



مدرسة قطر للعلوم المصرفية وإدارة الأعمال الثانوية
Qatar Banking Studies and Business
Administration | Secondary School

Career and Personal Development

التنمية الذاتية والمهنية

Grade 12 | Business

نبني
اقتصادي
المستقبل

• Semester 1

طبعة 1444 - 2022



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قَسَمًا بِمَنْ رَفَعَ السَّمَاءَ	قَسَمًا بِمَنْ نَشَرَ الضِّيَاءَ
قَطَرٌ سَتَبْقَى حُرَّةً	تَسْمُو بِرُوحِ الْأَوْفِيَاءِ
سِيرُوا عَلَى نَهْجِ الْأَلَى	وَعَلَى ضِيَاءِ الْأَنْبِيَاءِ
قَطَرٌ بِقَلْبِي سِيرَةٌ	عِزٌّ وَأَمْجَادُ الْإِبَاءِ
قَطَرُ الرِّجَالِ الْأَوَّلِينَ	حُمَاتُنَا يَوْمَ النِّدَاءِ
وَحُمَائِمُ يَوْمِ السَّلَامِ	جَوَائِحُ يَوْمِ الْفِدَاءِ

About this Learner Resource

The purpose of this Learner Resource is to assist you in completing assessment/s in Year 12 CPD 005 Careers and Personal Development.

This Learner Resource also contains activities for you to test your knowledge and examples of skills application.

Throughout this Learner Resource you will see an icon that provides opportunities to test your knowledge and practice skills as well as suggested times to begin a formal assessment. This icon is displayed below:



Practice

This icon is used to highlight an ideal time to test your knowledge or practise what you have learnt.

How will I be assessed?

In order to achieve competency in CPD 005 Careers and Personal Development you will need to demonstrate the skills and knowledge required for the unit.

Your teacher will decide with you how and when you will be assessed.

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About this unit:

Welcome to the Learner Resource for CPD 005 Careers and Personal Development. In this Learner Resource you will be learning about using and managing strategies for career planning and progression.

It is suggested that to meet all the requirements of CPD 005 Careers and Personal Development you will need to complete the following tasks:

- Read the information contained in this Learner Resource.
- Complete the activities.
- Complete all the required assessment/s for this unit.

The topics in this Learner Resource are:

- Identify realistic job opportunities and specific training options in either Business or Banking & Finance
- Plan for a career in either Business or Banking & Finance.
- Research post-secondary education institutions that provide training for a career in Business or Banking & Finance.
- Use job search strategies to identify specific employment opportunities in Business or Banking & Finance
- Create a profile for an online job agency
- Plan and prepare three job applications specific to either Business or Banking & Finance
- Participate in a practise employment interview.



Introduction

You are about to commence Semester 1 of the third year of a vocational course where you will be required to demonstrate your competency in identifying a range of jobs that match your own skills, developing a comprehensive education and career plan, and preparing job applications and practising job interviews specific for employment in either Business or Banking & Finance.



Business or Banking & Finance

Identify realistic job opportunities in either Business or Banking & Finance

During this year you will make decisions that may greatly influence your future's work life.

There will be two major areas that you will need to consider as they are linked, your education and your career/s.

For your future you will need to choose:

- a course.
- a college or a university.
- a location, Qatar or another country
- a type of study such as full time, part time or distance learning.
- the type of work.
- the amount of work, full time, part time, temporary.
- the type of organisation, private sector, public sector or non profit.
- the size of the organisation.
- the location of the work.

The career you choose within Business or Banking & Finance will depend on many factors from the world around you. These factors will influence how you think about, choose, develop and change your career.

Business



Your career, today and in the future, is likely to involve:

- different jobs at different times
- developing more than one interest or talent
- working for different organisations
- experience in more than one industry
- different types of work arrangements (full-time, temporary, contract, self-employment and so on)
- lifelong learning

To build a successful and rewarding career, you'll need to:

- take responsibility for your own direction and growth
- know what your goals are for wealth, success, way of life and job satisfaction
- develop new sets of skills to help your career progression
- learn to anticipate future trends and benefit from them.

Identify your own skills and knowledge specific to employment in these industries.

You have studied Careers and Personal Development in Years 10 and 11 with the aim to find a career in either Business or Banking & Finance. You have also done Structured Workplace Learning (SWL). To assist you with this unit at Year 12 it would be good to recall some of your activities and thoughts from those two years.



Practice

Practice activity 1

You have studied Careers and Personal Development in Years 10 and 11 with the aim to find a career in either Business or Banking & Finance. You have also done Structured Workplace Learning (SWL). To assist you with this unit at Year 12 it would be good to recall some of your activities and thoughts from those two years.

