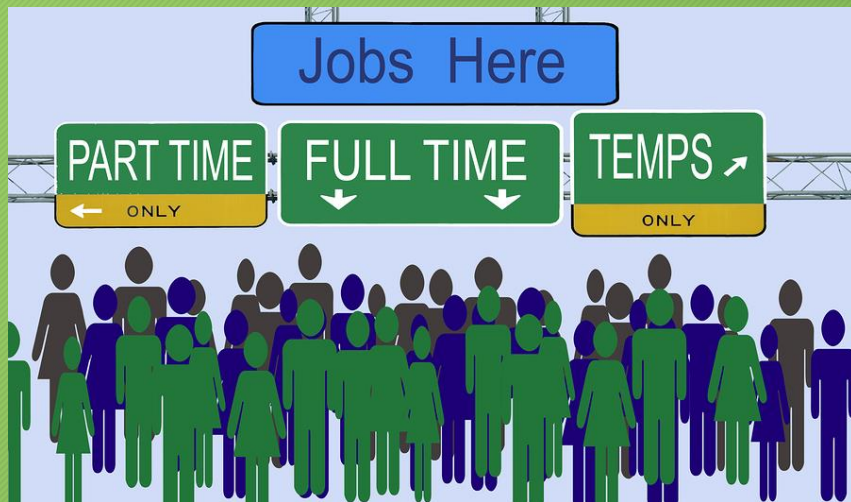


Employment Opportunities



Unit 12, Assignment 4

Alex Parker

Full Time

- Full time employment is when you will work a minimum number of hours, usually it is from 9-5. This will be discussed by the employer. Full time employment will often come with some benefits this may not be offered in other types of work, this can be annual leave, sick leave, health insurance. The standard work week usually consists of 5 days that are about 8 hour days. The time is usually is 9:00 AM to 5:00 PM or either 10:00 AM to 6:00 PM.
- Overtime is paid out at anytime the person works more than 40 hours in a week, the overtime starts at the Base Pay + One Half. The overtime will be increased when the person experiences long shifts and the person is being considered as increased in more fatigued.
- There are different hours in a week people will have to experience in different countries: Australia 35-40, Denmark: 37, India 60, Italy 40, Netherlands 35-38, United Kingdom 35-40, United States 30+ hours.
- As an employer you must give all full time employees:
 - A written statement of employment or contract, the statutory minimum level of paid holiday, a payslip showing all deductions, eg National Insurance contributions (NICs), the statutory minimum length of rest breaks, Statutory Sick Pay (SSP), maternity, paternity and adoption pay and leave, You must also: make sure employees don't work longer than the maximum allowed, pay employees at least the minimum wage, have employer's liability insurance, provide a safe and secure working environment, register with HM Revenue and Customs to deal with payroll, tax and NICs, consider flexible working requests, avoid discrimination in the workplace, make reasonable adjustments to your business premises if your employee is disabled.



Part-time

- A part-time contract means that you have fewer hours per week than a full-time job. They are usually set up to work in shifts, but they can be on-call. This is what students have as a job, this means they don't have to work all the time, but in their spare time they can earn money from the job. They will usually be paid on an hourly basis, so however many hours they do then they will get paid for that amount of time.
- People who work on a part-time contract can't be treated differently to people who work on a full-time contract. This is a law that is called the International Labour Organisation Convention 175 (ILO 175).
- Workers are considered to be part-time if they commonly work fewer than 30 or 35 hours per week. There are many reasons for working part-time, including the desire to do so, having one's hours cut back by an employer and being unable to find a full-time job.
- The company or stores that do these part-time employment opportunities are people who work in supermarkets, for example; Tesco, Sainsbury's.



Freelance

- A freelancer or freelance worker is a person who is self-employed and is not necessarily committed to a particular employer long-term, this can have lots of benefits. Freelancers can be represented by a company, others work independently or use professional associations or websites to get work, this is known as a "Independent contractor" used in a higher register of English that designates the tax and employment class of this type of worker.
- Freelancing is mainly used in the media industry, these are a few examples of jobs that people are freelancing; Music, filmmaking, acting, photojournalism, editing, computer programming, web design, graphic design and tour guiding,
- Freelancing is one of the easiest, fastest, and lowest cost ways to start working for yourself. Since such workers are usually considered employees, especially when they work for one employer over the long term. Unlike employees, employers are not required to offer freelancers any benefits, withhold payroll taxes or pay into workers compensation or unemployment plans.
- Longer term freelancers who work for the same employer for an extended period are sometimes referred to as "perma-lancers" - or "permanent freelancers". Perma-lancers may or may not be offered benefits through their employers.



