

Transition Year Programme 2014 - 2015

Title of Module

Careers: Preparing for Adult and Working Life

Revised

Aug 26th 2014

Duration of Module

1 Year, 1 class period per week

Aims

The principal aim of this programme is to prepare students for the world of work.

To provide the students with a learning experience that will enable them to make effective subject and career choices.

To provide the students with self-management skills.

Objectives

At the end of this programme, the student will be able to:

- Create and manage their own unique career file
- Prepare a cover letter and a CV
- Complete an application form
- Present themselves properly at interview
- Manage a career investigation based on their work placement

Teaching and Learning Strategies

- Formal input by teacher
- Visiting speakers
- Assignments
- Oral Presentations
- Role Play

Content

- Preparation of individual career files

- Tips on completing application forms, cover letters, curriculum vitae
- Preparation of a cover letter and a CV
- Interview skills and preparation for the interview process
- Post TY subject choice options
- Career investigation on work placement

Assessment Methods

Continuous assessment

E- Portfolio Assessment in will be used in conjunction with end of year interview

Resources

- Reach+ programme
- Career Guidance Websites (www.careersportal.ie)
- Visiting speakers
- Information packs
- Presentations

Links with other Subjects

Business

SPHE

Evaluation

Evaluation by getting verbal and written feedback from students in the form of an evaluation sheet at the end of module.