

## LCVP Link Modules Learning Outcomes

### Module 1 Introduction to Working Life

#### *Unit 1 - Introduction to Working Life*

At the end of this unit, you should be able to do the following:

<i>No.</i>	<i>Outcome</i>	<i>Tick when completed</i>	<i>Date</i>
1.1	Identify the main sources of employment in the local area		
1.2	Identify the main social services and job creation agencies in the local area		
1.3	Identify the main agencies that provide transport in the local area		
1.4	Identify the main financial institutions servicing the needs of the local area		
1.5	Identify the main agencies involved in industrial relations in the area		
1.6	Identify the principal economic activities of the local area		
1.7	Evaluate the potential for tourism in the local area		
1.8	Identify and understand the main differences between school and work		
1.9	Describe the intrinsic value of various forms of work including self-employment and voluntary work		
1.10	Understand current regulations/legislation relating to the employment of young workers		
1.11	Understand current Health and Safety regulations in the workplace		
1.12	Role-play a situation that could give rise to a dispute in the workplace		
1.13	Understand issues related to diversity in the workplace		
1.14	List the different forms of assistance for unemployed people		
1.15	Arrange a visit to a training scheme in the locality and/or invite an appropriate speaker from such an organisation to visit the group in the school		
1.16	Link the activities in this unit to learning in the relevant Leaving Certificate subjects		

*Unit 2 - Job Seeking Skills*

At the end of this unit, you should be able to do the following:

<i>No.</i>	<i>Outcome</i>	<i>Tick when completed</i>	<i>Date</i>
2.1	Recognise the different ways in which job vacancies are advertised		
2.2	Apply for a job by letter, telephone and e-mail		
2.3	Complete an application form		
2.4	Compile and create a curriculum vitae in word processed format		
2.5	Explain how to prepare for a job interview		
2.6	Engage in a simulated job interview		

*Unit 3 - Career Investigation*

At the end of this unit, you should be able to do the following:

<i>No.</i>	<i>Outcome</i>	<i>Tick when completed</i>	<i>Date</i>
3.1	Identify personal aptitudes and interests		
3.2	Investigate a range of careers appropriate to personal aptitude and interests		
3.3	Identify and analyse the aptitude and skills required to pursue a specific career		
3.4	Describe relevant qualifications and training required for entry to the selected career		
3.5	Identify available opportunities to pursue a selected career locally, nationally, and where possible, at international level		
3.6	Plan and set up an opportunity to interview and/or work shadow a person in a selected career		
3.7	Integrate information from a variety of sources to prepare a final report on a career investigation		
3.8	Reflect on and evaluate the experience of undertaking a career investigation		
3.9	Link the activities in this unit to learning in relevant Leaving Certificate subjects		

*Unit 4 - Work Placement*

At the end of this unit, you should be able to do the following:

<i>No.</i>	<i>Outcome</i>	<i>Tick when completed</i>	<i>Date</i>
4.1	Specify particular personal goals in relation to a work placement		
4.2	Plan and organise a work placement		
4.3	Attend punctually for a specific placement		

4.4	Dress appropriately for a specific placement		
4.5	Follow a set of procedures in accordance with specific instructions		
4.6	Communicate effectively with other workers in a particular placement		
4.7	Follow a specific set of instructions relating to Health and Safety		
4.8	Review personal experiences in relation to a work placement		
4.9	Analyse reports by adults of personal performance in a workplace		
4.10	Reflect on and evaluate a specific work placement in the light of career aspirations		
4.11	Describe how what has been learned can be applied to work at home, in school and in the community		
4.12	Present a diary/written/verbal report on a specific work placement		
4.13	Link the activities in this unit to learning in relevant Leaving Certificate subjects		

## **Module 2      Enterprise Education**

### *Unit 1 - Enterprise Skills*

At the end of this unit, you should be able to do the following:

<i>No.</i>	<i>Outcome</i>	<i>Tick when completed</i>	<i>Date</i>
1.1	Describe the qualities and skills of enterprising people		
1.2	Recognise examples of personal, community and entrepreneurial enterprise		
1.3	Identify personal strengths and weaknesses		
1.4	Suggest a course of action appropriate to improving personal enterprise skills		
1.5	Work co-operatively with others as part of a team		
1.6	Appreciate the value of teamwork in generating ideas, assessing risks, solving problems and completing tasks		
1.7	Undertake leadership of a group in an appropriate activity		
1.8	Plan and organise a meeting		
1.9	Make a presentation to peers and adults		
1.10	Link the activities in this unit to learning in relevant Leaving Certificate subjects		
1.11	Evaluate the successes achieved and problems encountered in this unit		

*Unit 2 - Local Business Enterprises*

At the end of this unit, you should be able to do the following:

<i>No.</i>	<i>Outcome</i>	<i>Tick when completed</i>	<i>Date</i>
2.1	Identify a range of enterprises in the local community		
2.2	Understand how an enterprise starts up and what support/training is available		
2.3	Describe the steps required to plan and carry out an investigation of a local enterprise		
2.4	Use learning from relevant Leaving Certificate subjects to formulate questions about aspects of a local enterprise		
2.5	Organise a visit to a local enterprise and invite appropriate speakers to visit the group in the school		
2.6	Carry out a SWOT analysis of a business		
2.7	Report accurately on a visit by an entrepreneur to the classroom and on a class visit to a local enterprise		
2.8	Compare and contrast information gathered on a group visit to a local enterprise		
2.9	Describe a local enterprise with particular reference to products, services, markets and workforce		
2.10	Understand and describe the different roles of adults working in a business environment		
2.11	Describe the impact of the Single European Market on a specific enterprise		
2.12	Describe and evaluate the use of information and communication technologies (ICT) in a business environment		
2.13	Understand the importance of education and training in the development of a business enterprise		
2.14	Link the activities in this unit to the relevant Leaving Certificate subjects		
2.15	Evaluate the successes achieved and problems encountered in this unit		

*Unit 3 - Local Voluntary Organisations/Community Enterprises*

At the end of this unit, you should be able to do the following:

<i>No.</i>	<i>Outcome</i>	<i>Tick when completed</i>	<i>Date</i>
3.1	Identify the voluntary bodies that carry out community work in the locality		
3.2	Describe the work carried out by a range of voluntary groups in the locality		
3.3	Understand and describe the different roles of adults working in voluntary community organisations		

3.4	Organise a visit to a local community enterprise and/or invite an appropriate speaker to visit the group in the school		
3.5	Use learning from relevant Leaving Certificate subjects to formulate questions about aspects of a community enterprise		
3.6	Integrate information from a variety of sources to prepare a report, plan or presentation on an aspect of community development		
3.7	Link the activities in this unit to learning in relevant Leaving Certificate subject		
3.8	Evaluate the successes achieved and problems encountered in this unit		

#### Unit 4 - Work Placement

At the end of this unit, you should be able to do the following:

No.	Outcome	Tick when completed	Date
4.1	Work co-operatively with others to generate a range of ideas		
4.2	Prepare a plan for the selected enterprise activity		
4.3	Identify available resources to support an enterprise activity		
4.4	Integrate information from a variety of sources including relevant Leaving Certificate subjects		
4.5	Assess personal and group skills and identify possible training needs		
4.6	Identify and recruit consultants willing to advise on a selected enterprise activity		
4.7	Understand the practical importance of market research and the marketing mix		
4.8	Be aware of the concepts of publicity and promotion		
4.9	Actively participate in group work in a variety of roles - owner, worker, team leader		
4.10	Take responsibility to ensure targets are reached		
4.11	Participate in a review of group performance		
4.12	Review personal performance in an enterprise activity		
4.13	Prepare and present a written or verbal report on an enterprise activity		
4.14	Link the activities in this unit to learning in relevant Leaving Certificate subjects		
4.15	Evaluate the successes achieved and problems encountered in this unit		