Shift Work

- Shift work is work that takes place on a schedule outside the traditional 9 am – 5 pm day. It can involve evening or night shifts, early morning shifts, and rotating shifts. Many industries rely on shift work, and millions of people work in jobs that require shift schedules.
- Shift work is considered to be a risk factor for some health problems in some individuals, as disruption to circadian rhythms may increase the probability of developing cardiovascular disease, cognitive impairment, diabetes, and obesity, among other conditions.
- The shift plan or rota is the big component of a shift schedule. The schedule includes considerations of shift overlap, shift change times and alignment with the clock, vacation, training, shift differentials, holidays, etc., whereas the shift plan determines the sequence of work and free days within a shift system. Rotation of shifts can be fast, in which a worker changes shifts more than once a week, or slow, in which a worker changes shifts less than once a week.
- Shift work is predominantly used in these professions; Casino, Customer service including call centres, Death care (medical examiner or coroner), Emergency responses (Firefighting, Paramedic, Police, Weather), Flight Test, Funeral, Health care, Hospitality, Logistics, Manufacturing, Military, Public utilities (nuclear power, Fossil fuel, Solar, wind, and hydro power), Retail, Telecommunications (Television, Radio broadcasting), Transportation (Railroads, Ship transport) and Security.



Permanent Contract

- Permanent employment is a full-time, salaried position with a contract to work the minimum amount of 36 hours each week, but this can change with the decision of the employer. The vast majority of workers are on a permanent contract and it's as much for the protection of the employer as it is for the employee. Without permanent employees companies would be at risk of their workforce leaving.
- Permanent employees are usually set to work for a single employer, this means that they will be paid directly by the employer. In addition they will have wages with a few benefits. This is subsidized health care, paid vacations, holidays, sick time, contributions to a retirement plan.
- With being in the permanent employment you will know that you are going to have some financial security, this will be paid out to you every month at the same day, this would mean you can allow to budget.
- Every one who has a permanent employment will have some type of a contract, they will have lots of different terms and conditions that will be legally signed. This will have things in it like the conditions of employment within two calendar months of starting work. This should include details of things like pay, holidays and working hours.



Temporary Contract

- A temporary contract is also known as a 'Freelancer', this could mean working for as little as one day or for as long as a few years for an employer, this can depend on a lot of things. In times of money problems companies often increase the number of people they employ on a temporary basis rather than putting them on permanent contracts. This allows them to chop and change structures much easier without the large costs involved with redundancy. If you have a particular specialist skill you can earn serious amounts of money by becoming a contractor, this might me in another country overseas.
- Most companies will have a system of a temporary contract if they are going to employ a person, this contract could be for six months to a year. This all depends on the employer, the reason why they do this is because they want to employ the person on a temporary contract so that if they do well and they have done significantly do well they do to a permanent contract.
- This also means that if the employee doesn't like there job then they can leave, as they don't want to be tied down for a few years, in a job they don't like.

Sample
Employment Contract

EMPLOYMENT CONTRACT
THIS EMPLOYMENT CONTRACT dated this 15th day of October, 2015

BETWEEN:

Terence Smithson of 105 South Bedford St
(the "Employer")

OF THE FIRST PART

- AND -

Jekun Butler of E2 North King St
(the "Employee")

OF THE SECOND PART

BACKGROUND:

A. The Employer is of the opinion that the Employee has the necessary qualifications, experience and abilities to assist and benefit the Employer in its business.

B. The Employer desires to employ the Employee and the Employee has agreed to accept and enter such employment upon the terms and conditions set out in this Agreement.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

Commencement Date and Term

1. The Employee will commence permanent full-time employment with the Employer on the 15th day of October, 2015 (the "Commencement Date").

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Zero-hours Contract

- A zero-hour contract is the name that is given to a worker, the employer is not obliged to provide any minimum working hours, the worker also doesn't have to accept the working offer. The worker will sign a agreement that means that he/she is available for the work when it is required.
- Labourers and part-time workers are employed under terms similar to a zero-hour contract in many different countries. The term "zero-hour contract" is British English for an employee with no set minimum hours or definite schedule who works under an employment contract which will meet the requirements of the Employment Rights Act 1996.
- A zero- hours contract does cover some basic social security benefits these include; maternity/paternity pay, holiday, health insurance. But as they don't earn a lot of money, they will receive less than £5,772 a year. So they don't earn enough for the state pension.



Multi-skilled Worker

- Multi-skilled workers are people who have had some training or some skills in more than one area in company. A skilled worker is a person who has a specialist skill or knowledge and ability in a specific area. So a multi-skilled worker is a person who can do this but they can do a lot at the same time.
- If you had a job in the media profession you could also be asked to do other jobs such as these; Production runner/assistant, Post production runner, Broadcast assistant, Archive assistant, Animation assistant, Assistant to the camera crew, Junior designer, Junior researcher, Web coordinator, Trainee/assistant photographer, Digital assistant, Production secretary, scriptwriter, video editor, etc. These are just a few you could also do as another section.
- When being a multi-skilled worker you need to be confident in all types of things that you may face in your job, you can use this to your advantage. This could be with teamwork, as you know some type of skill or some type of knowledge you can speak to your employer or a team with ease as you will know what they could be talking about.
- The salary for a multi-skilled worker would be a roughly the same, you might get a bonus as you know the stuff. The salary will be taken into consideration with a employer.