In Year 10 and/or 11 what jobs did you think you would like to do in your career?

.....

Where did you do SWL in Year 11?

.....

What duties did you do in SWL?

.....
.....

What did you learn from doing SWL?

.....
.....

Did you enjoy SWL? Why/why not?

.....
.....

Did your SWL help you with your choice of career? Why/why not?

.....
.....

•

Business





Practice

Practice activity 2

Initial thoughts.

As this is your last year of school and you will have to make some important decisions it might be beneficial to capture some of your initial thoughts.

What type of career would you like to have?

.....

What job would you like to do?

.....

Will you want to work for the government or in the private sector?

.....

Do you want to work in Qatar or in another country? Which country?

.....

Do you want to go to college or university?

Have you decided on a college or a university? If so which one?

.....

Will you want to study full time, part time or distance learning?

.....

Do you know about any scholarships you may be eligible to receive?

.....



Identify a realistic range of jobs to match individual interests and skills specific to employment in these industries

During Year 10 and 11 Careers you would have done work that helped you gain a better understanding of who you are and what you want to do after finishing school. It is important that individuals identify their own interests, knowledge and skills before embarking upon their career. For example, people who are interested in helping others organise their money should be encouraged to pursue a career in banking & finance. People wanting to help companies make profits should consider learning about business.

There are several ways to find a job including:

- Word of mouth
- Read job advertisements in papers such as the Gulf Times
- Do SWL where you would like to do paid work
- Search online
- Search the websites of companies such as QIB,QNB
- Register with a job agency
- Use professional sites like Linked In

In Year 11 Careers a number of activities you did involved an online job agency. There are many job agencies including www.bayt.com . This site has many jobs advertised particularly for work in Qatar and some jobs are for Qataris only.

We are going to use this website to help identify what jobs may suit your own interests, knowledge and skills.



Practice

Practice activity 3

Go to the website: www.bayt.com

As websites are subject to change the site might look slightly different to when you last used it however many of the features are still the same.

View the Tabs on the Homepage. Write the names of the two missing Tabs in the spaces below:

my workspace

Jobs

Specialties

Put your mouse on the *My Workspace* tab so that the menu appears. Write the names of any four menu items that appear under this tab.

Put your mouse on the *"Jobs"* tab so that the menu appears. Write the names of any four menu items that appear under this tab.

Put your mouse on the *"Resources"* tab so that the menu appears. Write the names of any four menu items that appear under this tab.

In some of the following practice activities the three tabs My Workspace, Jobs and Resources will be used.



Practice

Practice activity 4

- Go to the website: www.bayt.com
- Put your mouse on the Jobs tab. Click on By Sector.
- Click on Banking and Finance.

Write the names of the six categories that appear in Banking and Finance.

- Click on Banking.

Find three advertisements for jobs in Qatar.

For each position write the name of the job and the company.

Job	Company



Practice

Practice activity 5

- Go to www.bayt.com
- Put your mouse on the Jobs tab. Click on the By Job Role tab.
- This page has two main sections,
 - *Gulf Jobs and Middle East Jobs by Role*
 - *Jobs by Role in Regional Locations.*
- Look in the top section, *Gulf Jobs and Middle East Jobs by Role.*

Which is the category that is most likely to have a job you want?

- There may be other categories that could have jobs in which you are interested.
- Click on some of the likely categories to find out if there are suitable jobs for you.

Write down the names of any such categories.

- Look in the section, Jobs by Role in Regional Locations.
- Find then click Jobs in Qatar by Role.

The Jobs in Qatar page has the same categories as the first section but all of the advertised jobs are in Qatar.

- Click on some of the likely categories to see which jobs in Qatar may be suitable for you. Try to identify three jobs that may interest you. For each position write the job and the company.

<i>Job</i>	<i>Company</i>

- Again look in the section, Jobs by Role in Regional Locations.

Are there other regional locations you would consider going to for work? If so write them down.

.....

.....

- Click on the locations that may interest you to see if suitable jobs are available.

Business



Determine preferred jobs within these industries and identify specific requirements of these jobs.

The specific requirements of the job need to be considered when searching for a preferred job. To assist you to determine if a job is suitable for you look at the requirements for that job.



Practice

Practice activity 6

Go to the website: www.bayt.com

Put your mouse on the “Jobs” tab so that the menu appears.

Click “By Sector”.

- 1 Select Banking and Finance then select Banking. Select a job that may be suitable for you. Write the name of the job.

.....

- 2 Write a brief description of the job.

.....

.....

- 3 Write two skills that are needed for the job.

.....

.....

