

Job search

Reading skills

- Use effective reading strategies such as skimming, scanning and reading for detail when finding information on the internet or in newspapers/journals
- Distinguish between relevant and irrelevant information
- Understand key words and abbreviations used in job advertisements, such as shifts, hard-working, p.a., p.w., pro rata, £20k, etc.
- Find locations of workplaces on maps

Computer skills

- Select a suitable search engine to find relevant job vacancies or go straight to a relevant website
- If using a search engine, choose suitable key words for the search and select from website choices offered
- Navigate the website, using menus, icons and ICT features, and locate a suitable job vacancy
- Use the 'Favourites' folder to store appropriate job search websites and save completed applications in a separate folder
- Save and/or print relevant information
- Fill in online forms and send them as directed
- Use interactive maps to find location of workplace

Writing a CV

- Read and complete questions on a model CV
- Understand the purpose of a CV
- Select an appropriate format for CV
- Make a list of own strengths and attributes
- Plan and draft a CV which meets the requirements of the job applied for
- Plan and write a covering email or letter
- Check writing for grammar, spelling and punctuation mistakes
- Use a dictionary to check spelling

Making enquiries

- Use vocal stress, intonation and appropriate body language to enquire about job vacancies either face-to-face or on the telephone
- Use suitable questions and/or explain clearly to obtain the necessary information
- In conversation, use strategies to clarify and confirm understanding and listen to and respond appropriately to questions
- Speak clearly and use appropriate language when leaving voicemail messages
- Phone prospective employers to enquire about suitable vacancies
- Write speculative emails and letters to prospective employers

Pay, wages and working hours

- Read and understand information about salaries and wages, including abbreviations
- Calculate wages on an annual, monthly, weekly and hourly basis, using a calculator if appropriate
- Understand information about working hours, overtime and shift patterns