

Stepping into Work

Course learning outcomes

Knowledge – At the end of the module/unit the learner will have been exposed to the following:

- a) Understand the current job market and the employability skills required for securing a job in today's work environment.
- b) Identify the crucial stages involved in a successful job search, including assessing the situation, developing an individual plan, and marketing oneself.
- c) Describe the various types of interviews (face-to-face, telephone, and panel interviews) and modes of job applications.

Skills – At the end of the module/unit the learner will have mastered the following skills:

Applying knowledge and understanding - The learner will be able to:

- a) Create a realistic career action plan that relates to the learner's career ambitions and motivations and takes into consideration the current work environment.
- b) Use knowledge of job search procedures to select and apply for jobs that are appropriate to the learner's career plan.
- c) Construct a career plan using the SMART goal strategy.

Communication skills - The learner will be able to:

- a) Present oneself appropriately in an interview.
- b) Illustrate reasons for applying for a particular job.
- c) Review one's possible limitations following interviews and consequently be able to recalibrate the job search.
- d) Discuss the main points which make the applicant the right person for the job.
- e) Write an appropriate and detailed CV.

Judgmental skills - The learner will be able to:

- a) Choose job opportunities that match personal characteristics and one's career plan.
- b) Identify personal strengths and weaknesses and use this understanding to target the appropriate jobs.
- c) Evaluate own personal strengths and weaknesses and understand what employers look for when recruiting.

Learning skills - The learner will be able to:

- a) Gain the critical skills required to adapt to the labour market.
- b) Understand the job skills required to enhance one's employability prospects during an interview.

Competences – At the end of the module/unit the learner will have acquired the responsibility and autonomy to:

- a) Carry out an appropriate and exhaustive job search aligned with their career plan.
- b) Promote oneself appropriately through a detailed CV.
- c) Attend interviews with confidence.
- d) Deal with challenging questions at an interview.

