

MODULE 1: THE OCCUPATION AND THE TRAINING PROCESS

CODE: 960 011 Duration: 15 hours

Information on the Occupation

- Learning about the job market in secretarial work (i.e. types of businesses, job prospects, remuneration, opportunities for promotion and transfer, selection of candidates).
- Learning about the nature and requirements of the occupation through meetings with employers, written materials, etc.
- Assessing the possibility of starting up a business or being self-employed.
- Presenting the information gathered and discussing their views on the occupation.
- Understanding the importance of the quality of English in written and oral communications

Information on and Participation in the Training Process

- Discussing the skills, aptitudes, attitudes and knowledge required to practise the occupation.
- Becoming familiar with the training process.
- Checking how the training program compares with the actual occupation.
- Sharing their initial reactions to the occupation and the training process.

Evaluation and Confirmation of Career Choice

- Describing their preferences, aptitudes, interests and personal qualities.
- Relating the various requirements of the occupation to their own preferences, aptitudes, interests and personal qualities.
- Identifying the personal strengths that will facilitate their work as well as the weaknesses they must overcome.
- Explaining why they choose to continue the training process.