**Collection of Work**

The Work Experience module is divided into a number of sections. Each section covers a specific area of the course and requires that you produce specific material.

**DEADLINE: 11/1/2016 All assessment material must be your own original work and submitted to your teacher in class on or before deadline**

**Planning and Preparation (20 Marks)**

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?
* Describe the characteristics of each of the three types.
* 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)**
2. **Prepare an up-to date CV (2 Marks)**
3. **Prepare a letter of application (2 Marks)**
4. **Statement of contractual obligations (2 Marks)**

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

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