

Teacher/Trainer Notes

Part 1: Get Prepared

Module 3: Where to look for work – contacts and networking

Duration

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

The presentation takes 35 minutes including tasks and activities.

Aims

- To learn about making contacts in relation to looking for a job
- To learn how to prepare for attending a job fair or career event
- To learn how to make a plan to contact employers directly

Learning intention

- I will learn about making contacts in relation to looking for a job
- I will learn how to prepare for attending a job fair or career event
- I will learn how to make a plan to contact employers directly

Success criteria

- I can identify contacts that might help me in looking for a job
- I can prepare for attending a job fair or careers event
- I can make a plan for contacting employers directly

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 – JSS Module 3: Where to look for work: Contacts and networking, Where to look for work: Contacts and networking PowerPoint presentation and access to the activities on Planit

Preparation

- Open the [Job Seeking Skills/Part 1/Module 3](#) section on www.planitplus.net
- Familiarise yourself with the content and activities
- Open the [Where to look for work: Contacts and networking 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 3: Where to look for work: Contacts and networking 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 3: Where to look for work: Contacts and networking

Tasks and Activities

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

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

Task 1	Slide 2	Which of these have you used to research work?
Task 2	Slide 4	How could you find out about recruitment agencies?
Task 3	Slide 5	Who could help you plan this process?

Activities

All activities are available within Planit portfolio and will be carried out within the presentation or can be completed after.

- [Activity 1](#) - My Job Search Network
- [Activity 2](#) - Preparing for a career or jobs fair

Alternative approaches and follow on activities

- If unable to complete the activities online, there are paper-based alternatives available. Please print out [Activity 1 Worksheet](#), [Activity 2 Worksheet](#) and [Careers Fair resource](#) before delivering it
- Activity 2 could be finished in the students' own time

Reflect and review

- Review what has been learned and reinforce key points about identifying and getting in touch with contacts and employers in relation to looking for work

Career Management Skills

Self	I make positive career decisions
Horizons	I am creative and enterprising in the way I approach my career development
Networks	I interact confidently and effectively with others to build relationships I use information and relationships to secure, create and maintain work I develop and maintain a range of relationships that are important for my career journey

Career Education Scotland

Senior Phase

I can describe how to use and make contacts in relation to looking for work

I can confidently search for and plan to attend events that will help me to achieve my future career aspirations