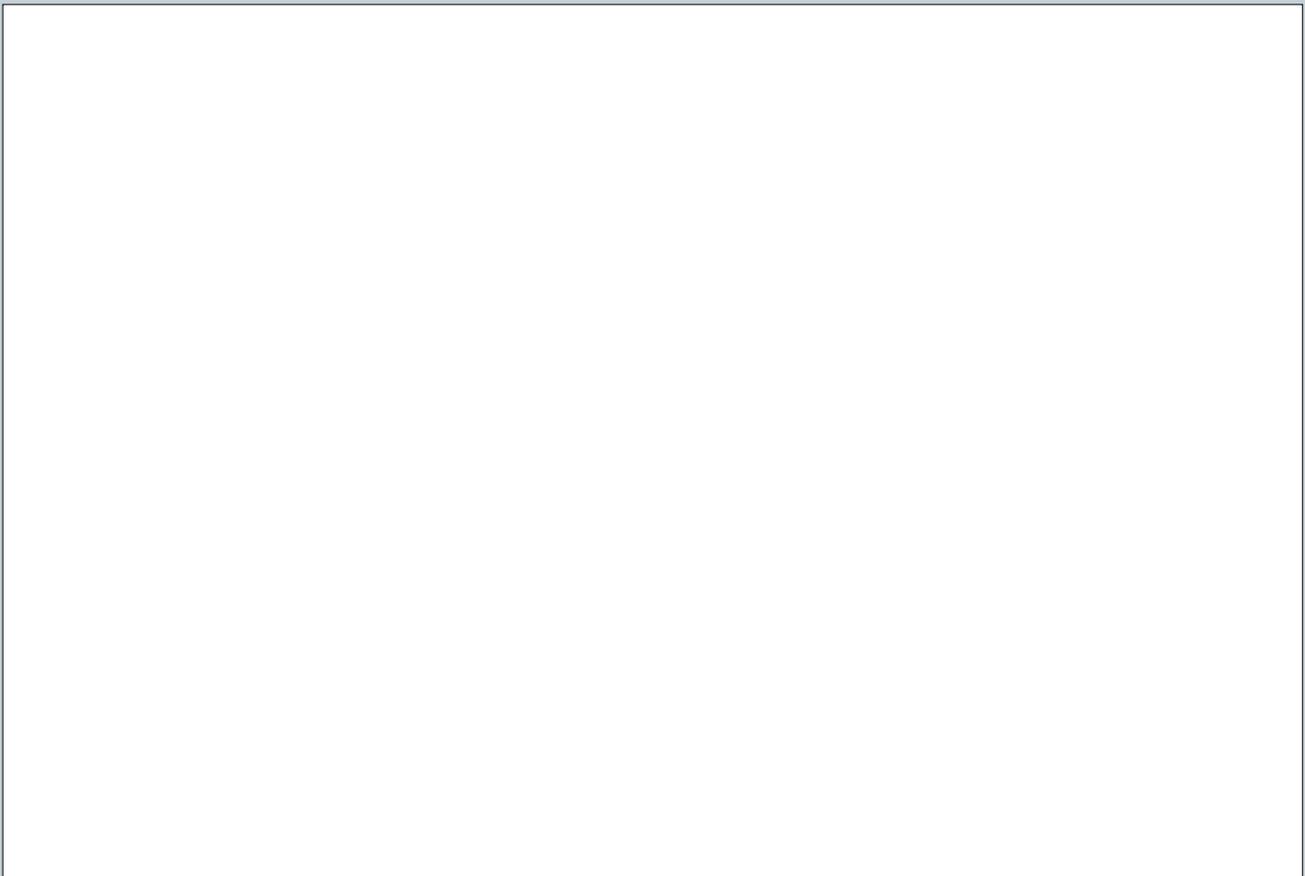
- Start Date

- Classified

- Appointments

Advantages & Disadvantages Of Working

- **Report** the main points of the discussion.



Advantages & Disadvantages Of Working

- Take 5 minutes to **discuss** someone you know who is **unemployed**.
- Take 5 minutes to **discuss** someone you know who is **employed**.
- Conclude the discussion by asking **who** is **happier** and **why**?



Job Searching - What Does It Take?



How much would you spend on:

- Travel
- Photocopying, stationery and stamps
- Clothes



Job Searching - The Cost

Item	Cost
Clothes	<input type="text"/>
Stationery	<input type="text"/>
Phone Credit	<input type="text"/>
Travel	<input type="text"/>
Other	<input type="text"/>
Total =	<input type="text"/>

Calculate the costs.



Job Searching - Time

- A person who spends **1 hour** a day **searching** for work will take **7 times longer** looking for a job than someone spending **7 hours** a day.



Job Searching - Time

- When you are unemployed your job is “**jobseeker**”.
- Jobseeking is a **full time job**.



Reflection



Type three things
you learned in Unit 1:

A large, empty rectangular box with a thin black border, intended for the user to write their reflections.

In Unit 1 You Have Learned

- To find the main sources of jobs in the local area.
- Where the job vacancies are advertised.
- How to advertise yourself.
- How to Network.
- The importance of SOLAS.
- To evaluate job advertisements.
- Advantages and disadvantages of certain jobs.
- How much time and money is needed when searching for a job.

Unit 2: Investigation Of A Sample Of Jobs



In Unit 2 You Will Learn

- To **select** a sample of **four** suitable job vacancies.
- The personal **characteristics** needed for these **jobs**.
- To outline your **ideal job**, and your suitability to it.



In Unit 2 You Will Learn

- To describe the **qualifications** / **skills** needed for your ideal job.
- The promotional **prospects** for these jobs.
- The **effects** of working in a job you hate.



Suitable Job Vacancies

- Select **two** job **vacancies** using the sources discussed in Unit 1.
- They should be vacancies that **appeal** to your **own interests**.



Reminders

- Bring in a local or national **newspaper**.
- Go to your local **supermarket** and note down advertisements displayed.
- Go to your local **SOLAS office**, learn how to use their computers and print out some job advertisements.
- Some examples follow but you should try and find your own **out-of-school**.



THE BEST JOB IN THE WORLD.

Islands of the Great Barrier Reef, Queensland Australia.

Position Vacant: Island Caretaker

Salary: AUD\$150,000 6-month contract

Responsibilities: • Clean the pool • Feed the fish • Collect the mail • Explore and report back

Applications close: 22 February 2009 **Interviews:** 4 May 2009 **Announcement made:** 8 May 2009

Work begins: 1 July 2009

ANYONE CAN APPLY.

www.islandreefjob.com

JOB VACANCY

Millstreet

IF YOU ARE THE **SERVICE TECHNICIAN** WE'RE LOOKING FOR, YOU'LL BE:

friendly, enthusiastic and conscientious. You are described as courteous, mature and flexible with an ability to use your initiative and work as part of a team.

You'll be working in our fire services department and will be responsible for the servicing of fire extinguishers and fire alarm systems of our existing customers.

You'll need to be well presented, love smiling, trustworthy and punctual. You will have good communication skills and be keen to be an ambassador for our business.

You'll be keen to take this opportunity to learn, grow and achieve great results.

You have a full clean driving licence. Electrical experience is desirable but not essential. Full training will be provided.

*If you believe this is you please send us an email with your CV, outlining why you feel you're suitable to:
info@munsterfireandsafety.com*

CLOSING DATE - 14 MARCH 2018

INTERVIEW DATE – 9 APRIL 2018

Technical Engineering September Jobs

Job Title	Location	Salary
Quantity Surveyor	Naas	€60K
BIM Manager	Ballycoolin	€50-60K
Chartered Building Surveyor	Ballycoolin	€50-60K
Mechanical Design Engineer	Citywest	€45-55K
Engineering Surveyor	Ballycoolin	€35-45K
Site Engineer	Ballycoolin	€35-45K
Auto Cad Kildare & Cork	Ballycoolin	€35-40K
Maintenance Electrician	Clondalkin	€35-40K
Internal Sales Engineer	Citywest	€30-45K
Transmission Engineer	Swords	€36K
Service Engineer	Rathcoole	€35K
Measured Building Surveyor	Ballycoolin	€30-35K
Facilities/Engineer	South West Dub	€28 -38K
Assistant Surveyor	Ballycoolin	€25-26K

Send your CV to
vdragut@celticcareers.com or
call **Valentin on 01 969 5772**
for more information

**Celtic
Careers**

Assistant To Ryanair's CEO

[Back](#)[Print](#)[Apply Now](#)

Location

Dublin Office, Ireland

Department

Commercial

Job Ref

MOL

Description

Worst Job in Ireland?????

ASSISTANT TO RYANAIR'S CEO

A bright, ambitious qualified accountant is required to assist Ryanair's misunderstood but beloved CEO and manage a wide range of issues including:

- Treasury & portfolio management
- Investment analysis
- Tax analysis & returns
- Project management and property development
- Special project work
- General drudgery
- MOL-ly coddling

Essential attributes required:

- Thick skin
- Saint-like patience
- Aversion to bolloxology
- Own collection of nursery rhymes / bedtime stories
- Ability to operate without sleep or contact with the outside world
- (Ego) massage qualifications

Note: Dubs fans, Man U supporters and cyclists will not only be automatically excluded from the process, but will be tracked down, tortured and shot.

This role is a great opportunity for an ambitious, self motivated qualified accountant to work in a demanding and interesting role. There will be significant opportunities for the candidate if successful, to further develop their career by promotion into the management team at Ryanair.

Suitably qualified candidates should apply with cover letter and CV to:

mcmahonn@ryanair.com by Friday 18 November 2016.

