



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 Checklis * 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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This publication is definitely worth buying. It can be loaded with wisdom and knowledge I am easily could possibly get a satisfaction of looking at a composed publication.

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Very helpful to all type of individuals. It really is rally interesting throgh looking at time. Its been designed in an extremely basic way which is just soon after i finished reading this pdf through which basically modified me, change the way i believe.

-- **Tyshawn Brekke**