- 4 Where is the job location?

- 5 What is the company industry?

- 6 What is the company type?

- 7 What is the number of vacancies?

- 8 How many years of experience is preferred?

.....

- 9 Is any nationality specified and if so which?

.....



Practice

Practice activity 7

Go to the website: www.bayt.com then put your mouse on the “Jobs” tab so that the menu appears.

Click “By Sector”.

- 1 Select Banking and Finance then select Islamic Banking.
Select one job. Write the name of the job.
- 2 Write a brief description of the job.
.....
.....
- 3 Write two skills that are needed for the job.
.....
.....
- 4 Where is the job location?
- 5 What is the company industry?
- 6 What is the company type?
- 7 What is the number of vacancies?
- 8 How many years of experience is preferred?
.....
- 9 Is any nationality specified and if so which?
.....





Practice

Practice activity 8

Go to the website: www.bayt.com and put your mouse on the **"Jobs"** tab so that the menu appears. Click **"By Job Role"**.

Select **Accounting/Banking/Finance Jobs** then select three jobs to complete the table with the position name, the company name and the location for each.

<i>Job</i>	<i>Company</i>	<i>Location</i>

For one position click on the company name to complete the table below.

<i>Company Name</i>	
<i>Industry</i>	
<i>Location</i>	
<i>Type</i>	
<i>Employees</i>	
<i>Web Site</i>	
<i>Year Founded</i>	





Practice

Practice activity 9

Go to the website: www.bayt.com to find possible occupations that meet your preferences. Try to find at least three occupations that you would be interested in pursuing for a career. The more potential occupations you find the better it is.

Record your potential occupations in the tables below. Please give at least two reasons for each choice.

It is important to choose occupations that you are interested in doing but they need to be realistic choices for you. Use this activity and others to help you gain a thorough understanding of the requirements for the work you wish to do.



Occupation Choice 1.

Job Title:	Location:
Company Name:	
Job Description (Brief and in your own words):	
Skills Required:	
Preferred Candidate Information:	
Company Industry:	Company Type:
Employment Status:	Monthly Salary Range:
Company Information - Employees:	
Reasons for your choice:	

Occupation Choice 2.

Job Title:	Location:
Company Name:	
Job Description (Brief and in your own words):	
Skills Required:	
Preferred Candidate Information:	
Company Industry:	Company Type:
Employment Status:	Monthly Salary Range:
Company Information - Employees:	
Reasons for your choice:	

Occupation Choice 3.

Job Title:	Location:
Company Name:	
Job Description (Brief and in your own words):	
Skills Required:	
Preferred Candidate Information:	
Company Industry:	Company Type:
Employment Status:	Monthly Salary Range:
Company Information - Employees:	
Reasons for your choice:	

Determine level of preparedness to achieve employment in preferred jobs.

In the following activity you are required to consider your current level of various skills.

Everyone has skills. People have different skills just like people have different interests. Think of the skills you may already possess or are in the process of developing, e.g. driving a car, learning English, studying Business.

You are likely to use skills at different levels, e.g. you may always use your mobile phone but rarely speak in public.



Practice

Practice activity 10

Complete the “My Current Skills Part A” and the “My Current Skills Part B” worksheets. Try to choose the level of skill usage accurately.

This activity was in Careers Year 11 so if you have your record from then you will be able to compare your current skills and levels with those from last year.

If you cannot find your results from previously you can still indicate the skills that you feel you have gained or improved. In the last column place a (G) if you have gained the skill or an (I) if you have improved your skill.



My Current Skills Part A.

Indicate your level of each of the following skills by ticking the appropriate column. If you have gained (G) or improved (I) a skill in the last year indicate this in the last column.

<i>I am able to:</i>	<i>Never</i>	<i>Rarely</i>	<i>Sometimes</i>	<i>Often</i>	<i>Always</i>	<i>Gained (G) Improved (I)</i>
<i>Use a computer</i>						
<i>Arrive on time</i>						
<i>Make new friends</i>						
<i>Work in a team</i>						
<i>Drive a car</i>						
<i>Speak in English</i>						
<i>Listen in English</i>						
<i>Solve puzzles</i>						
<i>Use a GPS</i>						
<i>Save money</i>						
<i>Use an ATM</i>						
<i>Use Microsoft Word</i>						
<i>Use Excel</i>						
<i>Send emails</i>						
<i>Sit for long periods</i>						

My Current Skills Part B.

Indicate your level of each of the following skills by ticking the appropriate column. If you have gained (G) or improved (I) a skill in the last year indicate this in the last column.

