2019-1-AT01-KA202-051516

ACCESSIBLE WORK 4 ALL

INFORMATION IS EMPOWERMENT

COMMUNICATION
APPLICATION
PERSONNEL
CONTRACTS

TRAINING
PACKAGE

www.accessiblework4all.eu

Module 1 – *APPLICATION*

- Module description:
  Module 1 can be conducted as an online course or as a face-to-face event. It contains exercises that are worked on in small groups or with the whole course. Individual tasks for individual participants can be integrated by the course leader. The module is based on the videos "Job ads (Unit 2.1), Job application interview (Unit 2.2) and Application letter (Unit 2.3).
- Module 1 Units:
  Unit 1.1. Job Ads
  Unit 1.2 Job application letter
  Unit 1.3. Job application interview
- Knowledge: participants acquire knowledge of what job ads should look like, what their basic structure and content should be, and what they should take into consideration reading a job ad. Participants acquire knowledge of where to look for a job.
- Skills: Participants should be able to analyze important contents of job ads, they should also be able to decide if the offer is reasonable according to their knowledge and skills.
- Responsibility and autonomy: be able to link seminar content with the personal reality of life

UNIT 1.1 – *Job Ads*

Videos associated	Job Ads
Setting	Classroom / Online
Type of activity	Individual work and group discussion
Timeframe	*90 minutes*
Brief description of the activity	Ex.1. **Video watching** Time 10 min. Ex. type: individual activity Instruction:

In a moment you will be provided with a video titled "Job ads" and should watch it carefully. Afterwards, you should take notes of what you consider is important in the film for you.

Ex.2. **Video contents discussion**
Time: 10 min.
Ex. type: group work discussion
Instruction:
Let's discuss what did you note. Why do you consider the contents of the film you mentioned are important?
The trainer writes the answers on the chart.

Ex.3. **Personal experiences**
Time: 15 min.
Ex. type: – discussion
Instruction: Tell the group where do you usually look for the job ads? I will write it on the chart. What are the pros and cons of the places?
Summary: discussion
  - Did you find a job ad?
  - Where did you find it and what was the form of the notice?
  - Do you understand all of the content of the job ads?

Ex.4. **Knowledge application**
Time: 30 min.
Ex. type: pair work, group work
Instruction 1: Choose another person to work with. Recall the video. Each pair will receive pieces of paper with the names of the parts of a job ad. Your task is to put them in order.
Material: cut pieces of paper with the names of the parts of the job ad:
Job responsibilities, Company and benefits, Job title, Job requirements,
Applying instructions, Job location
Summary: discussion
  - What is the proper order of the job ad?
Instruction 2: When the job is done each pair search the internet and tries to find any job ad that follows the structure mentioned in the video material.

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After analyzing the job ad another pair asks questions about the job ad, e.g. Please tell us what is the job location according to the job ad you have, etc. The asking pair is to write down the structure of the job ad.

In the end, the groups compare the information

Summary: Discussion and the quiz in the form of Kahoot.

Participants receive the relevant link through Zoom from their trainer and should watch the video. Then the exercise sheet will be sent as well.

It is possible to provide the necessary material in an online classroom:

https://classroomscreen.com/.

Online tool for moderation cards: www.miro.com or other alternatives for "sticky notes".

Glossary	The employment relationship, denomination, criminal record, state of health, career prospects, political orientation, qualification
Country specific section	*The most popular places for looking for a job are:* *www.pracuj.pl, www.indeed.com, www.olx.pl/praca/*
Sources / further reading/ resources	*Please include further information on materials subject to copyright.*

Job Ad

Worksheet 1

Module: Module 1 – Application

Unit 1.1. Job Ad

Exercise: Pair work – knowledge application

Duration: 20 min

Watching the video – Assembling the puzzle – Group discussion

Introduction

Watch the video Job Ad and try to observe as many details as possible.

Instruction: Choose another person to work with. Recall the video. Each pair will receive pieces of paper with the names of the parts of a job ad. Your task is to put them in order.

Material: cut pieces of paper with the names of the parts of the job ad:
Job responsibilities, Company and benefits, Job title, Job requirements, Applying instructions, Job location

Commentary: if necessary you can watch the video again on your own devices.

Summary: discussion

- What is the proper order of the job ad?
- Why do you think that the order is important?
- What if the parts of the job ad were mixed?

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Activity Sheet:
Cut the words given below along the lines

Job responsibilities

Company and benefits

Job title

Job requirements

Applying instructions

Job location

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- Module 1 Units:
  Unit 1.1. Job Ads
  Unit 1.2 Job application letter
  Unit 1.3. Job application interview
- Aims and Achieved competencies
  In Module 1, participants acquire knowledge of what job ads should look like, what their basic structure and content should be. And what they should take into consideration reading a job ad. Also participants acquire knowledge of where to look for a job.

UNIT 1.1 – Job application letter

Videos associated	Job application letter
Setting	Classroom / Online
Type of activity	Individual and group work
Timeframe	*90-120 minutes*
Brief description of the activity	Ex.1. **Video watching** Time 10 min. Ex. type: individual activity Instruction: In a moment you will be provided with a video titled "Application letter" and should watch it carefully. Afterwards, you should take notes of what you consider is important in the film for you. What you should be aware of. Ex.2. **Video contents discussion**

Time: 10-15 min.

