

Teacher/Trainer Notes

Part 1: Get Prepared

Module 4: Where to look for work – using websites

Duration

Estimated time for learners to complete module is approximately 60 minutes, but may vary depending on the group you are working with.

The presentation takes 45 minutes including tasks and activities.

Aims

- To learn about different recruitment websites and how to use them to look for a job or apprenticeship
- To learn how to research career opportunities on employers' websites

Learning intention

- I will learn about different recruitment websites and how to use them to look for a job or apprenticeship
- I will learn how to research career opportunities on employers' websites

Success criteria

- I can use different recruitment websites to help me look for a job or apprenticeship
- I can research career opportunities on employers' websites

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 4: Where to look for work: Using websites, Where to look for work: Using websites PowerPoint presentation and access to the activities on Planit

Preparation

- Open the [Job Seeking Skills/Part 1/Module 4](#) section on [planitplus.net](#)
- Familiarise yourself with the content and activities
- Open the [Where to look for work: Using websites 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 4: Where to look for work: Using websites content and that they can access activities on Planit
- If time is limited, students can complete activities in their own time

Presentation Module 4: Where to look for work: Using websites

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 4	Apart from myjobscotland, where else would you see these jobs advertised?
Task 2	Slide 5	What jobs?
Task 3	Slide 6	Using a recruitment agency.

Activities

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

- [Activity 1](#) - Finding out about companies and organisations
- [Activity 2](#) - Searching for local council vacancies
- [Activity 3](#) - Search and compare
- [Activity 4](#) - Practise searching for vacancies on recruitment websites

Alternative approaches and follow on activities

- This module is designed to be completed online, therefore there are no alternative worksheets available
- Activity 4 could be finished in the students' own time

Reflect and review

- Review what has been learned and reinforce key points about how to use different recruitment websites to find career opportunities

Career Management Skills

Self	I make positive career decisions
Horizons	<p>I understand that there is a wide variety of learning and work opportunities that I can explore and are open to me</p> <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>

Career Education Scotland

Senior Phase
<p>I can confidently use the IT to research career opportunities open to me</p> <p>I can interpret the information I need to make well informed choices about my possible future careers</p> <p>I can consistently demonstrate the skills, attributes and behaviours needed to sustain and progress my career</p>