<i>I am able to:</i>	<i>Never</i>	<i>Rarely</i>	<i>Sometimes</i>	<i>Often</i>	<i>Always</i>	<i>Gained (G) Improved (I)</i>
<i>Work on my own</i>						
<i>Use a mobile phone</i>						
<i>Listen to instructions</i>						
<i>Use PowerPoint</i>						
<i>Budget money</i>						
<i>Use the Internet</i>						
<i>Read in English</i>						
<i>Write in English</i>						
<i>Work mathematically</i>						
<i>Solve problems</i>						
<i>Make my own decisions</i>						
<i>Speak politely</i>						
<i>Work diligently</i>						
<i>Participate in meetings</i>						
<i>Send text messages</i>						

Practice activity 11

What employers want.

The company Bayt found the following information about what employers in the Middle East want when looking for an employee. The numbers are percentages of employers looking for employees with the skill or trait, e.g. %62 of employers want their employees to have good communication skills in Arabic & English.

Complete the table by ticking your current level of each skill or trait, low, medium or high. This activity was in Careers Year 11 so if you have your record from then you will be able to compare your current levels with those from last year.

If you cannot find your results from previously you can still indicate the skills or traits that you feel you have gained or improved. In the last column place a (G) if you have gained or an (I) if you have improved your skill or trait.

Skill or trait	Per Cent	Low	Medium	High	Gained (G) Improved (I)
Good communication skills – Arabic & English	62				
Team player – Cooperative / helpful / flexible	49				
Good leadership skills	47				
Ability to work under pressure	46				
Good negotiation skills	41				
Trustworthy / Honest	41				
Overall personality and demeanour	39				
Efficient / productive	39				
Ability to take on challenges	39				
Good personal grooming	39				

Plan for a career in either Business or Banking & Finance

Marketing Officer

Bank Teller

Finance Controller

Retail Assistant

Credit Risk Analyst

Relationship Manager

Sales Executive

Identify, refine and reconfirm specific career goals in either Business or Banking & Finance

In the previous section you identified a range of jobs that match your interests. It is important that you have explored many options and researched related occupations.

It is equally as important to determine if a career in either Business or Banking & Finance is still what you want to do in your work life.



Practice

Practice activity 12

People work for a number of reasons. Along with earning money there are other benefits in having a job. Being employed allows you to:

- Meet people and expand your social network
- Develop new skills
- Do things well
- Assist others
- Contribute to the community and to the country
- Learn about yourself and your workmates
- Provide for yourself and your family
- Become a member of a team
- Feel productive and valued
- Use your knowledge
- Stay active and mentally alert
- Solve problems
- Gain experience
- Progress your career

Looking at the list above choose the four most important reasons for you to want to work.

.....

.....

.....

.....

.....

When do you feel good about yourself?

.....

.....

Usually when people work they are paid a monthly salary. Many organizations provide other benefits and allowances as well. These may include:

- Annual leave
- Bonuses
- Transport allowance
- Location allowance
- Shift allowance
- Medical treatment
- Training
- Pension plan
- Educational assistance

Looking at the list above choose the four benefits that you would most likely want to receive?

.....

.....

.....

.....

.....

We will now continue to develop a personal education and career plan that you commenced in Year 10 and continued with during Year 11.

An individual education and career plan provides a record of information which will assist you and others who support your career aspirations, to plan and offer advice about career pathways.

You have used the planner in Year 10 and 11. You will have completed some of it in Year 10 and some more of it last year.

As well as recording your academic results, you will be required to identify your interests, skills, abilities, sporting interests, hobbies and subjects you enjoy studying at school.

As this planner is used to benefit you make sure your records are accurate.



To complete the following activities refer to your Personal Education and Career Planner.

Business





Practice

Practice activity 13

Personal Education and Career Planner – Academic Record

Analysing your school results will assist you to identify those subjects in which you perform well and most likely those subjects that you enjoy.

In Year 11 you recorded your Year 8, Year 9 and Year 10 school results in the Student Academic Record section of your Personal Education and Career Planner. Now record your Year 11 school results. You may need to find a copy of your school report to do this accurately.

Last year you also identify which subjects you enjoyed and what classroom tasks and activities you enjoyed from Year 8, Year 9 and Year 10. Now do the same for Year 11.

Record your Year 12 Semester One school subjects.

We will record Semester One results and subjects and activities you enjoyed at a later date.





Practice

Practice activity 14

- Personal Education and Career Planner – Student Career Development Record
- Last year you completed the Year 11 section of the Student Career Development Record part of your Personal Education and Career Planner.
- Now complete the Year 12 section.
- Record your achievements and abilities and skills that you would like to use or improve.
- Record your sports, hobbies, leisure and recreations activities. Record your personal qualities.
- Record aspects of work that are important to you.
- Record the occupational areas that are of interest to you.
- Record the details for your three preferred occupations.