Voluntary Worker

- A voluntary worker is a person who will do some type of help for a lot of different work. The work will need the worker to be motivated in helping the community, this can be dedicating time or effort into a project. This is split up into different groups.
- Long term (which is paid): Volunteers are usually sent to work on long term projects lasting for over a year in which the volunteer will be helpful and this would be a good experience. These jobs are around a lot but you have to have specific skills and relevant work experience, for example doctors, nurses, engineers etc., and they can receive benefits including a monthly salary based on the local rate, air tickets, insurance, lodging etc. the long term volunteering is usually done in different countries.
- Short term (unfortunately is unpaid): This can be from a week to about a year, this is mainly students as they may have time off or they have a gap year. They will do lots of challenging activates that will push them. There will be a project that will help families and people in developing countries.
- There is a lot of voluntary help needed with charity's as they always need help to get things going. They don't pay you as they wont be able to afford it as they want you as the public to give them money. People can give as much money as they want to these charities, this is called a donation.



Casual Worker

- Casual employment is where an employee is employed when and they are needed, and where there is no particular expectation of continuing employment, this is something a bit like a substitute. The casual work can be when they need it.
- Casual employees are entitled to a higher hourly pay rate than a normal full-time or part-time employees. This is called a 'casual loading' and is paid because they don't get benefits such as sick or annual leave or in other words they can't have any work and then be ill as they won't get the money. They are also entitled to 2 days unpaid carer's leave and 2 days unpaid compassionate leave, this can be a unpaid community service leave.
- The casual worker won't have a contract as normal workers will have, they will have a agreement. They will be paid on a hourly rate.
- The casual employee are often contacted regularly by their boss and they will work the timings for them on a week to week basis. There isn't any expectation in a casual work contract that the employer of the ongoing work, this means that if the casual worker doesn't want to go in, or has some problems then they can refuse it. They aren't bound to a job, this means they can move and switch jobs freely with ease.



Hourly Paid Worker

- An hourly worker is a person who is paid a certain set amount of money a hour. This means that they can come in to a job do as many hours as they want, they will just get paid for that amount of time they have done. The wage will need to be at least the minimum wage for a adult which is currently between £5.30 to £7.20. but people will earn more than this, but this can be discussed by the employer. The minimum wage has gone up from 2005 when the wage was £5.05.
- If the worker wants to get overtime pay, which they can do. But they need to do more than 40 hours per work week (5 days). This works well with the shift work system, this is because you have to clock in to get the reader to get the pay.
- Some companies like supermarkets they will only do hourly pay contracts. When you get promoted then so does the money that comes with it. If you earn more than £11,000 then you will have to pay tax. This doesn't count if you are under the age of 18.



Piecework

- Workers paid per task they perform or piece of work they do (known as piece work) are classed as doing 'output work'. They must be paid either at least the minimum wage for every hour worked or on the basis of a 'fair rate' for each task or piece of work they do. This is a work that you will get paid for however much you do. If you don't produce enough a day then you won't get paid much, whereas if you go in the next day and work incredibly hard then you can make up from the day before.
- Output work can usually only be used in when the employer doesn't know which hours the worker does, this can be hard if the employee works at home. If an employer sets the working hours and the workers have to clock in and out, this counts as time work, not as output work. This is what a lot of people do in companies so they can get the right number of hours they have worked.
- Piecework is any type of employment in which a worker is paid a fixed piece rate for each unit produced or action performed regardless of time. Piece work is a form of performance related pay. E.g. pockets on jeans, collars on shirts etc.
- This is how you know how to pay the employees:
 - Find out the average rate of work per hour (tasks or pieces completed) in that time.
 - Divide it by 1.2 (this means new workers won't be disadvantaged if they're not as fast as the others yet).
 - Divide the hourly minimum wage rate by that number to work out the fair rate for each piece of work completed.
 - Then you will get the amount of money you need to pay them.



