

Teacher's Notes on Module – Work and careers

Objectives:

The aims and objectives of this module are to give students the opportunity to examine different aspects of the workplace including working conditions and contracts of employment, health and safety, pay and income tax, trade unions and starting and leaving employment.

Suggested order of worksheets:

1. The Workplace: Starting a Job

To examine employers' and employees' expectations when starting employment and to explore the feelings of employees on their first day in a job.

2. Leaving a Job:

To familiarise students with procedures when terminating employment, giving notice and letters of resignation.

3. People and their jobs:

Students read about four people in different employment sectors. Comprehension and vocabulary exercise.

4. Ben's Career:

Students read about Ben who has started his own business. Gap fill vocabulary exercise.

5. Self-employed:

Students read about people who are self-employed. Vocabulary exercise and class discussion on advantages and disadvantages of owning your own business.

6. Pay Advice Slip:

To help students to understand the terminology used in pay slips and related issues, tax, insurance etc. students study a pay slip showing wages and deductions.

7. Income Tax:

Explanation of income tax forms and exercise to reinforce essential information

8. Income Tax PAYE:

Explanation of the PAYE system with information from the government website (www.revenue.ie)

9. HSA (Health and Safety Authority):

To provide information for students on regulations regarding health and safety issues at work, manual handling and protective clothing. To provide vocabulary related to accidents and to instruct students on filling out an accident report form.

10. Health and Safety:

Students read a safety notice for workers on a construction site and create a notice suitable for workers in a hotel kitchen.

11. Working Hours and Conditions:

To familiarise students with different working arrangements and conditions of employment.

12. Trade Unions:

To acquaint students with the trade union movement in Ireland and to equip them with the vocabulary and language associated with it. Also to encourage discussion on issues related to union membership.

13. Contracts of Employment:

To provide some information on Labour Law in Ireland. Extracts from government website (www.oasis.gov.ie/employment). Comprehension and vocabulary exercise.

Language and Vocabulary:

- Vocabulary related to employment, contracts.
- Vocabulary used in pay slips and income tax.
- Vocabulary and language used in the context of health and safety.