



## Work Experience: Level 5

By Arlene Douglas, Seamus O'Neill

Gill, Ireland, 2014. Paperback. Book Condition: New. 235 x 157 mm. Language: N/A. Brand New Book. Completely revised, comprehensive text written for the revised module 5N1356, guiding the student through all stages of work experience, from preparation to portfolio presentation. \* Contains revised information on planning and preparation for work to include: \* Skills Audit and Checklist \* Career Plan \* Job Finding Strategies \* CV/Personal Statement \* Letter of Application \* Statement of Contractual Obligations \* Effective Employability Skills for the Workplace \* Explores types of work organisations and career opportunities in various sectors, for example, public, private and vocational. \* Discusses the changing nature of work and recent changes in the Irish and global economies. \* Provides up-to-date information on all relevant changes in employment and health and safety legislation. \* Includes a to-do list, tips for portfolio completion and sample contracts. \* Details key employability skills: good timekeeping, working independently with direction, meeting deadlines, personal presentation, communication and employee responsibilities in terms of health and safety. \* Highlights the importance of reflection on work experience, achieved by documenting plans, goals, challenges, successes, new skills learned, new relationships, routines and procedures. \* Provides pointers on creating a career...



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