

Teacher/Trainer Notes

Part 2: Apply

Module 11: Making speculative job applications

Duration

Estimated time is 50 minutes, but may vary depending on the group you are working with.

Aims

- To learn how to prepare to make a speculative job application
- To learn how to make a speculative phone call for a job
- To create an example speculative job letter

Learning intention

- I will learn how to prepare a speculative job application
- I will learn how to make a speculative phone call for a job
- I will create an example speculative job letter

Success criteria

- I can prepare a speculative job application
- I can understand how to make a speculative phone call for a job
- I can create an example speculative job letter

Resources

- ICT suite with internet access
- Planit website – www.planitplus.net
- The following resources available on Planit – Module 11: Making speculative job applications content and access to the Planit Portfolio

Preparation

- Open the [Job Seeking Skills/Part 2/Module 11](#) section on www.planitplus.net
- Familiarise yourself with the content, activities and interactive tool (Cover Letter Creator)
- Check that students can open and use the Module 11 content that they have a Planit Portfolio account and if not, sign up for one

Reflect and review

- Review what has been learned and reinforce key points about how to prepare for and make a speculative application

Career Management Skills

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

Career Education Scotland

Senior Phase

I can draw appropriately on evidence from my skills, strengths and interests profile to help me prepare for an make speculative job applications

I can confidently access and interpret the information I need to make well informed career choices

I can share, evaluate and evidence my skills to help me make successful choices

I can describe all aspects of typical recruitment processes and how to prepare for these