

Module Title:	Preparation for the Workplace (Sport)
Language of Instruction:	English
Credits:	5
NFQ Level:	8
Module Delivered In	No Programmes
Teaching & Learning Strategies:	This programme module could be delivered through classroom-based learning activities, team work, group discussions, one-to-one tutorials, guest speakers, case studies, role play and other relevant activities.
Module Aim:	Module Aim: This module aims to equip the learner with the knowledge, skills and competencies to source and secure suitable employment or further education/training and to succeed in the workplace environment. Students will prepare a professional portfolio that details and reflects upon their personal and academic achievements, knowledge, skills and competencies. Students will research the jobs market and prepare applications for positions, develop their curriculum vitae, personal statement and letter of application. They will also be exposed to techniques used in interviews. Professional behaviours, skills and communications in the work place will additionally be explored.

Learning Outcomes	
<i>On successful completion of this module the learner should be able to:</i>	
LO1	Develop a personal profile including the identification of possible gaps, matched to appropriate occupations
LO2	Articulate the basic principles underpinning career preparation and planning and reflect on and plan for their own personal and professional development
LO3	Demonstrate an understanding of work place communications and present themselves professionally in person, on paper and electronically
LO4	Explore appropriate work opportunities and/or further education and training opportunities and research information relevant to advertised job and construct effective job application documentation that addresses selection criteria

Pre-requisite learning
Module Recommendations <i>This is prior learning (or a practical skill) that is recommended before enrolment in this module.</i>
No recommendations listed
Incompatible Modules <i>These are modules which have learning outcomes that are too similar to the learning outcomes of this module.</i>
No incompatible modules listed
Co-requisite Modules
No Co-requisite modules listed
Requirements <i>This is prior learning (or a practical skill) that is mandatory before enrolment in this module is allowed.</i>
No requirements listed

Module Content & Assessment

Indicative Content

Exploring the work of work

Using a workshop format, the aim is for students to increase their self-awareness in order to enhance their career management and decision-making capabilities.

Personal Profiling, goal setting

Using a workshop format, students will increase awareness and understanding of key skills and competencies required to be effective and to contribute at work and in their wider lives.

Work place communications

Practise a range of personal interactions typical of work situations including initiating and maintaining conversations both formal and informal, listening, following instructions, clarifying instructions, contributing opinions, assertiveness skills, and personal care, communication styles

Job application documentation and interviews

Students will research, prepare and complete a 'mock' interview complete with a presentation of their portfolio in preparation for real job interviews.

Assessment Breakdown

%

Continuous Assessment

100.00%

Continuous Assessment

Assessment Type	Assessment Description	Outcome addressed	% of total	Assessment Date
Portfolio	Learners will develop a professional portfolio, with specified entries and reflections	1,2,3,4	70.00	n/a
Project	Learners will undergo a simulated job application and interview process	1,2,3,4	30.00	n/a

No Project

No Practical

No End of Module Formal Examination

SETU Carlow Campus reserves the right to alter the nature and timings of assessment

Module Workload

Workload: Full Time		
<i>Workload Type</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>
Lecture	Every Second Week	1.00
Independent Learning	Every Week	2.00
Total Hours		4.00