Key Assignment 1

I prepared a display (e.g. poster / collage) as part of a group which showed our individual skills and how these related to particular job vacancies

Personal Characteristics Needed For Your Sample Jobs

- With your teacher, **discuss** the personal characteristics **needed** for the **jobs** in each of your adverts.
- Use the **word bank** on the next slide to help you.

Word Bank

Focussed

Good With People

Flexible

Ambitious

Positive

Polite

Self-Disciplined

Hard Working

Enthusiastic

Punctual

Willing To Learn

Patient

Good With Computers

Sense Of Humour

Team Player

Attentive To Detail

Good With Numbers

Energetic

Copes Under Pressure

Can Motivate Others

Confident

Problem Solver

Initiative

Persuasive

Creative

Can Work Well Alone

Calm

Good Listener

Good Communicator

Responsible

Qualifications / Skills Needed For Your Sample Jobs

Use each of the four jobs you selected to answer the following questions:

What **qualifications** are needed?

Where you can get such qualifications (ask your Guidance Counsellor)?

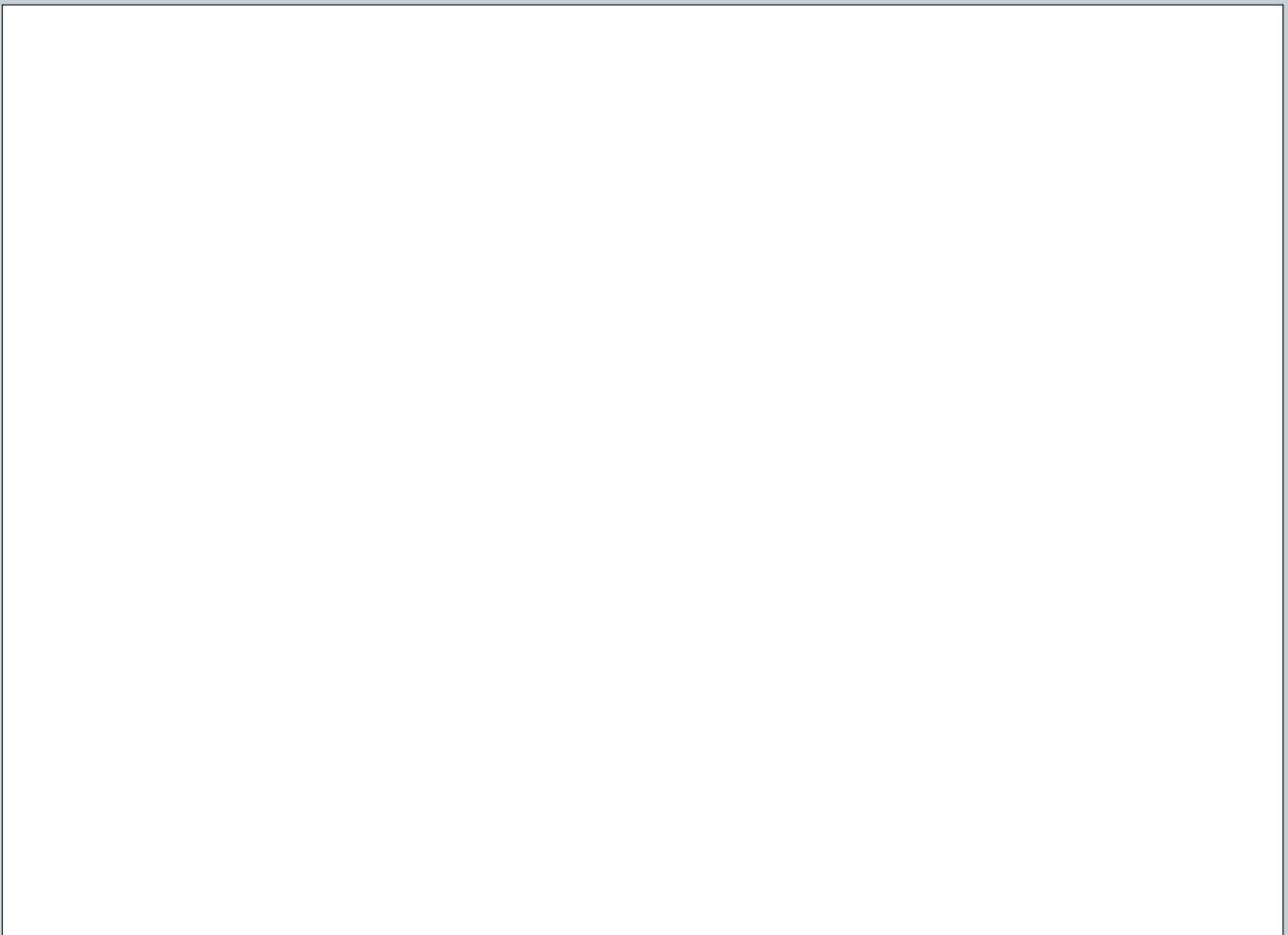
Could you **get** such a qualification?

How many **years** of study?

Any required **Skills**?

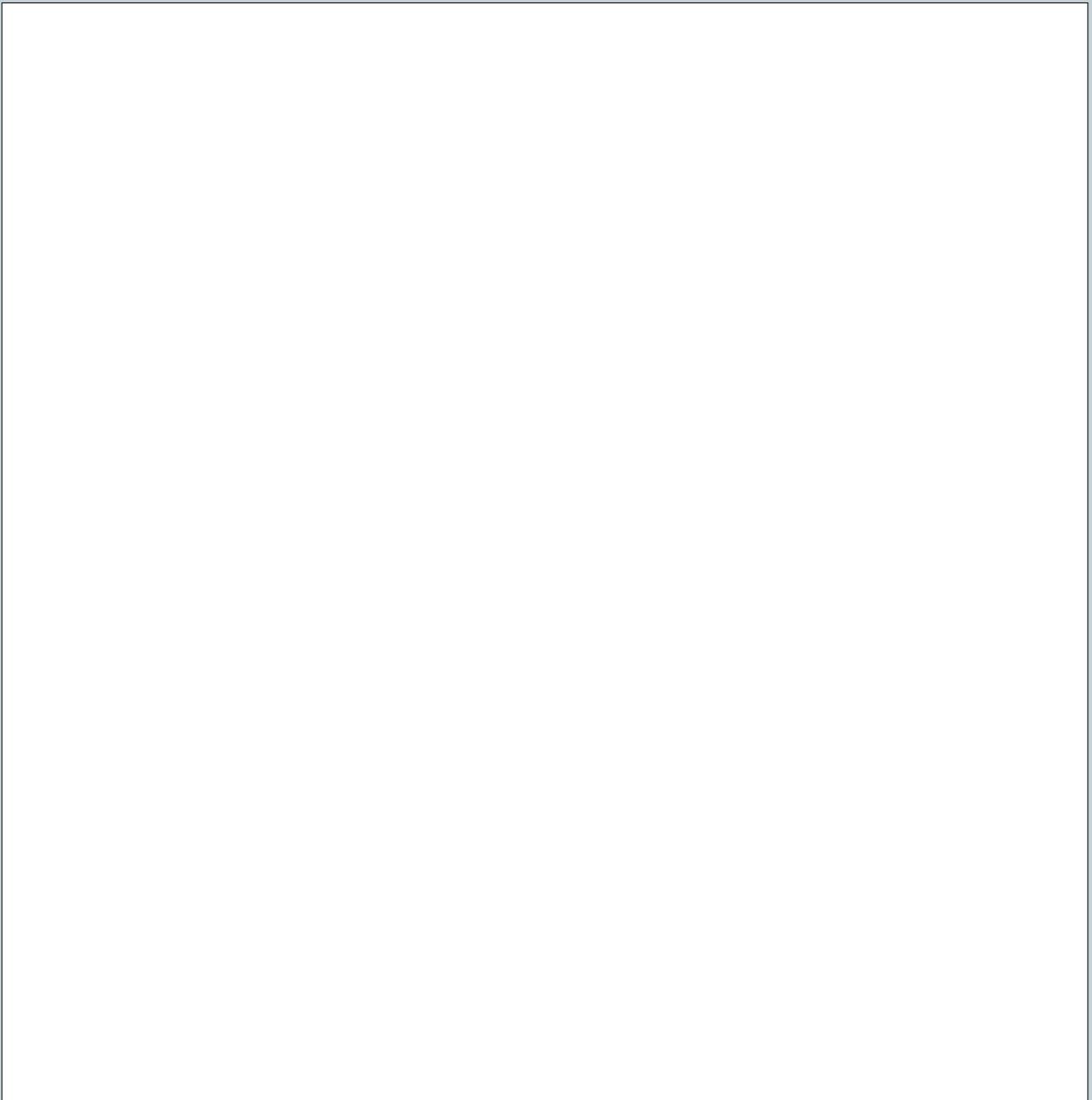
Qualifications / Skills Needed For Your Sample Jobs

1. Do you have the **required** skills?
2. Are you **suitable**?
3. Could **you** get such a job?
4. What are the chances of **promotion** or career **progression**?



