



# LCVP LINK MODULES



## **LINK MODULE 1**

### ***Preparation for the World of Work***

#### **UNIT 1-Introduction to working life**

##### Specific Learning Outcomes

- 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 local area
- 1.6 identify the principal economic activities in 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 workplaces
- 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 relevant Leaving Certificate subjects

#### **UNIT 2-Job seeking skills**

##### Specific Learning Outcomes

- 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



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## **UNIT 3-Career Investigation**

### Specific Learning Outcomes

- 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**

### Specific Learning Outcomes

- 4.1 specify 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 & 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



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## ***LINK MODULE 11*** ***ENTERPRISE EDUCATION***

### **UNIT 1-Enterprise skills**

#### Specific Learning Outcomes

- 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 to 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**

#### Specific Learning Outcomes

- 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 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 in a business enterprise
- 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 learning in relevant Leaving Certificate subjects
- 2.15 evaluate the successes achieved and problems encountered in this unit



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## **UNIT 3-Local Voluntary Organisations /Community Enterprises**

### Specific Learning Outcomes

- 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 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 subjects
- 3.8 evaluate the successes achieved and problems encountered in this unit

## **UNIT 4-An Enterprise Activity**

### Specific Learning Outcomes

- 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 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 that 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 report
- 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