1. **Exploration of work organisation and personal career opportunities in a particular vocational area, to include consideration of work-related issues and needs. (4 Marks)**

Please answer the following questions as fully as possible and lay them out in Question and Answer format.

* What are the 3 main types of work organisations in Ireland?
  + Public, Private, Voluntary
* Describe the characteristics of each of the three types.
  + Public -
  + Private -
  + Voluntary -
* What would your main expectations/needs of work experience be?
* What future career opportunities would you hope to find in your vocational area?

1. **Personal and vocational skills audit (4 Marks)**

Compile a personal and vocational skills audit to include the following:

|  |  |
| --- | --- |
| Strengths | Talents |
| Personal qualities and attributes | Interests |
| Practical skills for area of Work Ex | Prior Learning |

1. **Provide a clear statement of learning goals and action points (4 Marks)**

Identify the targets or goals you are hoping to work towards and that you aim to achieve through your work experience.

1. **Explore job finding strategies (2 Marks)**

1. **Prepare an up-to date CV (2 Marks)**
2. **Prepare a letter of application (2 Marks)**
3. **Statement of contractual obligations (2 Marks)**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree that this is my own original work which I am submitting for assessment.

Date: \_\_\_\_\_\_\_\_\_\_