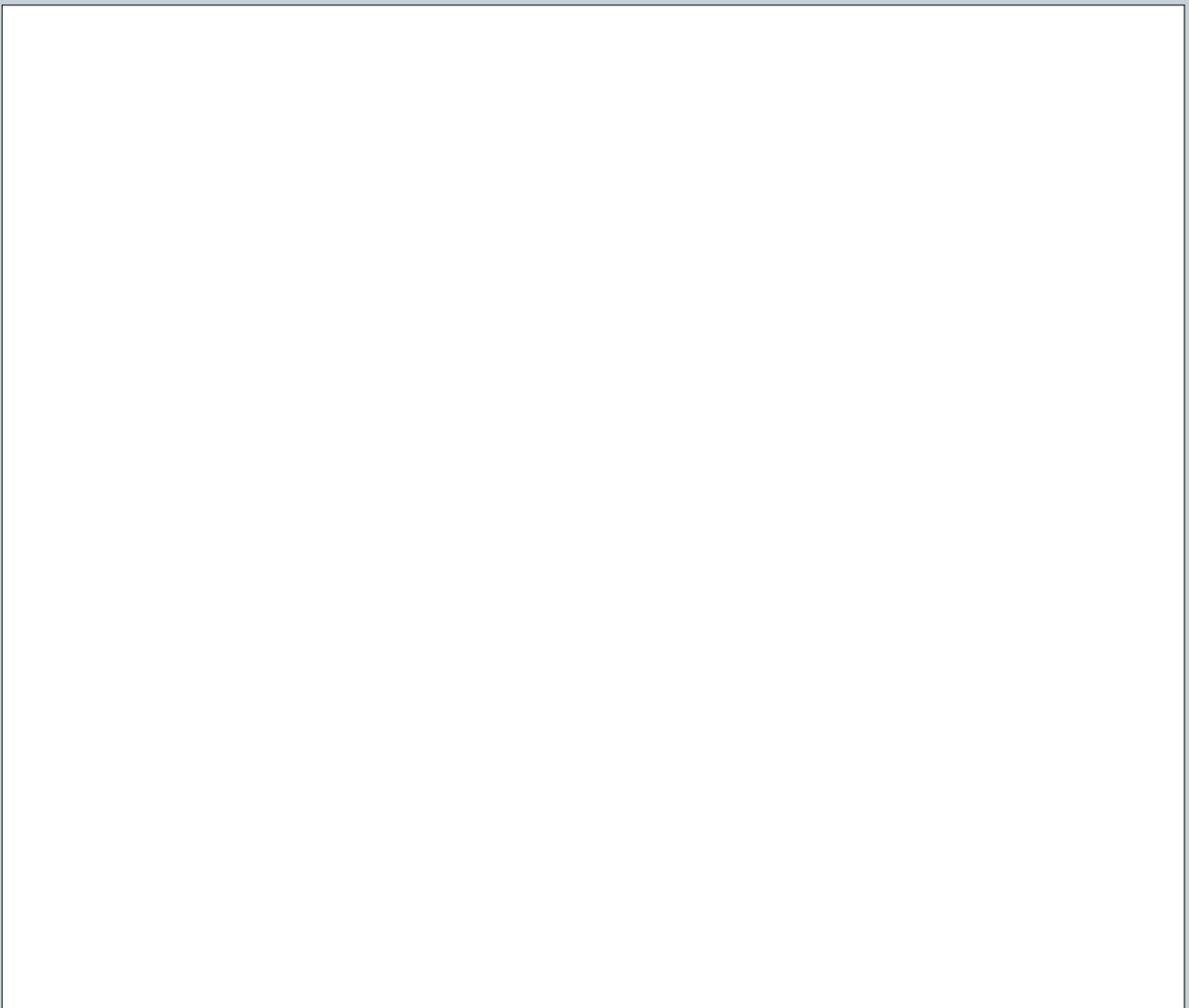
Prepare A Display

- Create a collage of **your** findings about the **skills** and **qualifications** needed for your selected **job**.



Hating Your Job

- After a class discussion,
- Fill in the possible **effects** of being employed in an **unsatisfying** job

A large, empty rectangular box with a thin black border, intended for students to write their answers to the question about the effects of an unsatisfying job.

Prompts

- **Inadequate** income
- **Boredom**
- **Lack** of motivation
- Substance **abuse**
- **Depression**
- **Anger** problems
- Feeling of **wasting** your life



Reflection



- Write down three things you learned in Unit 2.

In Unit 2 You Learned

- To select a sample of four **suitable** job vacancies.
- To list the personal **characteristics** needed for these jobs.
- How to outline your **ideal job** and your suitability to it.
- To describe the **qualifications/skills** needed.
- The promotional **prospects** for these jobs.
- The **effects** of working in a job you **hate**.

Unit 3: Jobsearch Practice



In Unit 3 You Will Learn

- **Selection** procedures used by employers.
- How to write a **Cover Letter** for a particular job.
- How to prepare a **Curriculum Vitae** (C.V.) and complete a job **application** form.
- To identify appropriate techniques for **contacting** potential **employers** by **telephone**.

How Companies Hire

- What are the six **steps** **companies** take in order to **hire** staff.



How Companies Hire

- Step 1** You **Submit** your application or C.V.
- Step 2** Your **work history** is reviewed
- Step 3** Your C.V. is **matched** with jobs
- Step 4** You are called for **interview**
- Step 5** **References** **checked**
- Step 6** **Skills** evaluation test

*If all goes well you are then **offered** the **job***



I prepared a personal Jobsearch folder that included items such as my C.V., letters to & from potential employers, photographs and sample advertisements.

Cover Letter

- Find a sample of a Cover Letter.
- **Write** your **own** Cover **Letter** based on a sample job advertisement.
- When you are finished you need to **read** your **letter out** to the class.
- Could these letters be **better**?
- If so **how**?

A large, empty rectangular box with a thin black border, intended for students to write their own cover letters. The box is positioned below the list of instructions and occupies the lower half of the page.

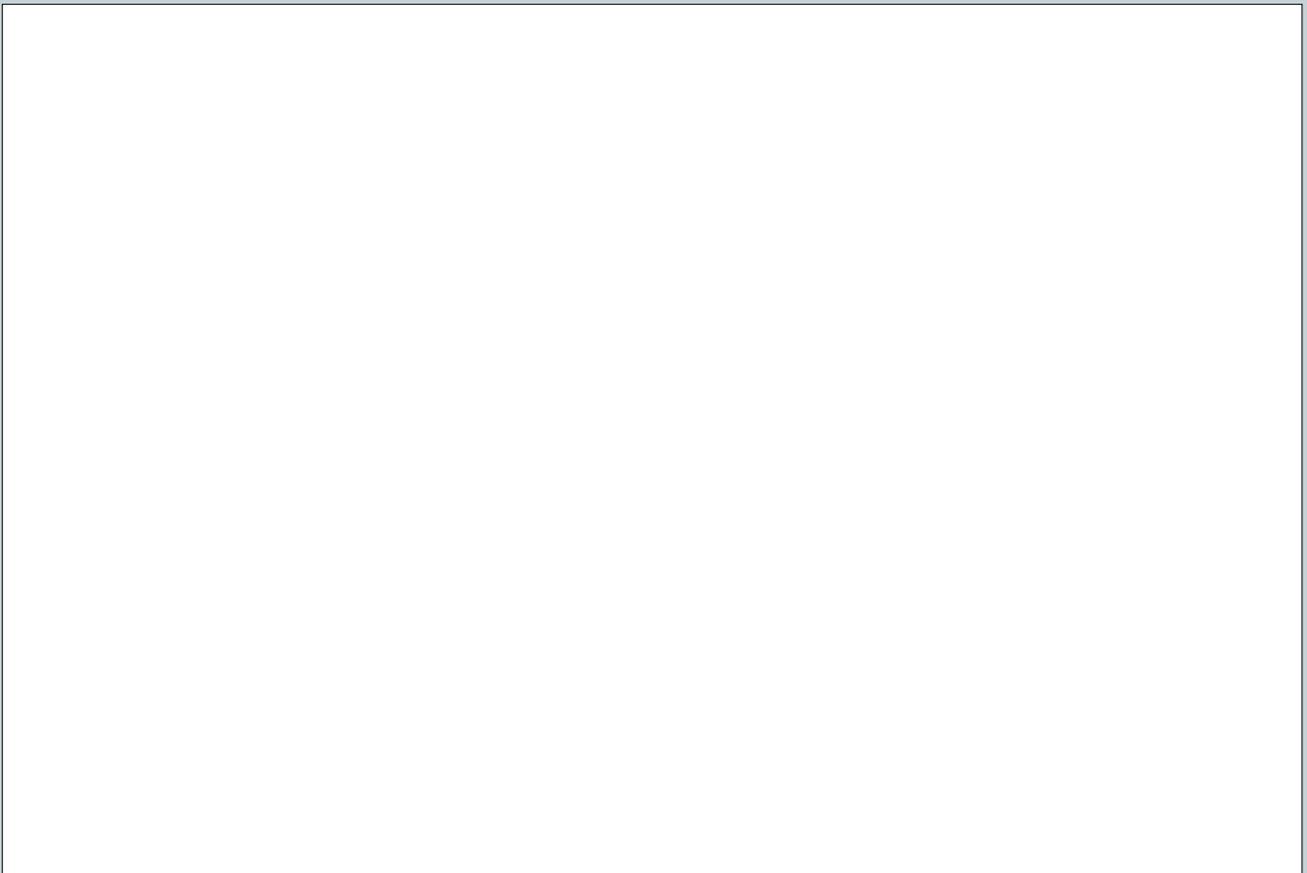
C.V. Headings

- Personal Details
- Education
- Work Experience
- Hobbies & Interests
- Referees
- Type your **C.V.** on a **computer** and **save** it. (This may be completed in the English Communications Class)



Application Forms

- Write down four good points to remember when filling in an application form.
- Find a sample application form, and copy the web address into this page.

A large, empty rectangular box with a thin black border, intended for the user to write down the four good points and the web address of a sample application form.



Your Turn

- Work in **pairs** to write down and **record** a possible telephone / skype conversation with a potential employer (one as employer, the other as job searcher).

Reflection



Write down three things you learned in Unit 3:

In Unit 3 You Learned

- To list selection **procedures** used by **employers**.
- To write a **letter** of application for a particular **job**.
- To prepare a Curriculum Vitae (**C.V.**) and complete a job application form.
- To identify appropriate techniques for **contacting** potential employers by **telephone**.