Practice

Practice activity 15

Personal Education and Career Planner – Personal Career Development Experiences

Last year you completed the Year 11 section of the Personal Career Development Experiences part of your Personal Education and Career Planner.

Now complete the Year 12 section.

Record the names of the people you have spoken to and the people you need to speak to about careers.

Record the name of the career books or articles etc that you have read and those that you plan to read this year.

Record the career guidance activities that you have investigated and those that you still have to investigate this year.

Record the career activities that you have participated in and those that you still have to participate in this year.

Record the career documents you have completed and those that you still have to complete this year.

Record the details for your three preferred occupations.

Before embarking on their career it is important that individuals identify their own preferences, e.g. where the job is located, the type of employer, the size of the company and so on.





Practice

Practice activity 16

You and your career preferences. Now that you have looked at numerous job advertisements you may be able to make some decisions about your work in the future.

Where do you wish to work? Please tick or circle your choice.

Qatar	Another Gulf Country/City
European Country/City	Another Country/City

What would be an advantage for you with your choice?

.....

Is there any disadvantage for you with your choice and, if so, what is it?

.....

What could be an advantage for you to work in another location?

.....

What would be a disadvantage for you to work in another location?

.....

If you couldn't find a suitable job in your preferred location where else would you consider working and why?

.....

.....

Which language would you want to use when you work?

Mostly Arabic	Both Arabic + English	Mostly English
---------------	-----------------------	----------------

Which type of employer would you prefer? Please tick or circle your choice.

Private Sector – Non Government.	Public Sector – Government.	Non – Profit Organisation
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Please give two reasons for your choice.

.....

.....

Is there any possible disadvantage with your choice and, if so, what is it?

.....

What size organisation would you prefer to employ you? Some companies only have a few employees while others employ thousands of people. Please tick or circle your choice.

Preferred number of colleagues:

0 - 9	10 – 49	100 - 499	500 or more
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What is the main reason for your choice?

.....

Some work is always in the same location, some involves travel within a city, some involves travel within the same country and some involves travelling internationally. Which one would you prefer and why?

.....

Identify skill gaps and training options specific to preferred jobs

In Practice activities 10 and 11 you identified some of your skills and traits. In the following activity you are required to list the personal requirements for each of your preferred occupations that you determined in Practice activity 9. The activity requires you to identify which of those personal requirements you possess already.



Practice

Practice activity 17

Go to the www.bayt.com and other websites to find the personal requirements of each occupation. Then match the skills that you have identified on the “My Current Skills Part A”, the “My Current Skills Part B” and the “What employers want” worksheets with the personal requirements of each occupation.

Occupation	Personal Requirements	My Skills

Because you are just identifying your career, there will be skills and qualifications that you need to acquire before commencing with your choice.

At this stage you should be able to match your personal skills and interests to specific career fields and occupations. You should also be able to identify training pathways and courses that will enable you to gain appropriate qualifications that are required for your preferred occupations.



Practice

Practice activity 18

List below the subjects that you have studied in Year 10, Year 11, and are currently studying in Year 12 that will assist you in pursuing your career goals.

<i>Preferred Occupations</i>	<i>Past Subjects Year 10</i>	<i>Past Subjects Year 11</i>	<i>Past Subjects Year 12</i>





Practice

Practice activity 19

One or more of your preferred occupations may require you to attend post secondary training.

On the www.bayt.com website, find the level of training that is required for each of your preferred occupations.

<i>Preferred Occupation</i>	<i>Required Level of Training</i>

In addition to having knowledge of the job requirements you need to research the educational requirements and years of experience necessary for each occupation.

Go to the www.bayt.com site to obtain the information for the educational requirements and the years of experience requirements for the Preferred Candidate. If this information is unspecified use other career sites to find out similar information.



Practice

Practice activity 20

Go to www.bayt.com and other websites to complete the following table.

For each of your selected occupations, identify the educational requirements and the years of experience requirements.

<i>Occupation</i>	<i>Educational Requirements</i>	<i>Years of Experience</i>

Identify specific strategies to achieving goals

To achieve your goals you will need to create a pathway. This is likely to include some further education after this school year.

Post-secondary education refers to any training you undertake after you leave school. A common pathway for students at the end of Year 12 is to enrol in a post- secondary course that will provide them with further knowledge and skills before embarking upon the pursuit of their career goals.

To achieve your preferred career you need to have specific strategies to meet short and long term goals.



