



## ***Module Descriptor***

### **Work Experience**

**Award Type: Minor**  
**Award Level: 4**  
**Award Code: 4N1168**  
**Validation date: 6<sup>th</sup> June 2012**

**Revision 1.0**

## Module Descriptor

**Purpose:** The purpose of this module is to equip the learner with the relevant knowledge, skill and competence to participate in the workplace for a limited time, to carry out work-related tasks while under supervision and to apply their learning to plans for the future

**Module Duration: 150 hours**

**Learning Outcomes:** By the end of this module, the learner will be able to:

1. Outline the factors which underpin and influence the labour market and affect local job opportunities
2. Identify the basic rights and responsibilities of employees and employers in a particular work context, to include health, safety and welfare at work, equality and pay-related matters
3. Identify and explore their own personal strengths, talents, goals, values and link to employment opportunities
4. Prepare and compose the relevant material required for applying for work experience, to include a letter of application, CV, application forms, and interview
5. Participate effectively in work experience of two week duration, with appropriate interaction with others and in compliance with the norms and regulations of the place of employment
6. Reflect on the period of work experience and the progress made during the period of Work Experience
7. Explore with confidence future training, education or employment options based on the learning achieved through work experience

## Key Learning Points

### Learning Outcome 1:

Outline the factors which underpin and influence the labour market and affect local job opportunities

#### Key Learning Points

- Discuss the changing nature of work in Ireland today
- Identify the key features of different types of employment: self-employment, public, private and voluntary sector employment
- Describe what is meant by the term Labour Market
- Explain the term globalisation and discuss the impact of globalisation on the local job market
- Identify relevant new technologies and automation describe how new technology impacts both positively and negatively on employment opportunities
- Identify causes of economic and population shifts on and describe the impact on the local labour market
- Identify the current state of the Irish Labour Market in terms of demands and needs, and the significance of the skills base in terms of job availability
- Describe the impact of paid and unpaid workforce participation on job availability

### Learning Outcome 2:

Identify the basic rights and responsibilities of employees and employers in a particular work context, to include health, safety and welfare at work, equality and pay-related matters

#### Key Learning Points

- Describe what is meant by Terms and Conditions of Employment to include minimum wage, working hours, annual leave and public holidays with reference to current legislation
- Outline Employee and Employer rights and responsibilities and the current legislative framework which supports these in Ireland
- Discuss the role of the National Employment Rights Authority and other organisations which uphold employment rights in Ireland
- Explain the difference between "fixed term" , "temporary" workers, and agency staff
- Explain the concepts of equality and diversity and the impact that culture, attitudes and values have on work policy and practice with reference to the current Employment Equality Act and Equal Status Act
- Outline the duties of employers and employees as outlined in current Health and Safety legislation and subsequent amendments
- Describe the role of communication and training in the promotion and provision of health and safety in the workplace
- Identify risk factors in relation to safety, to include the following Hazards: Physical, Chemical, Biological, Human, Fire Safety, Equipment

- Describe the control and associated risks of factors appropriate to working environments in the chosen vocational area, .e.g., Noise, Sound, Fumes, Dust, Chemical usage (Safety Data Sheets)
- Explain the following in relation to accidents and dangerous occurrences: Causes, Prevention, Emergency procedures, Reporting and recording
- Outline the dangers associated with manual handling and use safe lifting and manual handling techniques where appropriate

### **Learning Outcome 3:**

Identify and explore their own personal strengths, talents, goals, values and link to employment opportunities

#### **Key Learning Points**

- Define what is meant by the terms personal strengths, goals, values, challenges and abilities
- Identify own personal strengths, interests and skills evidenced in their own life experience to include courses, hobbies, sporting interests and voluntary or part-time work
- List and mark in order of importance personal and work goals - short, medium and long term
- Compile a selection of Job advertisements from a variety of media sources including on-line and evaluate them on the basis of style, content and information sought
- Understand the task of setting objectives
- Link and match skills findings to possible employment opportunities or learning and progression opportunities as appropriate
- Specify a sequence of objectives to enable the successful achievement of the planned outcome: achieving work experience
- Identify resources, supports and activities required to achieve work experience placement application form/letter, CV's , Interview preparation
- Select a particular career or work oriented outcome with an emphasis on a date and time in line with your stated interests and objectives

### **Learning Outcome 4:**

Prepare and compose the relevant material required for applying for work experience, to include a letter of application, CV, application forms, and interview

#### **Key Learning Points**

- Isolate and respond to the different segments of an application form on the basis of the information sought, i.e.; Personal, Work Experience, Referees etc
- Use the telephone effectively to make an enquiry or respond to a potential

employer and if necessary leave concise details using voice mail

- Apply the skills of effective letter writing to A, produce a speculative letter of enquiry to a potential employer, or B, a direct response to a specific job opportunity
- Use E-Mail when the option is available to enquire/respond to potential employers
- Understand the role and function of the CV in the job application process, ascertain what the potential employer is looking for and create a candidate profile to match the requirements of a particular job
- Create a structure for the CV based on the candidate profile
- Construct a CV using positive language and phrases to describe skills, personal attributes and achievements
- Select a suitable presentation format within which the CV will be constructed; edit and refine the content of the CV to ensure the information is: relevant, accurate, concise and grammatically correct
- Prepare a suitable supporting letter of introduction supporting the CV application
- Differentiate between formal and informal interviews and prepare for both
- Prepare the relevant material required to maximize the work experience: Skills Checklist, Goals for Work Experience, Work Experience Diary Template, and, Work Experience Logbook