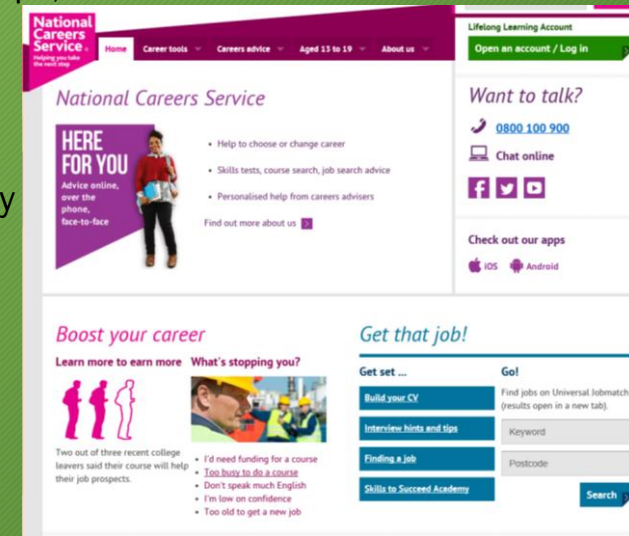
Recruitment and Contacts

Unit 12, Assignment 4

Alex Parker

Careers Advice/Service

- There is a national careers advice and service for people in the UK to use and get general information about a career that they might be struggling to get, or they just don't know what to do after education (college) or after further education (University). On the site it helps to by giving help to create a CV, it will also give some interview hits and tips, there is a section that tells us how to find a job, they will also offer lots of different services.
- If you want to check out the National Careers Service then go to:
<https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx>
- This site will give people the chance to talk to someone in a call or they will give you the chance to chat online, they also have some social media that will help.
- The National Careers Service website will aim to:
 - help you with careers decisions and planning,
 - support you in reviewing your skills and abilities and develop new goals.
 - motivate you to implement your plan of action,
 - enable you to make the best use of high quality career related tools.
- Once you have finished with people with the National Careers Service you will either have a job or have the skills to get one.



National Press

- The National Press is a club that is like a newspaper but for journalists. This gives people a section to post their own job vacancies, this means that people can find some type of a job quicker.
- In the press they have National, worldwide and local newspapers.
- In a national press you may find a job section but this isn't going to be popping right out, this is because they are going to be showing some in there somewhere, the only problem is that you will find that the vacancy will get taken quickly.
- In the worldwide press you will find that there will be no jobs as they will be trying to cover a lot of stories.
- In the local press you will find a whole page or some of a page that is filled with new job vacancies in your local area, what is good about this is that they will be local to a certain area, so this means when you get a job. You don't need to travel for a long time as it is in your local area.
- The most local press to where I live is the: Stockport Express



Personal Contacts- “who you know”

- If you have a friend or a acquaintance in a area that you are interested in working with. You can ask them if they have any job vacancies. If you know the boss of the company then you can ask them if there is any jobs around.
- The more people that you know in that profession then the better, this means that you have more of a higher chance to get in with that company.
- You need to make sure that you ask the right people, if you are a going to go into the media industry then you wouldn't try to ask your friends dad who works as a doctor. It might be good as they can get people to pass on their details.
- The one big thing about getting a job is that don't get one straight after university as there are a lot of things to think about.



Networking

- Networking is getting to know people who can help you develop your career prospects, this is people that are in the career that want to do. You don't need to be specially trained as the world to network effective.
- A lot of good jobs never make it to the pages of a website or newspaper. They get filled by word of mouth and the more senior the position, the more often it happens this way, this is very annoying for people who have got a lot more expertise in it. they will just be cleaning tables whilst the people who don't know about it are in the hot seat not doing a good job.
- Even if the job is advertised, it helps to know someone inside the new organisation who can give you the inside line. They may even end up interviewing you which will always make it a less stressful experience.
- The next form of networking is social media, this is a good way of getting the job out online as people nowadays can use it a lot more.



Word of Mouth

- A great deal of research finds that word of mouth is more effective than other types of marketing. Whether compared to traditional advertising, media mentions, or promotional events, word of mouth is more useful in creating new users and customers.
- The reasons stated why word of mouth is the most effective is because of trust as many people do not trust advertisements which are seen on the television and if our friends or someone else tells us then we are more likely to purchase that product or believe in there recommendations.
- The next is better targeting as word of mouth would target certain people whom are wanting certain products such as people would only target people who have a certain interest in the topic. Second, the effectiveness of word of mouth depends on getting people to talk. Word of mouth *can* be highly effective, but whether it is or not depends on whether people actually spread the word.
- It's not enough just to be on social media or post things once in a while. To get people to talk about you, your business, or your idea, you need to understand *why* people talk and share in the first place. So you need to get up with the latest trends online, in no time you will have more traffic to your site and then you will be getting more customers than before.



Internet

- The Internet is a worldwide system of computer networks - a network can get if they have permission, get information from any other computer. The internet can be used for a lot of different things, like finding out the latest online news, checking social media, sharing work or they can just be for watching online videos on YouTube.
- You can now get jobs with are only based on your computer. sing the Web, you have access to billions of pages of information. These jobs can also give you the job as you can apply online. The internet easy enough for anyone to use. With relatively cheap personal computers and the benefits of broadband, more than a billion people are using it.
- Many people can use the internet for their jobs such as having communications on skype and many people use it to gain information too. This is handy for the people who want to work at home, this can also mean that you can still get in touch with work colleges.