Short-term goals will include:

- gaining good school results in Years 11 ,10 and 12,
- preparation of a comprehensive resume,
- taking advantage of work experience or structured workplace learning (SWL) opportunities,
- seeking career guidance from teachers and other careers experts,
- additional English language courses,
- attendance at career and university fairs such as Qatar Career Fair Summer Career Camp.

Long-term goals will include:

- seeking information about university or career and industry scholarships,
- degree planning and identification of appropriate universities,
- other post-secondary training
- advanced career guidance,
- bridging courses and summer schools.

The most common way of reaching your desired career is by completing additional educational qualifications. There are several options:

Full time. Full-time study means that most of your time is spent attending a tertiary institution. This is the best option if you want to finish your qualification in the fastest time possible.

Part time. Part-time study allows you to study and continue doing other things such as looking after your family, playing sport or working. Studying part time will take longer to earn your qualification than if you study full time.

Distance learning. With distance learning or e-learning studies you can live anywhere in the world and still gain your qualification. Distance learning suits those who prefer to study from home, are self-motivated and independent learners.

Summer school courses give you the opportunity to gain background knowledge or prepare yourself for further study. They also assist you to become familiar with the demands of tertiary study, such as a heavy workload, retake a course or resit an exam if you did not pass it the first time or shorten the length of time your qualification will take.

Your post-secondary studies can lead to qualifications such as degrees, diplomas or certificates.

Institutes of technology generally provide diploma or certificate qualifications. These courses are usually more practical in nature. They can range in length from one day to four years and often aim to connect you as a student with the industry and teach you relevant skills and knowledge.

Further study may not appeal to you because you don't like sitting in a classroom, and you want to do something more hands-on. So industry training – where you can earn money as you work towards qualifications – may be a better option for you.

Training on the job can be a good alternative to tertiary study. You can earn money and pick up skills. Some employers will offer scholarships so that you can work and study at the same time.





Practice

Practice activity 21

Now that you are in Year 12 you need to consider your options for next year.

- 1 Will you wish to study after completing Year 12? Yes No
- 2 Will you need to study for your preferred career? Yes No
- 3 If you have to do further study which option would you choose?

A Full time

B Part time

C Distance learning

- 4 What type of institution would you choose?

A University (e.g. Loughborough University in UK)

B Institute of technology (e.g. College of the North Atlantic – Qatar)

- 5 Where would you study? Locally In another country

- 6 If you want to study locally which institute may you choose?

For information about institutes in Qatar go to:

<http://www.qf.org.qa/enroll>

Qatar University

University of Doha for Science and Technology

Al Rayyan International University

Mellon University Qatar

Business



Identify barriers to achieving goals

Sometimes our career plans will not go according to plan. It is important that you are aware of the barriers that may prevent you from achieving your career goals.

Following are some of the issues that you will need to consider:

- What are the implications for you if you have to leave home to study after you leave school? What will you have to organise regarding your accommodation, living arrangements and transport if you study abroad?
- What financial considerations will you be confronted with if you are living and studying overseas?
- What SEC or industry scholarships are available to assist with overseas study?
- What alternative plans do you have in place if your school results do not satisfy university entrance requirements?
- Have you considered that some university courses may have quotas and you may not be able to get into your desired course of study?
- Is an IELTS assessment necessary as part of your university entrance and are your language skills sufficient to gain entrance to desired courses?
- Have you considered the geographic location of universities that offer courses in your areas of academic interest?
- Does the course offer a mode of study that matches your preferred study pathway?

These are just some of the barriers that may prevent or hinder you from pursuing your desired course of study.



Practice

Practice activity 22

Read each section of the article below then complete the questions. This article was in The Peninsula on February 9, 2015

'English' keeps Qataris away from hotel jobs

February 09, 2015

DOHA: There are not many Qataris in hospitality sector jobs despite the industry thriving amid continuing economic boom.

What mainly prevents young Qataris from joining the hospitality industry is a mix of factors, including low prestige attached to the jobs in society.

Salaries and perks in these jobs do not match those government employment offers, which are also prestigious and secure.

However, the biggest barrier young unemployed Qataris face in landing hotel jobs is that not many, especially secondary school certificate holders, know English.

And those keen to get into the hospitality industry want an administrator's position even though they have secondary school qualifications.

Is the number of jobs in hospitality growing or falling?

What are three factors that prevent young Qataris from joining the hospitality industry?

Is it realistic to want to be an administrator with secondary school qualifications? Explain your answer.

There are lots of young Qataris who have passed out of secondary schools and are looking for jobs but very few prefer the hotel industry for a career, local Arabic daily Al Raya reports.

