

A JOURNEY THROUGH THE JOBS DIRECTORY

Career Learning Outcomes

Self Awareness & Development
Career Opportunities
Career Planning

Key Skills

Communication
Application of Number
Problem Solving
Information Technology
Working with others
Improving Own Learning & Development

AIM

To enable students to:

- ◆ Use the JobCymru Companies Database (online Jobs Directory)
- ◆ Learn about the objectives of Gorwelion
- ◆ Interpret the information included in the online Jobs Directory, JobCymru.com.

OUTCOMES

By the end of the session students will be able to:

- ◆ Research information using the online Jobs Directory, JobCymru.com
- ◆ Describe the objectives of the Gorwelion project
- ◆ Name 4 local employers in the Manufacturing, Retail, Tourism and Service sectors
- ◆ List the different headings included for each employer.

RESOURCES

- ◆ Jobs Directory for each pupil or access to the internet
- ◆ OHP1 - Gorwelion
- ◆ Online Quiz – ‘Journey through the Jobs Directory’
- ◆ Tutor Answer sheet - ‘Journey through the Jobs Directory’

INTRODUCTION - 5 minutes

Introduce pupils to the Gorwelion project. Give them a brief overview of the aims of Gorwelion by showing them OHP 1 - ‘Gorwelion’ and going over the main points. Explain that this online Jobs Directory has been produced through the Gorwelion project by Menter a Busnes.

State that the purpose of this session is to introduce them to the online Jobs Directory so that they are aware of how to research information using the directory, and what type of information they will find on the different employers. The Jobs Directory contains profiles of companies including details on the various jobs available within these companies. Companies are split into 4 main categories Manufacturing, Retail, Tourism and Services.

ACTIVITY 1 – 25 minutes

- ◆ Ensure each pupil has a copy of the Jobs Directory or access to the website Jobcymru.com
- ◆ Explain to students the different ways that they can do searches on the jobs directory

- ◆ Distribute copies of the **quiz – ‘Journey through the Jobs Directory’** to each pupil.
- ◆ They are to answer the quiz individually or in pairs. (15 minutes)
- ◆ Explain the scoring system – marks given for each correct answer.
- ◆ Feedback the answers using **Answer sheet – ‘Journey Through the Jobs Directory’**.
- ◆ Explain that a score of between 15 and 30 marks means that they know their way and can reach the end of their journey.
Less than 15 marks – more study is needed to reach the end of their journey.
(10 minutes)

CONCLUSION – 5 minutes

Summarise the purpose of the session:

- ◆ Introduce Gorwelion
- ◆ Learn to use the online Jobs Directory
- ◆ Find out what information the directory provides.

OHP 1

GORWELION

AIMS OF GORWELION

- ◆ To broaden your 'Horizons' / career aspirations
- ◆ Increase your awareness of the range of careers and opportunities open to you
- ◆ To demonstrate the importance of being able to communicate in Welsh in the work place
- ◆ To promote the use of Welsh in the workplace
- ◆ To teach you more about local employers

WORKSHEET 1

QUIZ 'JOURNEY THROUGH THE JOBS DIRECTORY'

Start your journey here by searching for the answers to these questions in the Jobs Directory

1. List 3 **valued attributes** that employers in the **Retail section** look for in their workforce. (3)

2. List 4 different occupations you would find in a **garage**. (4)

- 3i. List **2 Hotels** that are in the Jobs Directory. (2)

- 3ii. Can you name **2 other Hotels** in your area that are **not** in the Jobs Directory? (2)

4. Name 3 different companies/businesses which have **receptionists** (3)

5. List 3 companies found in the **Manufacturing** sector of the Jobs Directory. (3)

You're halfway through your journey happy travels!

6. Choose 3 employers and list their 'main activities': (3)

Employer	Main Activities
i)	
ii)	
iii)	

7. List 3 companies where **Welsh** is considered essential for every job (levels 3, 4 & 5). (3)

8. List 3 companies that offer **work experience** to pupils in Year 10. (3)

9. What level of qualifications would an **accountant** need? (2)

10. Name 2 different **training routes** identified in the Jobs Directory. (2)

Well done! You have completed your journey, which shows that you can find your way through the directory.

ANSWER SHEET 1

QUIZ 'JOURNEY THROUGH THE JOBS DIRECTORY'

1. List 3 **valued attributes** that employers in the **Sales section** look for in their workforce.

(3)

Patience	Sociable	Reliability	Polite
Customer Service	Honest	Trustworthy	Punctual
Hardworking	Good communication	Flexible	Team work

Most employers have listed 'valued attributes' in the Directory.

2. List 4 different occupations you would find in a **garage** (4)

Mechanics	Sales Manager	Parts salesperson
Receptionist	Parts Manager	Workshop Technician
Administration	Petrol Pump attendant	Body Repair / Sprayer

There is a range of jobs available within each work sector.

- 3i. List 2 **Hotels** featured in the Jobs Directory

(2)

Hotels are listed in the Service or Tourism Section of the Directory

- 3ii. Can you name 2 others that are **not** in the Jobs Directory?

(2)

Use your knowledge of the local area

4. Name 3 different companies/businesses, which have **receptionists**

(3)

Explain that the skills involved are the same wherever a receptionist works. A receptionist needs to be multi-skilled e.g. telephone skills, clerical ability, Customer service, Communication, IT skills, organisational ability, teamwork.

5. List 3 companies which are listed in the **Service** section of the Jobs Directory

(3)

The companies included in the Jobs Directory are divided into 4 sectors:

Manufacture	Sales
Service	Tourism

6. Pick 3 employers and list their main activities

(3)

The information about the activities of employers gives a more complete picture of the local economy.

7. List 3 companies where **Welsh** is considered essential for every job
(3)

Opposite each job description in the Directory is placed a level between 1 and 5 describing the level of Welsh considered desirable for each job.

- **Level 5 = Most of the work is conducted through the medium of Welsh.**
- **Level 4 = Substantial use, including in administration**
- **Level 3 = Verbal communication with the public**
- **Level 2 = Some use amongst the workforce**
- **Level 1 = None**

8. List 3 companies that offer **Work Experience** to Year 10 pupils (3)

Many of the companies featured in the Jobs Directory offer work experience to Year 10 pupils - this is noted under each profile.

9. What level of qualification would an **accountant** need? (2)

Level 5 Professional - an accountant requires a degree or an equivalent qualification, plus a professional vocational qualification.

Different qualifications are needed for different jobs. Opposite each job in the Directory has been placed a level between 1 and 5. This is a simple way of showing the level of qualifications for that field of work.

10. Name **2 different training routes** identified in the Jobs Directory
(2)

Internal/in-house training by the company	Modern
Apprenticeship	
Foundation Modern Apprenticeship	Distance learning
NVQ at the place of work	Part-time study at a
Training by a Company's Training Centre	Further Education College