Professional Development

Unit 12, Assignment 4

Alex Parker

Further Education and Training

- Further education in the United Kingdom, is very similar to continuing education in the United States, this is a term that is used to refer to education (in addition to that received after high school), that is distinct from the higher education that can be offered in universities. It may be at any level above compulsory secondary education, from basic skills training to higher vocational qualifications such as PGCE, NVQ, BTEC NHC, HND or a Foundation Degree. There are a lot of different types.
- Higher education, is an education at a higher level than secondary school or colleges, this is usually provided in institutions such as universities. Further education in the UK is usually a way or a stepping stone that will be necessary to attend university, or begin a specific career path, for anyone over 16, primarily available at Colleges of Further Education, work-based learning, or adult and community learning institutions.



Full-time Degree

- A full time degree is a type of degree that means you will be working on your degree on a full time basis. This is what you will do at a university.
- Studying full-time allows you to focus intensively and without interruption on your academic development, this means that you can get the work done in a suitable environment. If you are taking a career break or aiming to strengthen employment prospects, full-time study will allow you to complete the program and return to work in the shortest time possible.
- Full-time fees now range between £6,000 and £9,000 per year. However, in the UK, if you are an eligible student you do not have to pay the full amount of these fees yourself. Then there are other Financial Assistance: this will depend on your financial situation and personal circumstances, you may be eligible for additional loans and grants. A means-tested maintenance grant of up to £5,161 could be used to pay the fees, to avoid taking out the fee loan, which could mean £0 debt! Attendance: Most people think of a full-time course as one where you have to attend classes for four or five days a week.
- Full-time university level courses are delivered over one or two days a week, in a variety of patterns, for example: two days 9am-5pm, one day 9am-9pm, two days 1pm-9pm. This helps you to fit your work and family commitments round your studies. So you can get the best out of the experience.



Part-time Degree

- A part time degree is very similar to a full time degree, but you won't be based at a university. This is a great way to spend time with your studying but you can still do home commitments so if you have a job in a family business.
- The modular structure of the part time degree means they have a well-established part-time program for lots of different subjects. All classes take place during the day and part-time students study alongside full-time undergraduates.
- It usually takes six years to complete a part-time honours degree. But you can:
 - take one or two modules before committing to the full award;
 - gain a Certificate of Higher Education after one to two years of study; or
 - a Diploma of Higher Education after three to four years.
- You can usually take a single subject degree or combine two subject areas (a joint honours course).
- Other opportunities
- Other part-time opportunities include:
 - part-time options for many of our science, technology and surveying courses;
 - part-time non-degree HND courses with a greater emphasis on practical skills.



Foundation Degree

- A foundation degree is a degree level qualification which combines academic study with work place learning (like an apprenticeship). This is designed in with association with a growing number of employers, they are qualifications to equip people with the relevant skills, knowledge and understanding to achieve academic results as well as improve performance in the work environment.
- Foundation degrees will mainly focus on a particular job or profession. They are intended to increase the professional and technical skills of current or potential staff within a profession, or intending to go into that profession. This means they can get a feel of what it could be like but also get a degree out of it.
- A full-time foundation degree will usually take about two years to complete, and part-time courses may take longer. Completing an honors degree following on from a foundation degree will normally take an extra year. This will all depend on the employer and the course that you have taken.
- There are no set entry requirements for foundation degrees. Formal qualifications are not always necessary as appropriate commercial and industrial experience can be more relevant. This will also depend on the employer and the course that you have chosen to do.
- these are some of the jobs and work places that you can go to:
- Youngs Bluecrest Seafood, Rolls Royce, Baxter and Platts, Network Rail, Balfour Beatty, JCB, BMW Group, Radisson Edwardian Hotels, Norwich Union, Specsavers, Ford UK, KLM UK Engineering, Tesco, BASF, Hampshire Police Service, United Utilities, Nottingham City, Transport, NHS, Specsavers, London Ambulance Service, RAF, BT and TUI.