"I am willing to work in a hotel provided I get an administrator's position," said Ali Al Hammoud, who is on the lookout for a job after passing out secondary school. We don't know English and that's the main problem. Also, our people generally look down upon a hotel sector job," Hamad Ali, another Qatari youth with secondary school qualifications, told the daily.

Hamad, however, said since there are not many jobs available for Qatari youth with secondary school qualifications, he has submitted his CV to several hotels.

What has Hamad done to help gain employment?

Hotel industry jobs are new for Qatari society and people are conservative and generally look down upon them. "But I think gradually attitudes are changing," twins Azzam and Abdulaziz Al Subei said. "Most in our community think a hotel job is all about working as a receptionist or doing valet parking for guests," they added. But for another young Qatari the fast-expanding hospitality sector has tremendous attraction.

Working in a bank for nine years, he said he was now aspiring to land a hotel job for better pay, perks and prestige.

"For several years I have been making efforts to improve my skills and abilities so I could land a hotel job. The sector has been developing here like mad," he said.

Abdullah Mahmoud, a public relations official at Al Sharq Village and Spa, said some four percent of the hotel's staff are Qatari. It is true that perceptions about hotel jobs in the Qatari community are conservative but when Qataris join the sector that changes, he said.

The Peninsula

Why does the young Qatari want to change from banking to hospitality?

What has he been doing over several years and why?

Identify preferred pathway to gain employment



Practice

Practice activity 23

Identify preferred pathway to gain employment.

Next year do you want to work or study?

Explain your choice.

.....
.....

*Complete **Section A** if you want to work or **Section B** if you want to study.*

Section A: - if you want to work next year

What work do you wish to do?

Where do you want to work?

Are you confident you will be able to get a job?

Do you already have a job arranged, if so, give details?

.....
.....

Do you know someone who will be able to help you get a job?

.....

How will that person be able to help you?

.....

What is your plan to find work if you do not have a job arranged?

.....
.....

•

Business



Section B: - if you want to study next year

Do you know what you want or need to study? if so, give details.

.....

.....

Do you know which course you want to do? if so, give details.

.....

.....

Which college or university do you want to attend?

.....

Do you know which language is used in the course, Arabic, English or both?

.....

Is your language strong enough if the course is in English?

.....

Do you know your IELTS results? and, if so, what are your levels?

.....

.....

Are your study habits such as completing activities in school and doing homework suitable for post-secondary school level?

.....

If your study habits are not suitable how may you improve them?

.....

.....

Identify possible alternative career pathways

You have identified three preferred career pathways. The reason for three is that we may not be able to pursue our first career choice. Any of the barriers discussed previously may result in us not being able to study what, where and when we want to study.

What back up plans do we have in place? It is possible that we are not able to achieve any of our preferred career pathways initially? In this case, how do we adjust our pathway or what plans do we put in place to eventually achieve our career goals?

If a student is not able to gain entry into their desired university course, they should enrol in alternative university or other post-secondary courses that will provide entry to their preferred courses.

Bridging courses and summer schools may also assist in gaining entry.

Employment in an associated occupation may provide work skills that will assist in gaining entry to university or other post-secondary courses.





Practice

Practice activity 24

Your preferred career pathway is to study a Bachelor of Business Administration, majoring in Accounting at Qatar University. However, your secondary school results are not as good as you had hoped and you are not eligible for entry into this course.

Alternatively, you may be eligible for other courses in Qatar.

To find other business courses in Qatar you could go to www.qf.org.qa then click Enrol.

Other alternative business courses are offered at:

University of Doha for Science and Technology www.udst.edu.qa/

Al Rayyan International University www.ariu.edu.qa

Explain three alternative pathways that you could pursue to achieve your preferred pathway into the Bachelor of Business Administration course at Qatar University.

Research post-secondary education institutions that provide training for a career in either Business or Banking & Finance

If your preferred pathway requires university education, information about universities and scholarships can be found on the Supreme Education Council website: <http://www.sec.gov.qa>

Research post-secondary education institutions that provide training to develop required skills

Business





Practice

Practice activity 25

Read the following information about scholarships and complete the questions.

SCHOLARSHIP PROGRAMS

The Higher Education Institute offers scholarship programs which enable post - secondary students support at the best higher education institutions in Qatar and around the world.

This office follows up on scholarship recipients' financial and administrative affairs, and monitors their academic progress by communicating with their respective universities, guardians and students themselves via e-mails, phone calls, letters or visits.

The Higher Education Institute has a list of the best colleges and universities from around the world that students can attend with scholarship support from the government. The list ensures scholarship recipients in Qatar will be receiving the best post-secondary education possible.