Ex. type: discussion

Instruction:

Let's discuss what you had noted. Why do you consider the contents of the film you mentioned are important? What you should be aware of while preparing an application letter?

The trainer writes the answers on the chart.

Ex.3. **Personal experiences**

Time: 20 min.

Ex. type: discussion

Instruction: Tell the group about your experiences, did you ever have the opportunity to write an application letter? If yes, what did it look like? How was it received by the employer?

After the discussion, the trainer shows some examples of application letters.

Ex.4. **Knowledge application**

Time: remaining time

Ex. type: individual work, pair work, group work

The instructor introduces the group to a company (would be best if the said company was not only real but well known to every participant, i.e. Google, Facebook)

Instruction 1: Reflect on those things:

- What is my motivation for applying for *that* particular job?
- How can I find out more about the company?
- What experience do I have that can help me in this company?
- What are my strong sides?
- Why should I get the job?

Write down the answers. Then choose another person to work with, exchange the notes and discuss each point. After that, the instructor should have a group discussion about how to apply that into a real application letter.

Instruction 2: Writing an application letter.

The participants are asked to write an application letter, everyone should do it by themselves. The trainer of course offers assistance if needed. After that, those that volunteer read their application letter.

Summary: discussion

- How should one prepare to write an application letter?
- What how an application letter should look like?
- What to avoid in writing an application letter?

Participants receive the relevant link through Zoom from their trainer and should watch the video. Then the exercise sheet will be sent as well.

It is possible to provide the necessary material in an online classroom: https://classroomscreen.com/.

Online tool for moderation cards: www.miro.com or other alternatives for "sticky notes".

Glossary	Commitment, minimum salary, certificate, reference
Country specific section	*Polish Labor Law:* https://isap.sejm.gov.pl/isap.nsf/download.xsp/WDU19740240141/U/D19740141Lj.pdf
Sources / further reading/ resources	*Please include further information on materials subject to copyright.*

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Job Ad

Worksheet 2

Module: Module 1 – Application

Unit 1.1. Job Ad

Exercise: Group work

Duration: 50 min

Watching the video – analysis of the real job ads – group work

Introduction

Watch the video Job Ad and try to observe as many details as possible.

Instruction:

When the job is done each pair search the internet and tries to find at least 2 job ads that follow the structure mentioned in the video material. After analyzing the job ad another pair asks questions about the job ad. Ask the questions in proper order according to the exercise in Ad_worksheet_1.

Please tell us what is the job location according to the job ad you have got?

What are the job requirements?

What are the characteristic features of the employer?

What are the applying instructions?

What are the duties and responsibilities?

What is the job title?

The asking pair is to write down the structure of the job ad.

In the end, the groups compare the information

Activity Sheet:
Below you can find the most popular job ads databases in Poland

www.pracuj.pl,

www.indeed.com,

www.olx.pl/praca

https://gratka.pl/praca

https://www.praca.pl

https://www.lento.pl/praca

https://szukampracy.pl

https://www.gumtree.pl

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Activity Sheet:

No. of the question

_____

What is the job location?

_____

_____

_____

_____

No. of the question

_____

What are the job requirements?

_____

_____

_____

_____

No. of the question

_____

What are the characteristic features of the employer?

_____

_____

_____

_____

No. of the question

_____

What are the applying instructions?

_____

_____

_____

_____

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No. of the question

_____

What is the job title?

_____

_____

_____

_____

No. of the question

_____

What are the duties and responsibilities?

_____

_____

_____

_____

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UNIT 1.1 – Job application interview

Videos associated	Job application interview
Setting	Classroom / Online
Type of activity	Individual and group work
Timeframe	*90-120 minutes*
Brief description of the activity	Ex.1. **Video watching** Time 10 min. Ex. type: individual activity Instruction:

In a moment you will be provided with a video titled "Job application interview" and should watch it carefully. Afterwards, you should take notes of what you consider is important in the film for you. What you should be aware of.

Ex.2. **Video contents discussion**
Time: 10-15 min.
Ex. type: discussion
Instruction:
Let's discuss what you had noted. Why do you consider the contents of the film you mentioned are important? What you should be aware of before/during the interview.
The trainer writes the answers on the chart.

Ex.3. **Personal experiences**
Time: 20 min.
Ex. type: discussion
Instruction: Tell the group about your experiences, did you ever have a job interview? If yes, what did it look like? Did it work out for you?

Ex.4. **Knowledge application**
Time: remaining time
Ex. type: individual work, pair work, group work
Instruction 1: Reflect on those things:
   - What are my biggest successes?
   - How did I achieve them?
   - What is my valuable experience (one that can be benefited from)?
   - What are my strong sides? In our pilot training, there were comprehension problems because the gesture for strengths tends to show physical strength. It might make sense to change the question here: What are you good at? (in relation to working life)
   - What are my weak sides?
Write down the answers. Then choose another person to work with, exchange the notes and discuss each point. After that, the instructor should have a group discussion about how to apply that to a real job interview.
Instruction 2: Role-playing.

The participants make a mock interview room, with the instructor acting as the potential employer. Everyone then uses the information and experience in the mock interview. After every talk, the group gives their feedback.

Summary: discussion

- How should one prepare for a job interview?
- How a job interview should look like?
- What to avoid during the interview?

Participants receive the relevant link through Zoom from their trainer and should watch the video. Then the exercise sheet will be sent as well.

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Sources / further reading/ resources	*Please include further information on materials subject to copyright.*