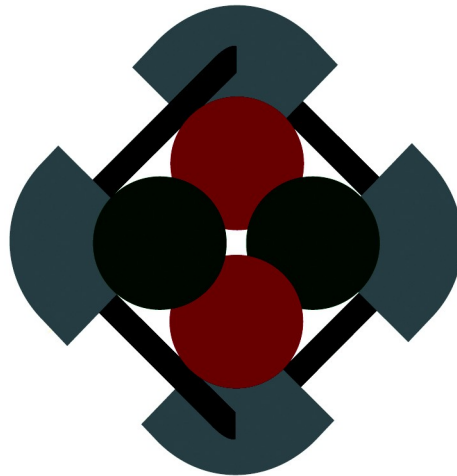


SCHEME OF WORK:

TY – WORK EXPERIENCE



Lesson Plan: 6 UNITS

**Year: Transition Year
Work Experience**

General Aims: A broad introduction to Work Experience

Specific Objectives:

Sourcing Work Experience

How to find the main sources of jobs in the local area.

How to network.

About the advantages & disadvantages of certain jobs.

To investigate the time & money needed when searching for a job.

The effects of working in a job you hate.

Work Search Practice

Type of selection procedures used by employers.

To write a Cover Letter.

To prepare a Curriculum Vitae and job application form.

Appropriate techniques for contacting employers by phone.

Interview Skills

To prepare properly for an interview.

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.

Pre-Placement Planning

Students will complete an interest inventory.

Understand the function of an employer's Report Card.

Explore coping strategies for dealing with difficult work place situations.

Explore the expectations of employers in work place situations.

Placement

Students will complete a Work Place Diary, delivered verbally in class.

Review of Experience

Students will discuss the skills and qualities they have acquired on the work placement.

Students will rate their performance in their work experience.

Notes: The above lesson will normally last a single class period per unit.

Comprehensive power-points are used to structure the above.