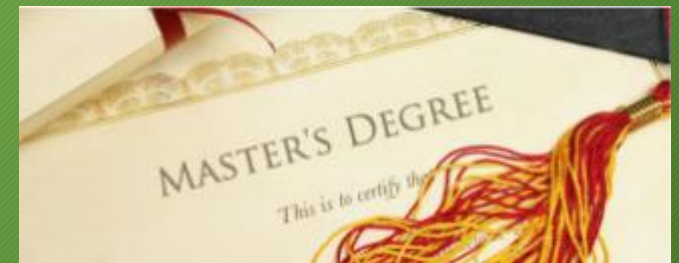
Bachelor Degree

- A bachelor's degree or baccalaureate is an undergraduate academic degree that is awarded by colleges and universities upon completion of a course of study lasting three to seven years (depending on course that you are on and the university). In some cases, it may also be the name of a second graduate degree, for example bachelor of music. In some countries are only offered after a first graduate/bachelor's degree.
- An honours degree generally requires a higher academic standard than a pass degree, and in some universities a fourth year of study. In some countries, the honours degree should not be confused with the "postgraduate" bachelor's degree "with honours" or the *baccalaureatus cum honore* degree. It is a different academic degree, which is the continuation of a completed (honours) bachelor's degree program in the same field and is usually obtained this is in order to join a different program; this requires a minimum of one year, but may also take longer, to obtain.
- In most cases, you cannot attend a professional graduate school in law, medicine, or teacher education unless you hold a bachelor's degree. That means you will almost always need a bachelor's before enrolling in a master's program to open the door to even more career opportunities.



Masters Degree

- A master's degree is the first level of graduate study. To apply for a master degree you usually must already hold an undergraduate degree (a bachelor's degree). A master's degree typically requires a year and one-half to two years of full-time study.
To earn a master's degree you usually need to complete from 36 to 54 semester credits of study (or 60 to 90 quarter-credits). This equals 12 to 18 college courses. Most master's degrees are awarded by public or state universities.
- You'll find a huge range of Masters degrees available in the UK if you're contemplating postgraduate study. Yet while the idea of being accepted onto a postgraduate program can be an exciting prospect, further study often comes with a hefty price tag and the tendency to be all-consuming. You therefore must have a clear reason for committing to a course, such as wanting to:
 - change your occupation;
 - gain entry to a profession;
 - progress up the career ladder;
 - develop your research skills;
 - pursue a passion for a specific subject;
 - specialize in a particular area.



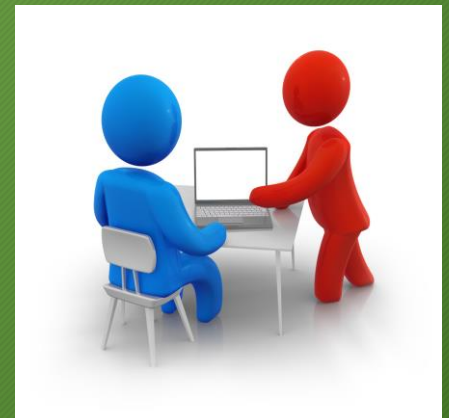
Work Experience

- Work experience is when you will do into a different work environment such as a company. This is done throughout the whole of your school or college life, this can be done in secondary school or college. Some people at university might do some work experience as it is a great way to do the following:
- help you experience the world of work.
- develop skills, knowledge and confidence for adult life.
- set learning objectives for the future.
- make you appreciate the relevance of what you learn at school/college.
- show you how skills learned in schools can be applied in a real work situation.
- widen your awareness of career opportunities available in our organization and the community.
- decide what kind of work you might choose when you leave school (or what you don't want to do!).
- develop interpersonal and social skills to broaden your contact with a range of adults as colleagues.
- give you an opportunity to learn different aspects of your desired career.
- ensure participant continuity in an environment where health, safety and welfare is promoted.
- be a useful feature to include on your CV when applying for jobs after leaving school.



Training on the Job

- On-the-job training (OJT) is a form of training that is taken place in a normal working situation.
- On-the-job training, is one of the earliest forms of training. It is a one-on-one training located at the job site, where someone who knows how to do a task this will then show another how to perform it. The work performed by most people did not rely on abstract thinking or academic education. Parents or community members, who knew the skills necessary for survival, passed their knowledge on to the children through the training on the job.
- On the Job Training is still widely used today. It is a frequently used method of training because it requires only a person who knows how to do the task, and the tools the person uses to do the task. It may not be the most effective or the most efficient method at times, but it is normally the easiest to arrange and manage. Because the training takes place on the job, it can be highly realistic and no transfer of learning is required.
- A large majority of employee learning is accomplished through on-the-job training. Well designed OJT training programs are well planned and resourced, staff managers with competent coaching ability, and define the criterion for performance standards.