#### **Learning Outcome 5:**

Participate effectively in work experience of two week duration, with appropriate interaction with others and in compliance with the norms and regulations of the place of employment

#### **Key Learning Points**

- Understand the appropriate type of clothing for a particular environment and maintain the correct standard of personal presentation and hygiene in a working environment
- Identify Health and Safety considerations appropriate to using equipment in a particular work environment
- Comply with all health, safety and welfare at work regulations
- Apply skills and manage resources in order to do what is required in a given work situation
- Work effectively with supervision, including taking and clarifying instructions
- Identify the main duties/tasks and key result areas of the job within the company
- Secure feedback on performance and progress experience to meet with assessment requirements
- Identify opportunities to practice the following transferable skills:-
  - Working as part of a team/communicating with others
  - Initiative/assuming responsibility
  - Quality consciousness
- Maintain attendance and punctuality record for in-company work experience
- Maintain a work experience diary recording the tasks performed and occupational skills practised and developed on the job

- Identify key aspects relating to the organization of the host workplace as per assessment requirements

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### **Learning Outcome 6:**

Reflect on the period of work experience and the progress made during the period of Work Experience

#### **Key Learning Points**

- Present a profile of the work experience company as per assessment requirements
- Describe work undertaken at the end of every day and select a particular event for exploration to include
  - Task
  - Context
  - Support
  - Supervision
  - Duration
- Describe the challenges and positive aspects of the experience, both personal and work related
- Reflect objectively on own performance, identifying strengths and weaknesses
- Identify what was learned from the experience and what is useful from the experience for the future
- Discuss with tutor the feedback from the Employer in the Work Experience Statement from employer

### **Learning Outcome 7:**

Explore with confidence future training, education or employment options based on the learning achieved through work experience

#### **Key Learning Points**

- Review the work experience using the Work Experience Diary
- Present a profile of your work experience company to your tutor (or peer group) to demonstrate applied theory of organisation
- Create an outline of the skills/knowledge acquired and applied during the work experience
- Record a short list of skills/knowledge which may continue to prove useful
- Draw up an essential list of action points to progress and enhance job seeking potential
- Identify areas of further skills practice that will enable progress to experienced worker standard
- Understand when to seek help and identify and source the appropriate assistance required

- Understand the changing face of employment and work and recognise the need for further education, training and skill development to keep abreast of opportunities and the agencies which support this
- Maximise the impact of current learning in supporting their career plan
- Identify with all areas of the work environment as possible job opportunities

## Assessment Specification

<b>Award Title</b>	<b>Work Experience</b>
<b>Award Type</b>	<b>Minor</b>
<b>Framework Level:</b>	<b>4</b>
<b>Award Code:</b>	<b>4N1168</b>
<b>Credit Value :</b>	<b>15</b>

<b>Assessment No.</b>	<b>Duration</b>	<b>Assessment Details</b>	<b>Weighting</b>	<b>Stage at which assessment takes place</b>
Portfolio	Integrated with Directed Learning	PO1 Irish Labour Market Review and Local Job Opportunities PO2: Terms and Conditions of Employment PO3: Equality Issues in the Workplace PO4: Health, Safety and Welfare in the Workplace PO5: Personal Skills Audit PO6: Linking Skills to Current Job Opportunities PO7: Job Vacancy Research Action Plan PO8: Education and Training Needs Planning PO9: Job Vacancy Assessment Sheet PO10: Preparation documents: CV, Application Letters, Goals for Work Experience, Skills Checklist PO11: Action Planning for the Future	60%	To be submitted on completion of programme module
Skills Demonstration	2 weeks	Work Experience Diary Company Reference Profile of Work Experience Organisation	40%	To be submitted on completion of work experience

## Award Classifications

<b>Grades</b>	<b>Standards</b>
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Pass	50 - 64%
Merit	65 - 79%
Distinction	80 -100%

## **Suggested Learning Methodologies**

- Practical Work Training
- Discussion groups
- Research
- Reflection
- Developing relevant documents
- Giving and receiving feedback

## **Specific Module Requirements**

Not applicable

## **Suggested Learning Resources**

Working and Living in Ireland by Eugenie Houston Oak Tree Press  
Understanding Trade Unions Yesterday and Today  
[www.fas.ie](http://www.fas.ie), [www.forfas.ie](http://www.forfas.ie), [www.inou.ie](http://www.inou.ie), [www.finfacts.ie](http://www.finfacts.ie), [www.careersportal.ie](http://www.careersportal.ie),  
<http://forums.eirjobs.com>, [www.gradireland.com](http://www.gradireland.com), [www.skillsnet.com](http://www.skillsnet.com),  
[www.jobsearch.ie](http://www.jobsearch.ie),  
Research computer to be available to learners

**Recommended by:** \_\_\_\_\_

Manager Training Policy Development and Support

**Approved by:** \_\_\_\_\_

Director Training Policy Development and Support