Unit 5: Pay & Conditions



In Unit 5 You Will Learn

- The **different** forms of **unemployment assistance** available and how to **apply**.
- To identify some **laws** of employment.
- To outline different **types** of employment.
- To describe the types of **deductions** taken from gross pay.
- To list some of the non-monetary **advantages/disadvantages** of certain jobs.

Jobseekers Allowance & How To Apply



See:

<http://www.citizensinformation.ie>

Frequently Asked Questions

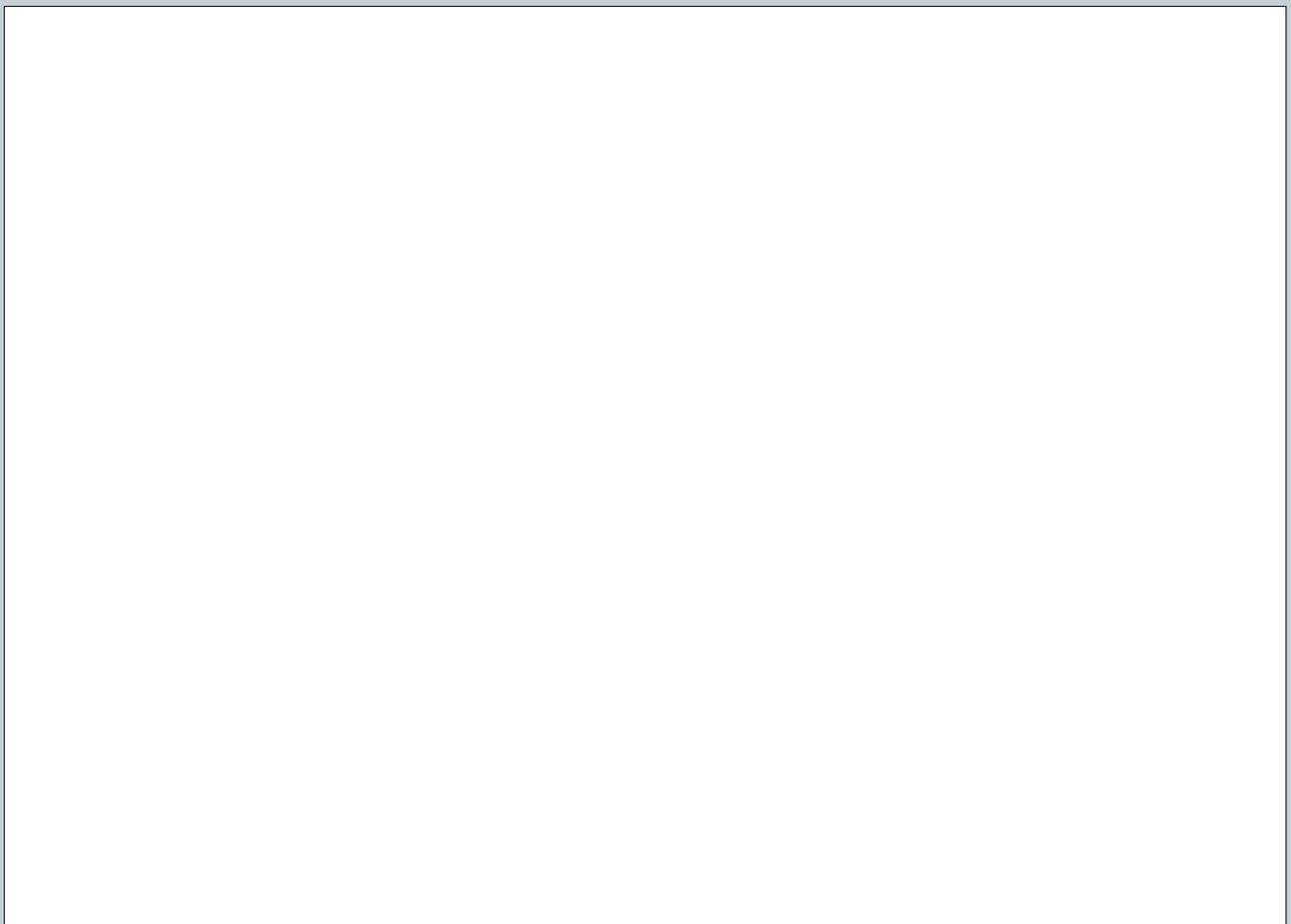
What **payment** can I claim if I lose my job?

Am I entitled to payment if my working week is **reduced**?

What are the current **rates** of payment?

Where should I **apply**?

What **documents** do I need to bring?



Frequently Asked Questions (Cont...)

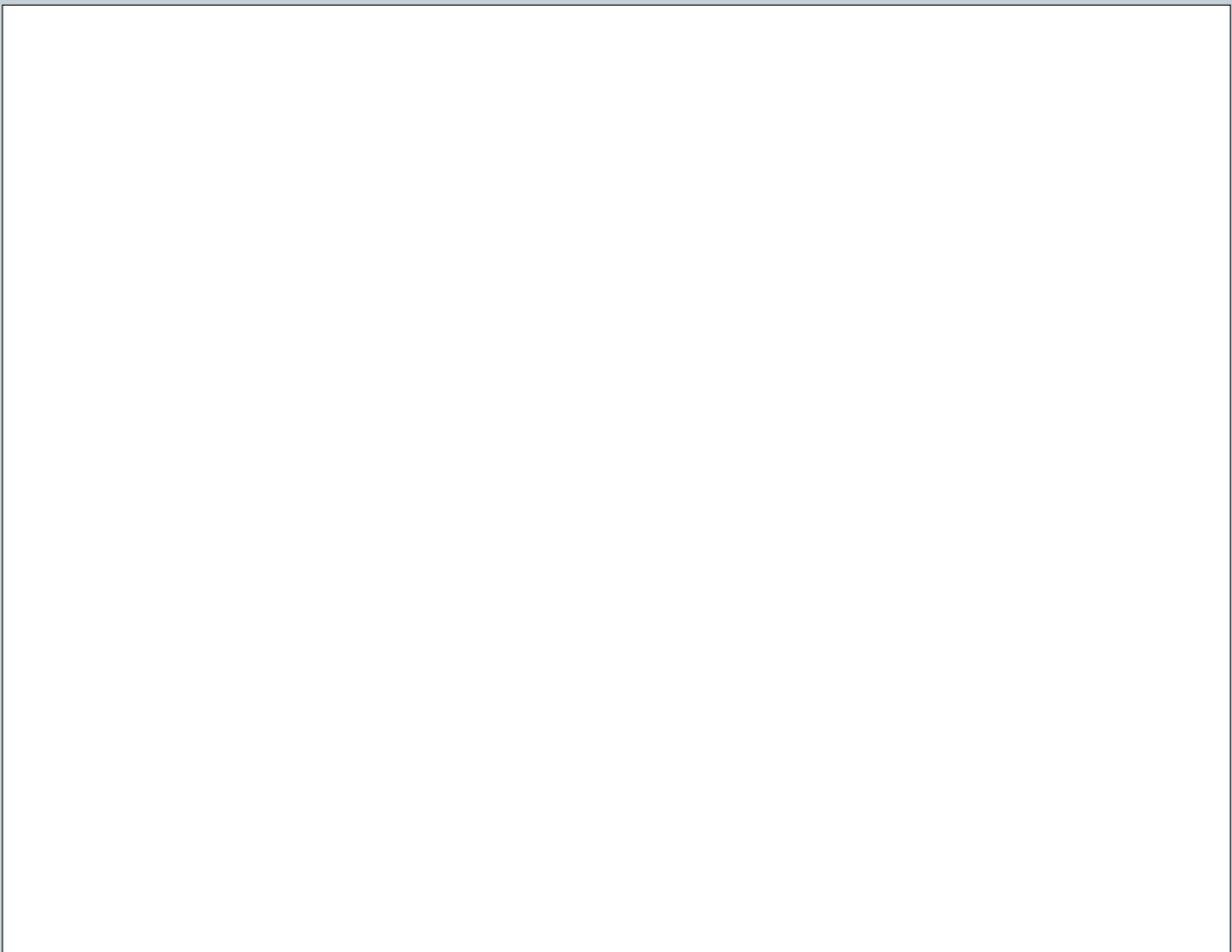
How will I get my payment?

Will it be **long** before I get my payment?

How long can I **continue** to get the payment?

Can I get any help with my **rent** payments?

Are there any **other** benefits I can claim?



Frequently Asked Questions (Cont...)

If I get a **redundancy** payment, am I entitled to anything?

If I want to **transfer** my jobseeker's benefit to **another country**, what must I do?

I have now **returned** to Ireland and I am looking for a job. Can I apply for a **Jobseeker's** payment?