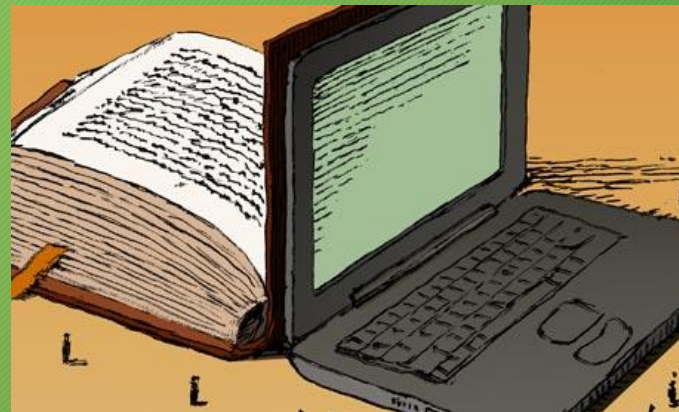
Skills Analysis

- Personal skills – Personal skills are things we are good at these are our strengths, abilities, and attributes. This can be in any type of subject, this doesn't matter as long as you think that you are good at it. The way that you can pick up these skills is by learning and practicing. The first time that you will see the program called Adobe Photoshop you won't have a clue which tools do what and the shortcuts but overtime you will know them after practicing.
- Technology skills-Technical skills are the knowledge and capabilities to perform specialized tasks. Management often needs to have technical skills in order to communicate effectively with line workers and coordinate efforts. The technology skill is a lot like the personal skill, but this is through the use of technology. If you are a genius on a computer and want to do things like website design, then you need to specialize in this, but if you don't then you might be stuck in a boring job that means you have to do law.
- Personal development plan is the process of creating an action plan that is based on awareness, values, reflection, goal setting and planning for your own personal development within the context of a career, education, relationship or for self-improvement. The whole idea of a development plan is that you can develop, this can be in whatever you think needs to happen.



Source of Information

- Sourcing information can be done with anything and there are lots of different ways of doing this. So if you want a job or a help in your life then you need to get some type of information.
- The best way of doing this can be through either books or the internet. Books can be a great way to get some information, this is done when you go to a library or a bookshop, in books you can find the information quite easily this is because there is a contents page and/or a index page. The other way of getting information is through the internet, this is because there is millions or content out there it might take some time to get what you want but it will be there. You can get lots of the books online as well, they are called e-books.
- If you want to get information about things like; gossip, news, jobs, numbers. Then you are best to ask people in your area and people that you know. If this fails then you can go into places to get this information.



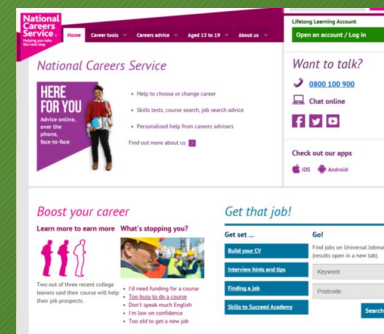
Trade Unions

- A trade union is an organization made up of members (so it is a membership-based organization) and its membership must be made up mainly of workers, or business people.
- One of a trade union's main aims is to protect and advance the interests of its members in the workplace. Most trade unions are independent of any employer. However, trade unions try to develop close working relationships with their employers. This can sometimes take the form of a partnership agreement between the employer and the trade union which identifies their common interests.
- Trade unions:
 - Will negotiate agreements with employers on pay and conditions,
 - They will discuss some major changes to the workplace such as large scale redundancy,
 - They can discuss with members' and they can see its concerns with employers,
 - They can accompany members in disciplinary and grievance meetings to help them with any struggles,
 - They will provide members with legal and financial advice if and when they might need it,
 - They can provide education facilities and certain consumer benefits such as discounted insurance.



Career Services

- A career service is a place where people can go whether it is online or in person, to get some help with careers or job help. This site will give people the chance to talk to someone in a call or they will give you the chance to chat online, they also have some social media that will help.
- One of the major companies is the National Careers Service these people will aim to help in these areas:
 - help you with careers decisions and planning,
 - support you in reviewing your skills and abilities and develop new goals,
 - motivate you to implement your plan of action,
 - enable you to make the best use of high quality career related tools.
- Once you have finished with people with the National Careers Service you will either have a job or have the skills to get one.
- If you have a job vacancy that is going then you can help people who don't have jobs then you can help them by posting it on their site, then they can give it to people who they have spoken to and they can get help to get into the company.



Transferable Skills

Unit 12, Assignment 4

Alex Parker

Personal Attributes

- An attribute is a quality or a characteristic of a person, place or thing. But a personal attribute is a character traits or their personality traits. There are some examples of positive attributes:
- Active, Ambitious, cheerful, cooperative, curious, easy going, emotional, enthusiastic, focused, good listener, helpful, leader, logical, motivator, patient, professional, quirky, sense of humor, skilled, trustworthy, understanding and wise.
- These are what people do look for when they are in a potential employee, they want people to be like this but you will also find that you get these things on the CV or form, but then when they have a meeting then they have some negative attributes, these are some examples:
- Aggressive, bone-idle, bossy, careless, changeable, cruel, detached, foolish, fussy, greedy, impatient, inconsiderate, lazy, mean, miserable, nervous, patronizing, possessive, quick tempered, rude, secretive, selfish, silly, stupid, unkind, untrustworthy, week-willed.
- Most people will have a few of these mixed together, like he/she is very lazy but is also trustworthy as they will get the work done to the deadline.



