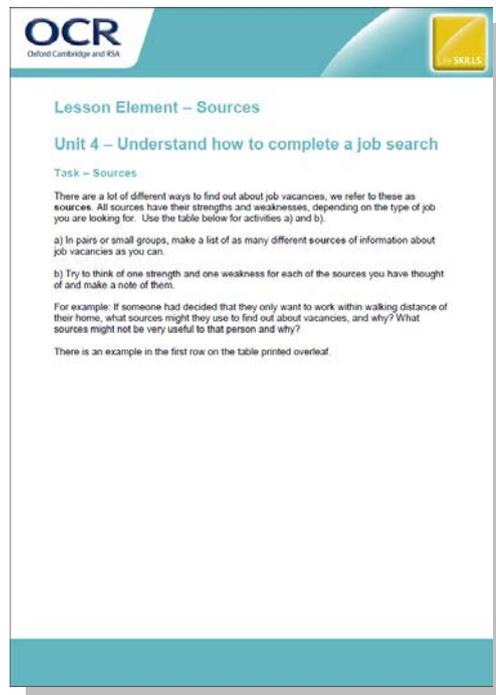


Lesson Element – Sources

Unit 4 – Understand how to complete a job search

Instructions and answers for teachers

These instructions should accompany the OCR Lesson Element ‘Sources’, which supports OCR Awards and Certificates in Employability Skills Unit 4 – Understand how to complete a job search.



The image shows a screenshot of a document page from OCR. The page has a teal header with the OCR logo and 'Oxford Cambridge and RSA' text on the left, and a yellow 'Life SKILLS' logo on the right. The main content area is white with a teal border. The text on the page reads:

OCR
Oxford Cambridge and RSA

Life **SKILLS**

Lesson Element – Sources

Unit 4 – Understand how to complete a job search

Task – Sources

There are a lot of different ways to find out about job vacancies, we refer to these as sources. All sources have their strengths and weaknesses, depending on the type of job you are looking for. Use the table below for activities a) and b).

a) In pairs or small groups, make a list of as many different sources of information about job vacancies as you can.

b) Try to think of one strength and one weakness for each of the sources you have thought of and make a note of them.

For example: If someone had decided that they only want to work within walking distance of their home, what sources might they use to find out about vacancies, and why? What sources might not be very useful to that person and why?

There is an example in the first row on the table printed overleaf.

Associated materials

Lesson Element Activity – ‘Sources’

Expected duration

1 hour

Sources

The teacher could facilitate a discussion about sources for job searching with the learners. Begin with a question and answer with the whole group, discussing the merits of each source such as the local newspaper offering local vacancies and the internet providing more opportunity to search for jobs further afield.

Divide the learners into pairs or small groups. Each pair/group makes a list of as many different sources of information about job vacancies as they can. They could then list one strength and one weakness for each of the sources they have identified.

The information could be recorded in the table below. There is an example in the first row.

| Source for finding a job | Strength of the source | Weakness of the source |
|--------------------------|---|--|
| Word of mouth | If you know someone who works at the company where a job is available, their recommendation should be reliable. | You may not like the kind of work the person is telling you about. |
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