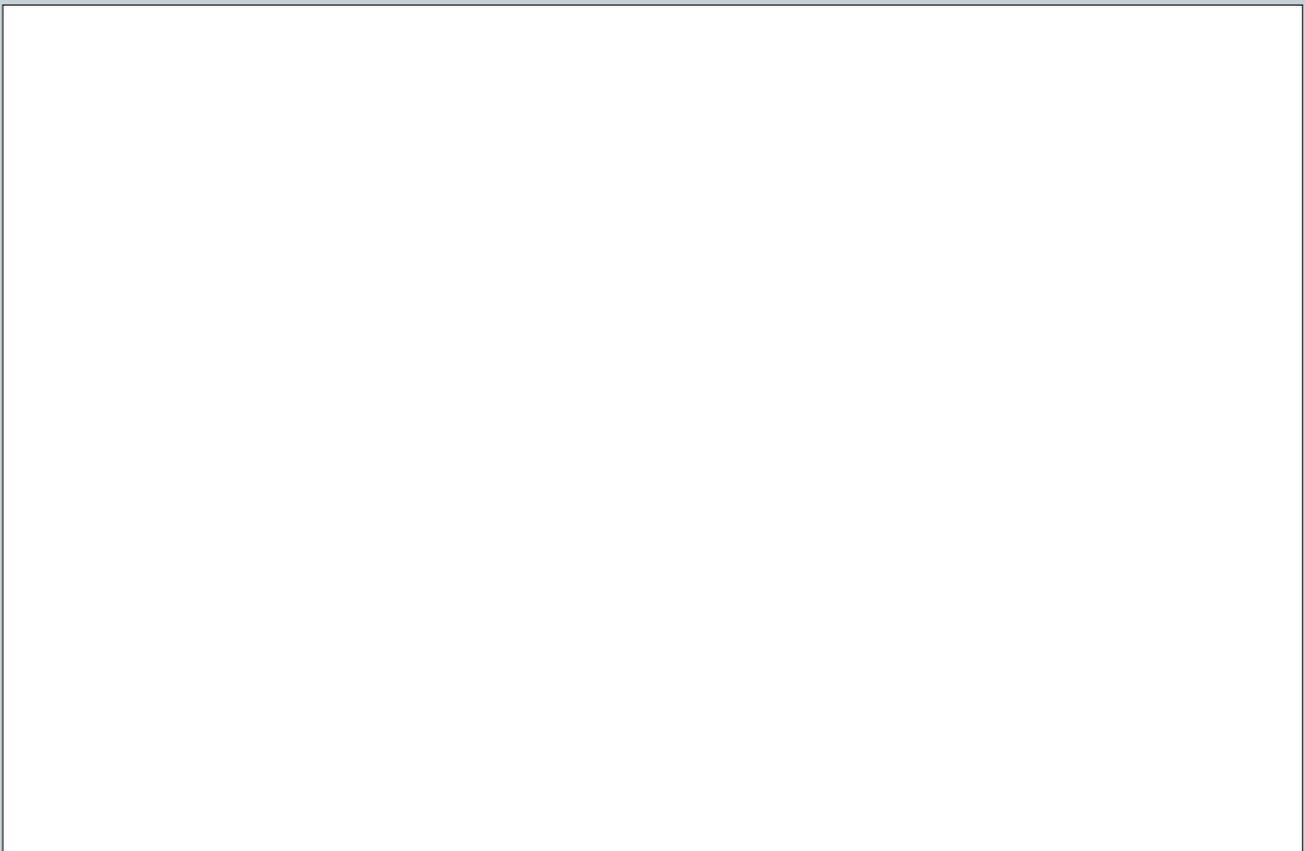


Frequently Asked Questions (Cont...)

I have been **self-employed** but I now have no work. Can I claim?

I'm currently on a Jobseeker's payment. I'm thinking of **setting up** a **business** but will I be **entitled** to any payment if I don't get sufficient work?

If I go on **holiday**, will I still get my Jobseekers payment?



Frequently Asked Questions (Cont...)

I have been on a **career break**.

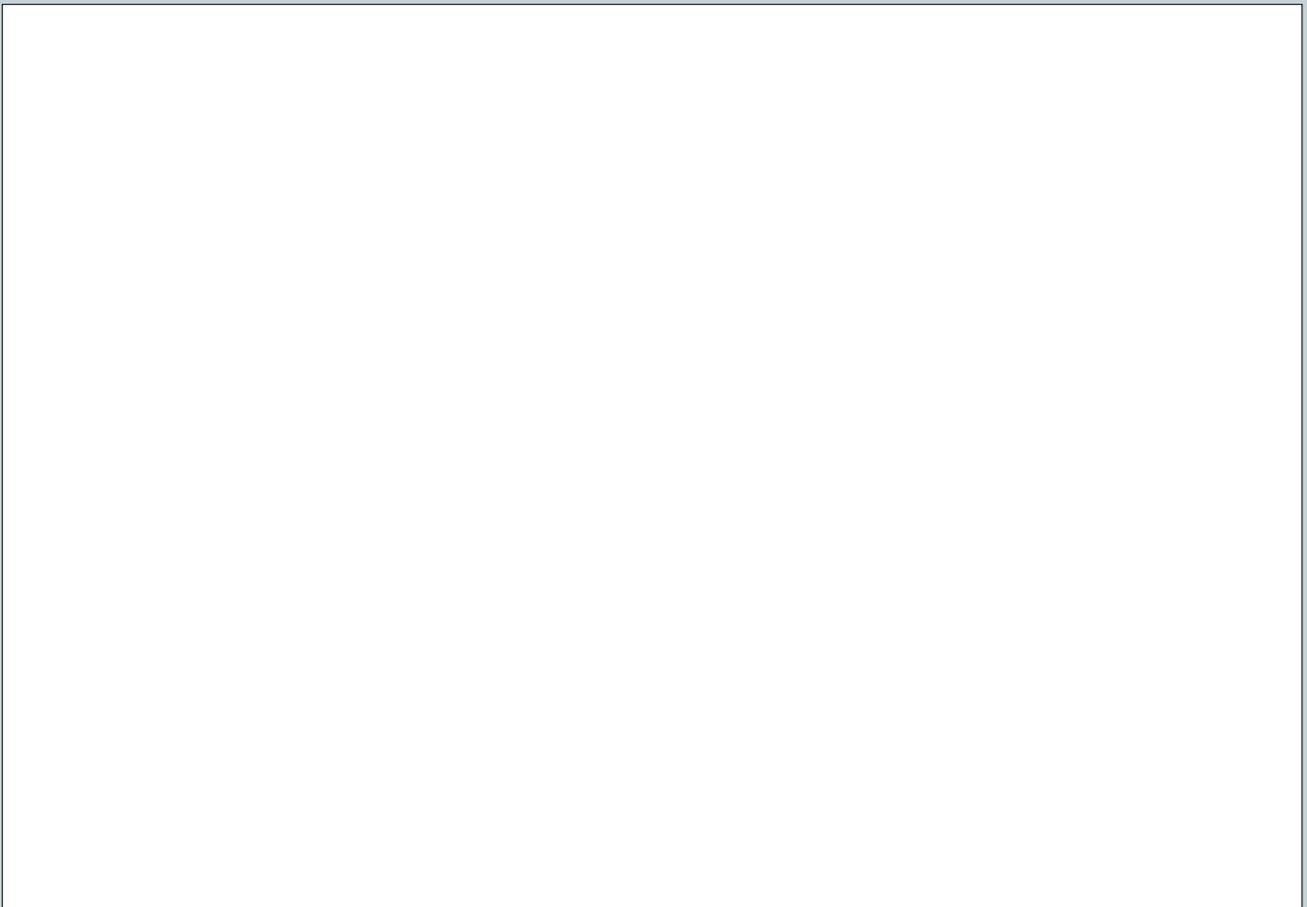
My employer won't take me back.

Am I entitled to claim JB/JA?

How **often** will I be required to **sign** on at the social welfare office?

I am aged 20-24 claiming Jobseekers

Allowance and on a **training course**. Can I undertake **volunteer** work while on JA/JB?





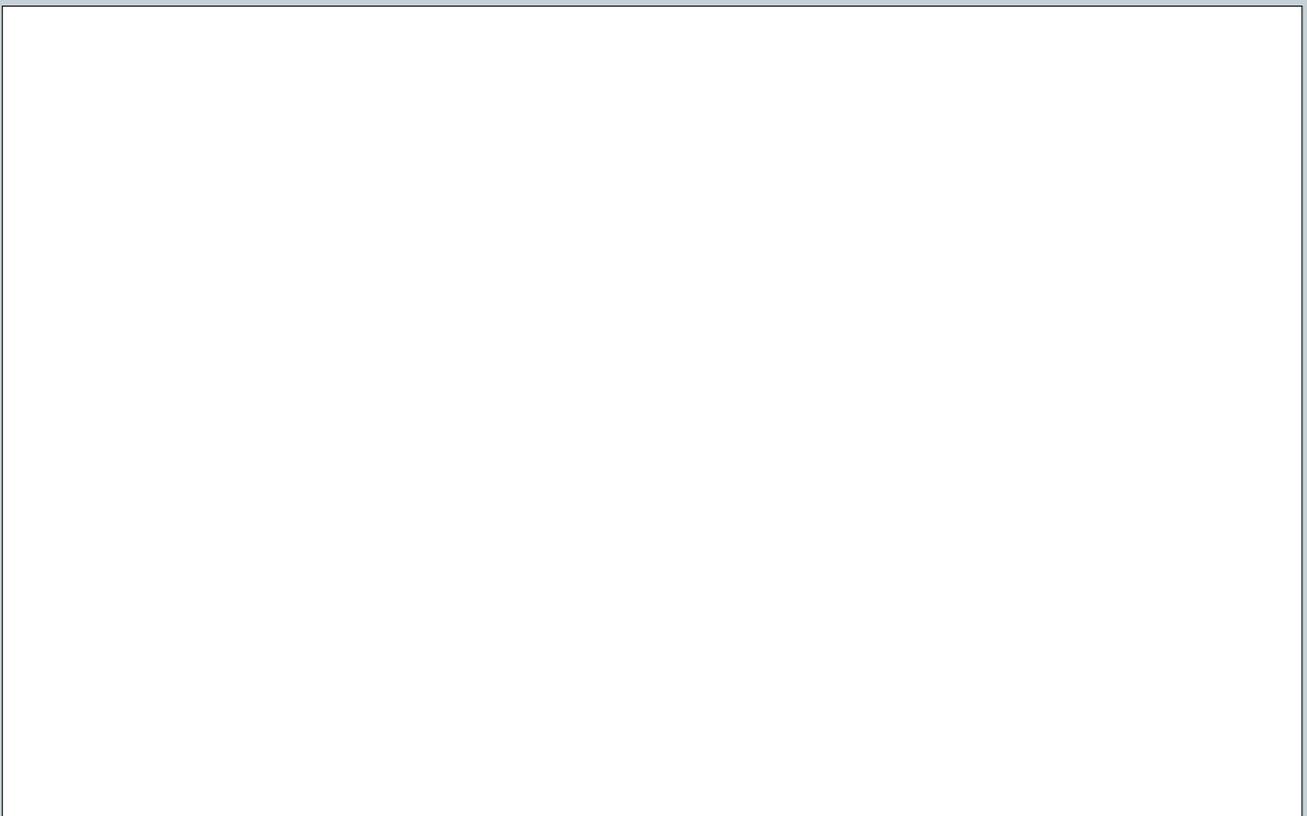
Some Employment Laws

- Using an online search engine, answer the following questions:
 1. How old do you need to be to work?
 2. How long can you work per week if you are under 16?
 3. Are under 16's allowed to work shifts?

