

# Teacher/Trainer Notes

## Part 4: Starting Work

### Module 15: The Outcome

#### Duration

Estimated time for learners to complete the module is approximately 80 minutes, but may vary depending on the group you are working with.

The presentation takes around 60 minutes including tasks and activities.

#### Aims

- To understand how to evaluate a job offer
- To understand the actions required for accepting/declining a job offer
- To learn how to prepare for starting a new job
- To identify techniques to cope with a job rejection
- To understand how to review job applications and interview performance

#### Learning intention

- I will understand how to evaluate a job offer
- I will understand the actions required for accepting/declining a job offer
- I will learn how to prepare for starting a new job
- I will identify techniques to cope with a job rejection
- I will understand how to review job applications and interview performance

#### Success criteria

- I understand how to evaluate a job offer
- I understand the actions required for accepting/declining a job offer
- I know how to prepare for starting a new job
- I can identify techniques to cope with a job rejection
- I understand how to review job applications and interview performance

## Resources

- Students on iPads/tablets or ICT suite with internet access
- Smartboard if using PowerPoint presentation alongside module
- Planit website – [www.planitplus.net](http://www.planitplus.net)
- The following resources available on Planit – JSS Module 15: The Outcome, The Outcome PowerPoint presentation and access to the activities on Planit

## Preparation

- Open the [Job Seeking Skills/Part 4/Module 15](#) section on [www.planitplus.net](http://www.planitplus.net)
- Familiarise yourself with the content and activities
- Open the [The Outcome 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 15: The Outcome content and that they can access activities on Planit
- 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 15: The Outcome

### 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 presentation.

Task 1	Slide 2	Reasons for not accepting a job offer
Task 2	Slide 5	Pros and cons
Task 3	Slide 7	Complete the quiz
Task 4	Slide 12	How do you deal with rejection?

### Activities

Activity will be carried out within the presentation or can be completed after.

[Activity 1](#) – Your thoughts and experiences

[Activity 2](#) - Dealing with rejection

## Alternative approaches and follow on activities

- If unable to complete the activities online, there are paper-based alternatives available. Please print out Activity 1 and 2 worksheets before delivering module
- Students can complete the activity in their own time

## Reflect and review

- Review what has been learned and reinforce key points about dealing with job offers and starting a job
- Review what has been learned and reinforce key points about dealing with job rejection and how to move forward

## Career Management Skills

<b>Self</b>	<p>I make positive career decisions</p> <p>I adapt my behaviour appropriately to fit a variety of contexts</p> <p>I am aware of how I grow and change throughout life</p>
<b>Strengths</b>	<p>I draw on my experiences and on formal and informal learning opportunities to inform and support my career choices</p> <p>I am confident, resilient and able to learn when things do not go well or as expected</p>
<b>Horizons</b>	<p>I am confident in responding to and managing change within my life and work roles</p> <p>I know how to find and evaluate information and support to help my career development</p> <p>I identify how my life, my work, my community and my society interact</p>
<b>Networks</b>	<p>I interact confidently and effectively with others to build relationships</p> <p>I develop and maintain a range of relationships that are important for my career journey</p>

## Career Education Scotland

<b>Senior Phase</b>	
	<p>I can confidently access and interpret information to make well informed choices about jobs</p>
	<p>I can consistently demonstrate the skills, attributes and behaviours needed to sustain and progress my career</p>
	<p>I can use my skills and knowledge to confidently prepare for starting a job</p>
	<p>I can identify and access support networks that will help me with application and recruitment processes</p>
	<p>I can confidently approach employers to ask for feedback on a job application or interview</p>