

# Work Ethics and Employability Skills

## Course learning outcomes

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

- a) Different job search techniques.
- b) The crucial stages involved in a successful job search, seeking vacancies, writing a CV and Cover Letter, filling in forms, and applying for a job.
- c) The various types of interviews (face-to-face, telephone, and panel interviews) and modes of job applications.
- d) Less common selection methods, such as work sample tests, group interviews, and psychometric tests.

**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) Apply for job vacancies from various sources.
- b) Understand interview processes and practice being interviewed in a supportive environment.
- c) Understand and recognise the characteristics of effective Europass CVs, cover letters, and application forms.
- d) Demonstrate the appropriate way to behave and present oneself during an interview.



***Communication skills - The learner will be able to:***

- a) Present oneself appropriately in an interview.
- b) Illustrate reasons for applying for a particular job during an interview.
- c) Discuss the main points which make him/her the right person for the job.
- c) Write an appropriate Europass CV.

***Judgmental skills - The learner will be able to:***

- a) Propose a job/career action plan.
- b) Identify a list of employers to be canvassed from various sources.
- c) Evaluate example cover letters in order to build his/her knowledge of different types and styles they may utilize when writing their own cover letters.
- d) Identify how to tackle difficult interview questions.

***Learning skills - The learner will be able to:***

- a) Evaluate own learning in effective interview techniques.
- b) Proceed to critically reflect on past unsuccessful job interviews and identify areas for improvement/development.

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

- a) Produce an effective letter/email of application.
- b) Carry out tasks related to the process of job searching.
- c) Promote oneself appropriately through a detailed CV.
- d) Attend interviews with confidence.
- e) Deal with challenging questions at an interview.