Different Types Of Employment

- The student should research **different** types of **employment** e.g.
 1. Contract work.
 2. Full-time employment.
 3. Part-time jobs.

Now explain the different options.

A large empty rectangular box with a thin black border, intended for the student to write their explanation of the different employment options.

Deductions Taken From Gross Pay

The main types of deductions are:

- Tax
- PRSI
- Universal Social Charge
- Benefit in Kind
- Pension
- Union Fees

The actual calculations are covered in Mathematical Applications.



www.deloitte.ie/tc/

- You can go to this web site and enter all your details.
- The website will then calculate how much you should be earning after deductions.



Tax & Deductions Terms Explained

1. PPS Number: A number used by the Revenue Authorities to identify you.

2. PRSI Class: This dictates the amount of PRSI contributions you pay.

3. Weekly/Monthly Cut Off: Your gross pay is taxed at the lower rate up to this point. The remaining balance of your gross pay is taxed at the higher rate.

4. PAYE: The amount of income tax that is deducted from your gross pay.

5. Tax Credit: Tax Credits that are used to reduce the amount of PAYE that you pay.

6. PRSI: There is also employer PRSI contributions your employer is required to pay over to the authorities.

7. USC: The Universal Social Charge is a tax that has replaced the income levy and health levy.

8. Gross Pay: The total amount you're paid before any deductions are made.

9. Net Pay
The total amount you're paid after tax, PRSI, and other deductions.

10. Total Deds: The total amount of money deducted in that pay period.

Sample PAYE payslip

Test Company Ltd 1234567E

Name _____ Frequency _____ PPS No. _____
 Number _____ Department _____ Period _____ Date _____

Payments	Units	Amount	Payments	Units	Amount
Gross Pay	1.00	500.00	PAYE		57.60
Premium Pay	1.00	88.00	USC		28.76
			PRSI ee		18.44

Cumulatives this employment		Revenue Detail		Pension Details	
Gross	Basis	Tax Credit	Cumul	Cumul	
588.00	588.00	60.00		10.00	
57.60					
28.76					
18.44					
63.21					

Summary	
Total Gross	588.00
Allowed Deduction	0.00
Taxable Gross	588.00
Total Deduction	104.80
Non tax Payments	0.00
Total Payment	483.20
Pay Method	Cash



Discussion - Deductions

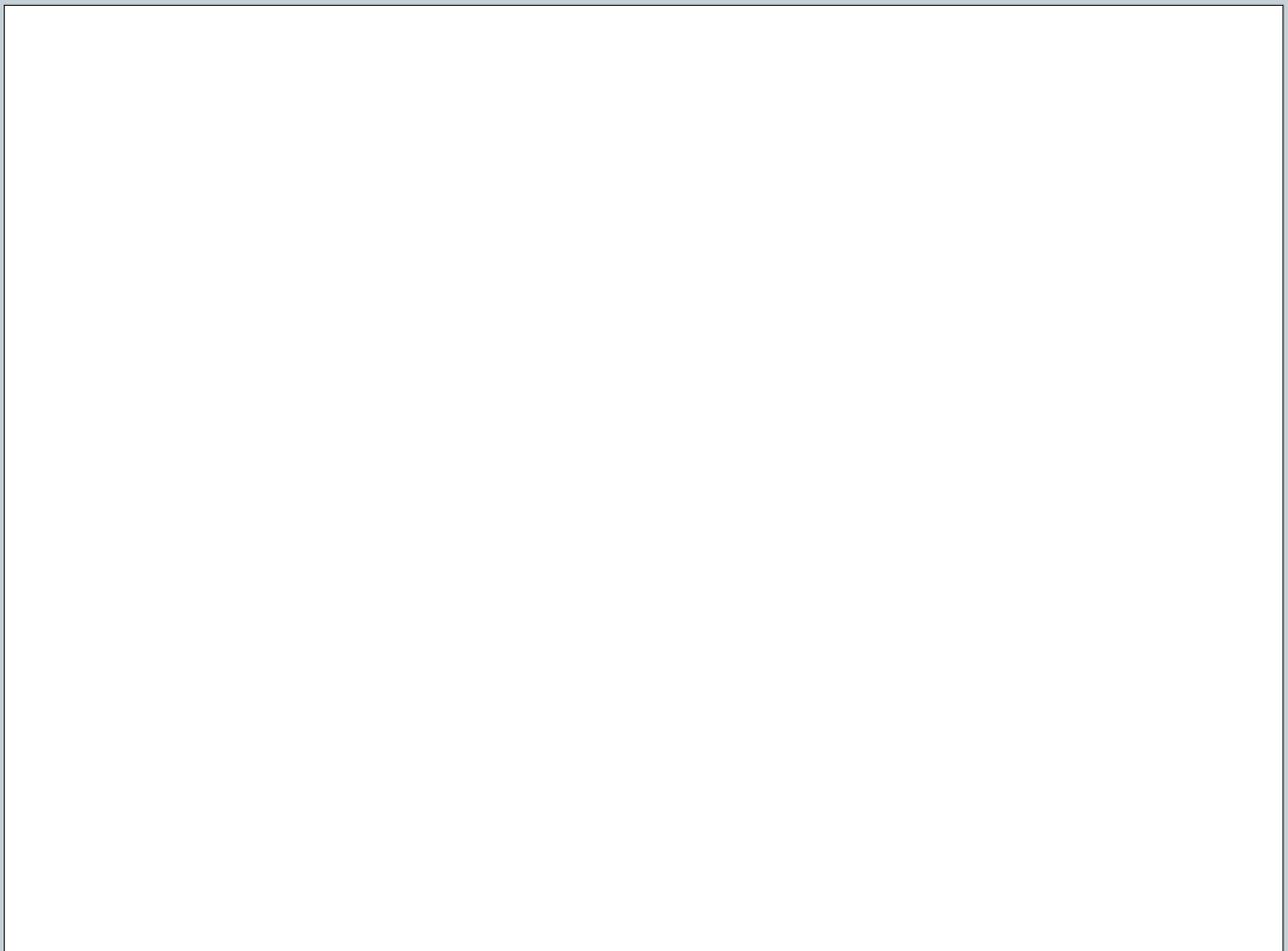
- Get into small groups
- Appoint a note taker and a speaker.
- **Discuss** these **deductions**.

Prompt Questions:

What are they for?

Are they fair?

Who pays more?



Non-Monetary Advantages / Disadvantages Of Working

- As a class, brainstorm any advantages / disadvantages you can think of.
- Write in five things work can *give* you and five things work can take from you.

A large, empty rectangular box with a thin black border, intended for students to write their brainstormed advantages and disadvantages of working. The box is currently blank.

Some Hints

Did you think of:

- Long Holidays
- Social Life
- Home-life
- Opportunities to travel
- Income
- Test your limits



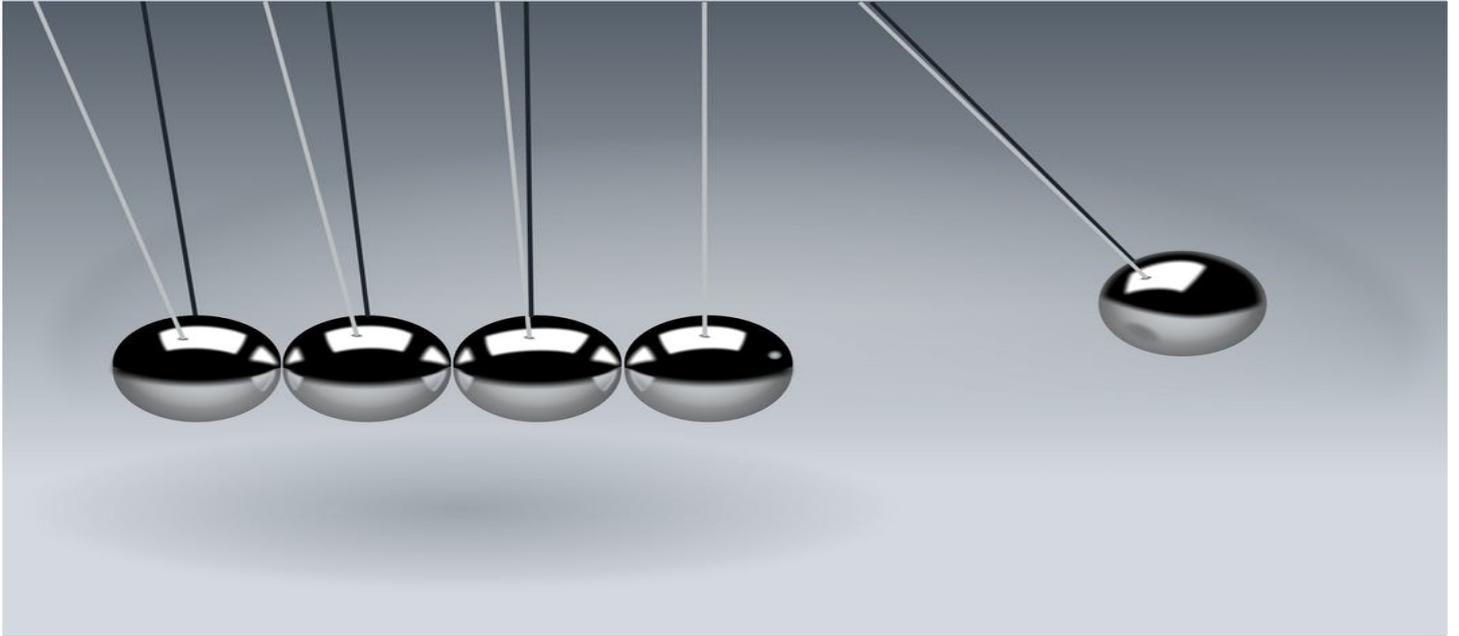
What People Gain From Working

Five basic needs

- Financial Independence
- Belonging
- Fun
- Freedom
- Power



Reflection



Write down three things you learned
in Unit 5:

In Unit 5 You Learned

- The **different** forms of unemployment assistance available.
- To identify some **regulations** governing employment.
- To outline different **types** of employment.
- To describe the different types of **deductions** taken from gross pay.
- To list some of the non-monetary **advantages/disadvantages** of certain jobs.

Unit 4 : Interview Skills



In Unit 4 You Will Learn

- To **prepare** properly for an **interview**.
- To **participate** in a **mock** interview for a particular job.
- To **assess** your **performance** at the mock interview.
- To deal with the **disappointment** of not being called for an interview or not being successful at interview.

Preparing For An Interview



- Record the **five things** that should be done in **advance** of an **interview**.

Did You Get Them All?

1. **Research** on the company.
2. **Tailor** your accomplishments.
3. **Know** who you will be talking to.
4. **Plan** and prepare what you're going to **wear**.
5. Take your **materials** with you.



Review Of Interviews

Write down four things you can do
wrong:

Write down four things you can do
right:



Mock Interviews

Pick one option:

Option 1

A **student** interviewing another **student** with the teacher providing a standard set of questions for the interviewer.

Option 2

Teachers or **someone** from the local **community** will interview students.

Option 3

Scripted **role-plays** with the students taking turns to participate or **observe**.





Mock interview: Script 1

Q

Why do you want this job?

A

I've researched the job, and found that my skills and interests really fit the role. I'm good at planning and organising, have great attention to detail and would like to learn new skills. I think I'd be a great match for your company.

What are you looking for in a job?

I'm looking for a job where I can work as part of a team and learn from others. And I'll be happy that I've pushed myself to do something new.

What are three words your parents, carers or teachers might use to describe you?

Responsible, because I help look after my little sister by making sure she gets home from school safely; organised, because I have a lot to do at school and out of school but make sure I'm organised enough to do it all; and smart, because I'm studying things I'm interested in and doing my best to achieve good grades.

Describe a time you worked as part of a team

I was part of an editorial team putting together a new school magazine. I worked with the people who wrote the stories to make sure that the photos I took tied in with the theme. The magazine sold well at the school fair and we raised money for school funds.

Can you tell me about a time when you had to do lots of things at once?

I do some things after school like tennis and had a lot of coursework to finish off by the end of the term as well. I marked my calendar with all of my tennis practices and plans I had made with friends, and I made a list of everything I had to finish off. I could see what was most important and when I'd have to get things finished in order to get everything done on time. Keeping to the list helped as I could tick things off when they were completed.





Mock interview: Script 1

Q

What makes you the best person for this job?

I'd like to think I've shown you I've got the skills and experience required for this job. I'm good at communicating and working in teams. I'm good at solving problems; I'm flexible and enjoy learning new things. From what I know, and what you've told me about the job, I think I'd be an asset to your company.

A

What's your biggest weakness?

I sometimes act too quickly, but I've learned to make a thorough checklist before I start a new task or project which means I don't miss anything or rush into things without thinking them through.

Have you ever had to deal with being in a team with people you don't get on with?

I work in a shop, and some people in my team weren't getting on. I spoke to my boss about it and she called a meeting to discuss the problems and we were able to talk them through in the team. Things got a lot better after that.

What do you like to do in your spare time?

I'm part of a tennis team, as I said, and I really enjoy it. As well as loving to play, it's meant I've made some good friends and been part of a team. We have all been helping each other to improve some of the skills we needed to work on and we've been playing much better because of that. I also like to write for the school paper and have to do research and interview people which is fun. I like being with my friends as well and we go out together.

Do you have any questions to ask me?

Yes. Can you tell me a bit about what training might be offered in this role? What kind of opportunities are there for personal development within your company?



Mock interview: Script 2

Q

Why do you want this job?

A

I think I could do it, and I need the money.

What are you looking for in a job?

Just something that I don't hate doing I suppose.

What are three words your parents, carers or teachers might use to describe you?

Organised, responsible and smart? Because I think I am those things.

Describe a time you worked as part of a team

I had to be part of a team for a project in school. I did a few bits of work which I knew how to do and other people did the rest of it, so we never had to do that much work.

Can you tell me about a time when you had to do lots of things at once?

I was given three different pieces of homework for the same weekend I wanted to go to a party, so I had to do all of them on the Sunday night as I wanted to use the Friday to talk to my friends about how we'd get there and what we were wearing – and I was too tired on Sunday morning! There might have been a few mistakes but I handed something in.



Mock interview: Script 2

Q

What makes you the best person for this job?

A

I just think I would be really good here. I could work hard.

What's your biggest weakness?

I don't have any weaknesses!

Have you ever had to deal with being in a team with people you don't get on with?

I worked with a girl who annoyed me, so we argued quite a lot. But I just told her to leave me alone so now we don't speak to each other unless we have to.

What do you like to do in your spare time?

I like hanging around with my friends, we don't get up to much really. There's nothing to do around here.

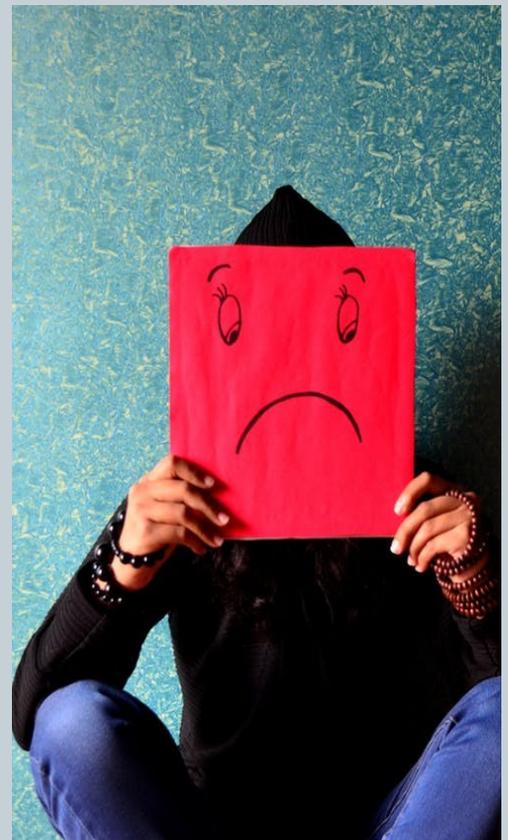
Do you have any questions to ask me?

Uhhh... not really. What kind of holidays would I get?

I participated in a mock interview & reported on my performance at same.

Not Getting An Interview Or The Job

If you **don't** get an interview, don't get **depressed** and think you will never get a job.



Instead

1. Have a look at your **C.V.** and **Cover Letter** and see if there are any **mistakes**.
2. Look at the job specification and see if you met the **minimum requirements**.
3. How **many** people went for the job? There could have been one hundred applicants for one job.
4. Ring the **Human Resources** department and ask **why**?



Not Getting The Job After Interview

This can be **tough** as sometimes you think you did well and almost expect the job offer. Again, don't get **down**. **Ring** the Human Resources dept. and ask to **speak** with the relevant **person**. **Ask** them what you fell down on and keep note, so you don't make the same mistakes again.



Reflection



Write down **three** things you learned in Unit 4.

In Unit 4 You Learned

- To **prepare** properly for an interview.
- To participate in a **mock** interview for a particular job.
- To **assess** your **performance** at the mock interview.
- How to **deal** with the **disappointment** of not being called for an interview or not being successful at interview.

A hand is shown writing the word "unemployed" in white chalk on a green chalkboard. The word is written in a cursive, lowercase style. The first letter 'u' is crossed out with a diagonal line from the top-left to the bottom-right. The hand is holding a white chalk stick and is positioned at the end of the word, having just finished writing the final 'd'.

~~un~~employed

Unit 6: Self Employment



In Unit 6 You Will Learn

The advantages/disadvantages of **self employment**.

To prepare **questions** to ask someone who is self employed.

About the different **agencies** that help individuals set up their **own businesses**.

To identify **skills / qualities** necessary for self employment and compare these with your own skills and personal characteristics.

