

### Marketable skills

Read over the following list of skills and interests and rate yourself as follows:

Very good	4
Good	3
Fair	2
Poor	1

1. Teaching/training others.
2. Caring for children/the elderly.
3. Selling.
4. Organising events.
5. Administration- running an office.
6. Working with accounts/finance.
7. Building /construction.
8. Repairs/fixing things.
9. Working with hand tools.
10. Working with heaving machinery.
11. Working with computers.
12. Understanding computer packages/software.
13. Identifying essential information from written documents.
14. Design, art.
15. Memorising, retaining and learning information.
16. Working with engines/motors.
17. Working with small, intricate materials – e.g. jewellery.
18. Following instructions, diagrams, plans, maps.
19. Speaking foreign languages.
20. Cooking/catering.

Thinking of your previous work history or situations outside work, which of these marketable skills do you think you have the most aptitude for or interest in?

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**Task 1**

Log on to the FÁS website [www.fas.ie](http://www.fas.ie) and access the courses section. Follow the instructions for accessing particular courses and choose those you think are best suited to your skills and interests.

Write the name and the location of the courses you have picked.

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**Task 2**

Log on to the local Vocational Education Committee (VEC), for example: [www.cdvec.ie](http://www.cdvec.ie), and access the colleges and courses advertised on the website. Choose those you think are best suited to your skills and interests.

Write the name and the location of the courses you have picked.

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