Knowledge and Skills

- Knowledge- is the theoretical or/and practical understanding of a subject. So in other words it means that they are intelligent and know what something is, but they might be slow or hard going to use that thing or do a particular action. Having knowledge of how to do something does not necessarily mean that you can do it, even if you understand the steps and what should happen.
- Skills- they are the things that are gained when you develop them through some type of training or experience, there are some people that pick up quicker than other things, we have started with learning skills as soon as we are born. Skills can be developed and improved over time, by combining our abilities and our knowledge, but the underlying abilities are needed in order for the skills to be developed.
- Abilities, likewise, can be improved and honed to some extent – running fast is a skill, but the ability to run fast comes in part from having strong leg muscles, which can be developed through regular exercise.
- Ability and knowledge combine to create skills that can be used a lot of life situations.



Commitment

- Commitment is an agreement to perform a particular activity at a certain time in the future under certain circumstances. A commitment means that you will give your 100% best in it. Most people will set a commitment at the start of the year, they will then have a year to be committed, then you can review it and see what you found the most easies and the hardest.
- One of the hardest bits to a commitment is not giving up, most people do after their first week as they have got bored of it. these commitments can be either family or work commitments.
- One of the biggest commitments is going to the gym every few days, this is a big commitment that people will do. Another commitment is eating healthy and not becoming over weight or even going under weight. People need to keep the right about of commitment and don't go overboard but just do what you feel is enough.
- Very often, we use this word in regard to saying we may make about the seriousness of our relationships. For example, "I'm in a committed relationship," or " I'm completely committed to this relationship." In such circumstances, what exactly are we saying? We take it for granted that the word or the expression means the same thing to all of us. I can assure you that it doesn't.



Efficiency

- Efficiency is the ability to avoid wasting materials, energy, effort, money, and time in doing something or being produced. In a more general sense, it is the ability to do things well, successfully, and without waste, of anything.
- So if you don't spend enough time or effort on a project and then spend too much money on materials then you aren't going to be getting the best out of things, but if you get your timings right and you have checked the budget then you are going to be creating something great.
- The more time that you can have planning it and how things are going to work then you will get things done on time and no problems.
- So you need to pursue the right goals and it needs to be efficient, both in effectiveness and also it needs to be cost efficient, you don't want to be wrong about things as if you are you could have some problems like that you are pursuing the wrong goals but it is still efficient due to the low budget as you might have done the correct planning. You can also be wasting your efficiency as you have the right goals but are inefficient this is because of the high costs that you have spent.



Reliability

- Reliability means that you are reliable, this is a big thing that employers will look for. If you aren't then this could be seen as a floor, most companies want someone who is going to come in and work the 9-5 day they also want them to run overtime as they might need to get to the deadline.
- “The ability of an equipment, machine, or system to consistently perform its intended or required function or mission, on demand and without degradation or failure.” This is what it said in the business dictionary
- This is still going to be relevant to humans, even though it is talking about machines. Some people confuse Reliability with accountability. Reliability is related to your consistent performance and accountability is related to your willingness to accepting responsibility.
- So in other words if you want to be reliable then you need to get things done before the deadline, even if you are ill then you can still do things at home.



Attendance and Punctuality

- Attendance- this is when you are in and not being ill, if you are unwell at a job then you need to evaluate whether you are fit enough to go in, the work place may need to see a doctor's letter this is because they want you to be in the job all time. You need to make sure that you have a near to 100% attendance and that you are just giving it your all.
- Punctuality- this is an important part of good time management, this can also be good for discipline.
- Always make sure that you are in the work or office no later than the times that you have been given. If you arrive at work after the time dedicated then you are going to make up that time somewhere else, but if you arrive earlier then you are supposed to then you should start working on the daily tasks. You need to make sure that if you come in early then make sure that you can use the right machinery or specialist equipment without help from somebody else.



Self-Presentation

- Self-presentation is behaviour that attempts to show some information about yourself or show what you can be like to other people. You need to sell yourself in a interview with people, this can be done by a lot of different ways, to learn these skills and some others you can go to the National Careers Service. They can also help you will the following:
 - help you with careers decisions and planning,
 - support you in reviewing your skills and abilities and develop new goals,
 - motivate you to implement your plan of action,
 - enable you to make the best use of high quality career related tools.
- You need to make sure that you stand out from the other people that are going for the same job. So you need to sell yourself like a item online.



Functional Skills

- Functional skills are the basic skills that a job employer will ask for, this is if you don't have your GCSE's. the functional skills are in Math's, English and ICT. Functional Skills provide an individual with essential knowledge, skills and understanding that will enable them to operate confidently, effectively and independently in life and work.
- They are learning tools that enable students to:
- apply their knowledge and understanding to everyday life
- engage competently and confidently with others
- solve problems in both familiar and unfamiliar situations
- develop personally and professionally as positive citizens who can actively contribute to society.