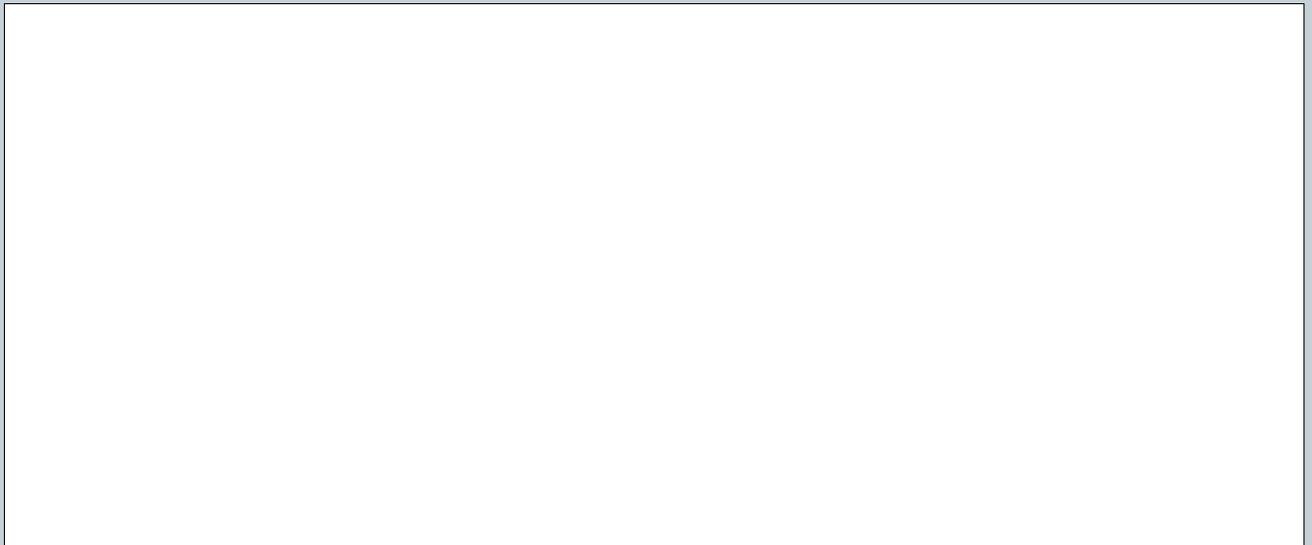
The Advantages/Disadvantages Of Self Employment

As a class, brainstorm any
advantages / disadvantages
/**challenges** of being **self-**
employed.

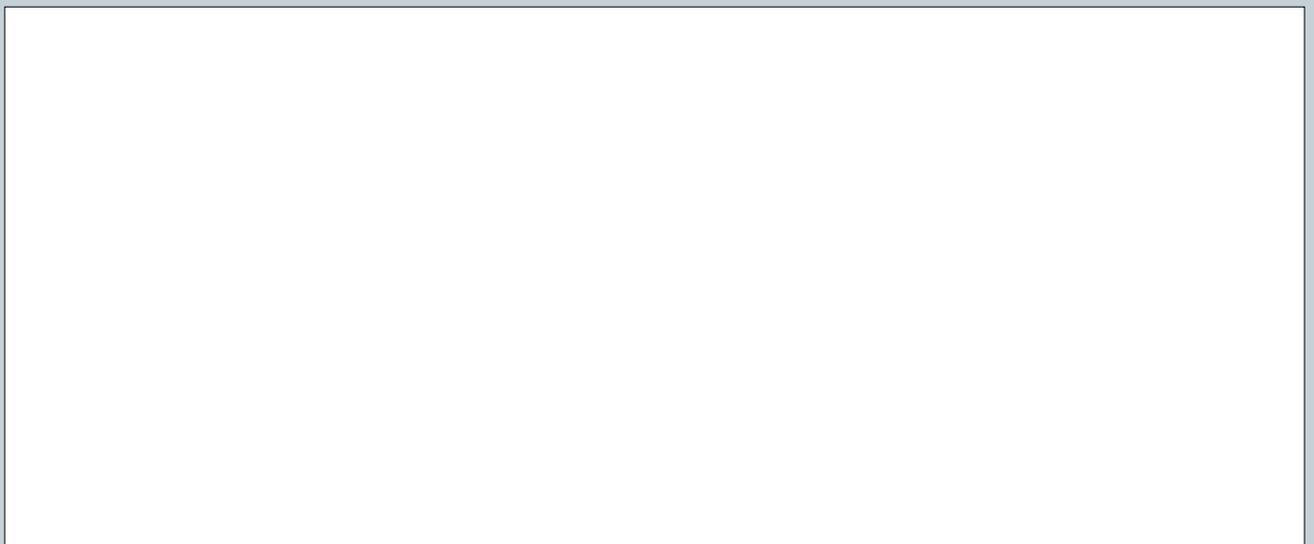


Self Employed v. Being An Employee

- Write down five **advantages** and five **disadvantages** of self employment.



- Write down whether it is **better** or **worse**, in your opinion, to be an **employee** or **self employed** & why.



I reported on an interview carried out with a self employed person.

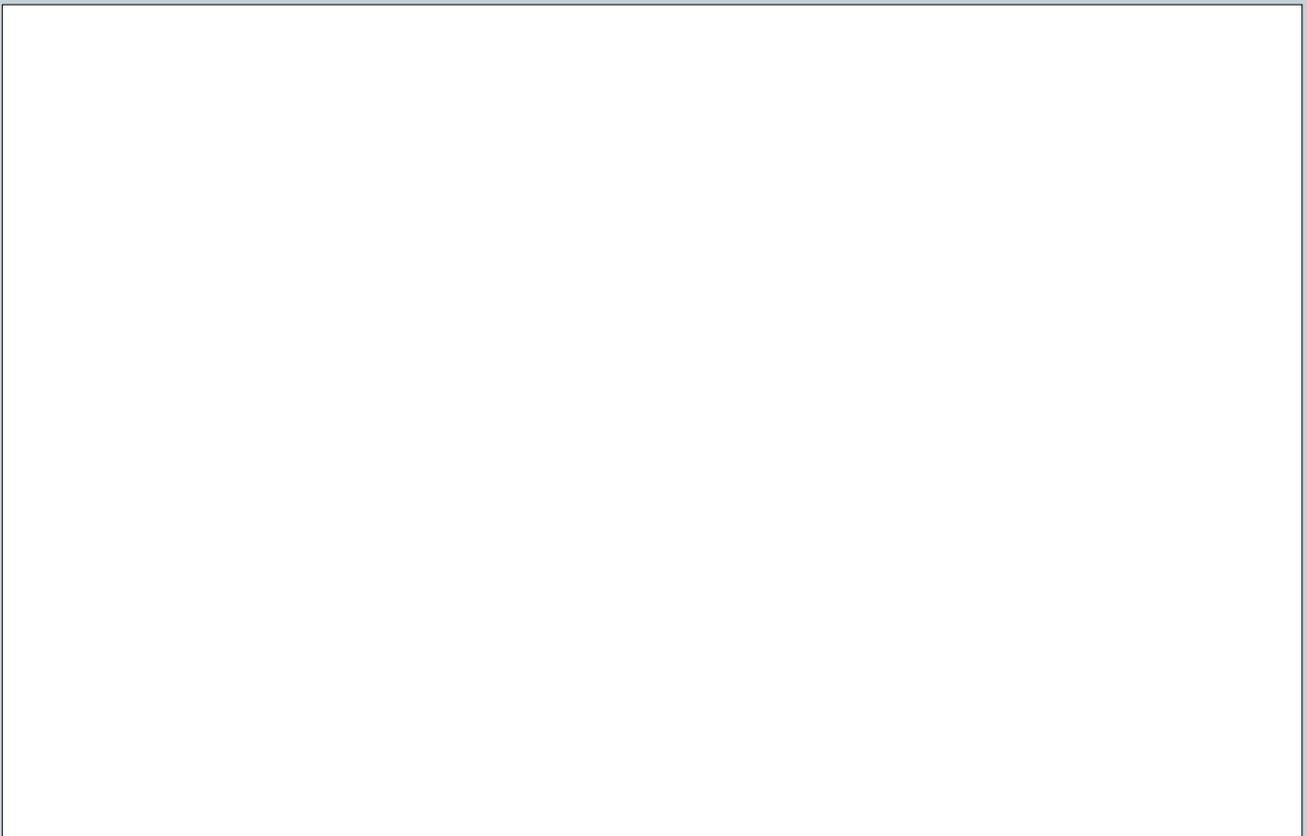
Agencies & The Self Employed

There are a number of agencies that help individuals set up their own businesses. These include:

- Enterprise Ireland
- IDA
- County & City Enterprise Boards
- Write down three ways that an agency can help a business start-up.

Skills / Qualities Necessary For Self Employment

- As a class, discuss what **skills** and **qualities** a self employed person needs..
- List the skills and qualities you believe are necessary to be a successful business person.

A large, empty rectangular box with a thin black border, intended for students to list the skills and qualities necessary for self-employment as per the second bullet point in the text above.

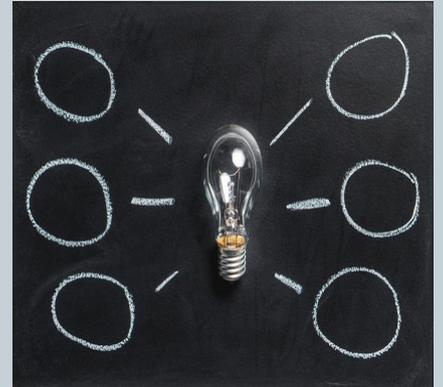
Reflection



Write down three things you
Learned in Unit 6.

A large, empty rectangular box with a thin black border, intended for writing reflections.

In Unit 6 You Have Learned



To list the advantages / disadvantages of **self employment**.

About the different **agencies** that help individuals set up their **own businesses**.

To identify **skills/qualities** necessary for self employment and compare these with your own skills and personal characteristics.