

Teacher/Trainer Notes

Part 2: Apply

Module 8: Enquiring and applying

Duration

Estimated time for learners to complete the module is approximately 50 minutes, but may vary depending on the group you are working with.

The presentation takes around 60 minutes including tasks and Activities 1 and 2. (Add an extra 10 minutes at least if completing Activity 3).

Aims

- To learn how to prepare for and make a phone enquiry to an employer about a job advert
- To learn about using and writing cover letters when applying for a job
- To learn how to make speculative applications to employers by phone, email and cover letter

Learning intention

- I will learn how to prepare for and make a phone enquiry to an employer about a job advert
- I will learn about using and writing cover letters when applying for a job
- I will learn how to make speculative applications to employers by phone, email and cover letter

Success criteria

- I can prepare for and make a phone enquiry to an employer about a job advert
- I can understand the purpose of and write cover letters when applying for a job
- I can make speculative applications to employers by phone, email and cover letter

Resources

- Students on iPads/tablets or ICT suite with internet access
- Smartboard if using PowerPoint presentation alongside module
- Planit website – www.planitplus.net
- The following resources available on Planit – Module 8: Enquiring and applying content, Enquiring and applying PowerPoint presentation and access to the Cover Letter Creator in the Planit Portfolio and the activities on Planit

Preparation

- Open the [Job Seeking Skills/Part 2/Module 8](#) section on planitplus.net
- Familiarise yourself with the content, activities and interactive tool (Cover Letter Creator)
- Open the [Enquiring and applying PowerPoint presentation](#) and edit Notes to suit your teaching style. Example text is there as a guide
- Check that students can open and use the Module 8 content, that they have a Planit Portfolio account and if not, sign up for one
- If using the alternative approach below, print worksheets out before lesson
- If time is limited, students can complete activities in their own time

Presentation Module 8: Enquiring and applying

Tasks and Activities

The presentation has been written to be taught alongside the module.

Tasks have been added to the presentation to make it interactive - learners will be asked questions as they go through the presentations.

Task 1	Slide 2	Why is it important to prepare before calling?
Task 2	Slide 6	Why is a cover letter important?
Task 3	Slide 9	Should an email be formal?

Activities

The activities will be carried out within the presentation or can be completed after. Activity 2 is available within the Planit Portfolio.

[Activity 1](#) - Phoning about a job advert (role play)

[Activity 2](#) - Cover Letter Creator (includes a sample letter)

Activity 3 - Writing a speculative letter.

Alternative approaches and follow on activities

- If you are completing this module as a paper-based exercise, print out Activity 1 worksheet before delivering it
- Students can use Microsoft Word to create a cover letter, referring to the Activity 2 sample letter

Reflect and Review

- Review what has been learned and reinforce key points about the importance of cover letters and how to create one, and how to create a professional email

Career Management Skills

Self	I make positive career decisions
Strengths	<p>I am aware of my skills, strengths and achievements</p> <p>I draw on my experiences and on formal and informal learning opportunities to inform and support my career choices</p>
Horizons	<p>I know how to find and evaluate information and support to help my career development</p> <p>I am creative and enterprising in the way I approach my career development</p> <p>I understand that there is a wide variety of learning and work opportunities that I can explore and are open to me</p>
Networks	I interact confidently and effectively with others to build relationships

Career Education Scotland

Senior Phase
I can draw appropriately on evidence from my skills, strengths and interests profile to help me make effective job enquiries and applications
I can confidently use IT to research career opportunities open to me
I am aware of all aspects of typical recruitment processes and how best to prepare