The scholarship office administers scholarship programs based on the following geographic locations:

- Qatar
- Arab region and Australia
- United Kingdom & Europe
- United States & Canada

Are you interested in being awarded a scholarship to study?

.....

Apart from Qatar at which other locations would you consider studying?

Have you been to any of these locations? and, if so, which ones?

.....





Practice

Practice activity 26

To find out more about possible study options after Year 12 visit the Supreme Education Council's website: <http://www.sec.gov.qa>

Go to www.sec.gov.qa

Put your mouse on Services Center, then click on Supported Universities. Read the information under the heading Supported Universities.

This information is reproduced below:

Supported Universities

The new 2014-2016 discipline-based list of universities aims to give students more opportunities for excellence and to provide them with wider alternatives to pursue their desired studies.

The universities list, updated every two years, is set to achieve the highest international quality standards and to ensure that the education outcomes in the State of Qatar are the highest in terms of quality.

The list informs students, their parents and all stakeholders in the educational process about the names of the universities for enrollment and explains their specialties and advantages to facilitate the process of admission so that students can compete in these universities in order to meet the needs of the Qatari labor market in the future.

Being specialized in various and qualitative disciplines, our students are just in line with Qatar's National Vision 2030, a vision that highly depends on the educational system to achieve its objectives.

What are the aims of the list?

.....

.....

.....

Business



How often is the list updated?

What is the list set to achieve?

Who does the list inform?

Which vision is supported by having this list of universities?

Click on [2014-2016 Universities](#)

This opens the large document SEC LIST OF UNIVERSITIES & COLLEGES (2014- 2016). This is a list

Look at the Table of Contents on the second page to help answer the following three questions:

How many countries are listed in the Table of Contents?

How many of these countries have you visited?

Which page has information about universities in Canada?

In previous years a number of Qatari students have studied at Loughborough University in the United Kingdom.

Look through the list of universities in the United Kingdom to find Loughborough. What number is it on the list?

How many Australian universities are listed?

Which is the last university on the Australian list?

Which Arabic speaking country's list has six (6) universities?



Practice

Practice activity 27

Read the following information about the scholarship programs available for high achieving Qatari students.

“Hamad bin Khalifa Al Thani” and “Tamim bin Hamad” Scholarships

The **Hamad bin Khalifa** and the **Tamim bin Hamad** Grants Programs offer high achieving students scholarships to 30 selected universities.

For undergraduates the entry requirements for both scholarships are:

- The applicant must be a Qatari citizen.
- The applicant must have a high school certificate or its equivalent.
- The applicant must apply to study at a university on the list of Sheikh” Hamad bin Khalifa Al Thani” scholarship or at a university on the list of Sheikh” “ Tamim bin Hamad”” scholarship.
- Scholarship recipient must obtain an acceptance of a university on the list.
- After graduation the scholarship recipient must work in the service of the State for a period equal to the scholarship period.
- Scholarship recipient should pass a personal interview.

Financial incentives: The Scholarship recipient gets an annual bonus subject to successful completion of the academic year, as follows:

For the **Sheikh” Hamad bin Khalifa Al Thani”** scholarship

- Excellent - a reward of \$ (50,000) fifty thousand QR.
- Very good - a reward of \$ (40,000) forty thousand QR.
- Good - a reward of \$ (30,000) thirty thousand QR.



For the ***Sheikh*** « ***Tamim bin Hamad***» scholarship

- Excellent - a reward of \$ (40,000) forty thousand QR.
- Very good - a reward of \$ (30,000) thirty thousand QR.
- Good - a reward of \$ (20,000) twenty thousand QR.

These scholarships are for selected universities.

To see the universities on each list go to www.sec.gov.qa

Put your mouse on Services Center, then click on Supported Universities.

Click on [LISTS OF UNIVERSITIES FOR HAMAD BIN KHALIFA AND TAMIM BIN HAMAD SCHOLARSHIPS](#)

How many universities are on the list for Hamad Bin Khalifa scholarships?

In which countries are the universities?

.....
.....

How many universities are on the list for Tamim Bin Hamad scholarships?

.....

In which countries are the universities?

.....
.....

Research entry requirements for post-secondary education

To assist with your decision as to which college or university you wish to attend you will need to research the entry requirements. It is not automatic for you to gain entry to the course you want to study.



Practice

Practice activity 28

In this activity you will research some of the entry requirements for three post-secondary education providers. Two are the College of the North Atlantic - Qatar and Qatar University, and the third is Loughborough University in the United Kingdom.

University of Doha for Science and Technology

Go to www.udst.edu.qa

Put your mouse on Studying at *UDST*

Click on How Do *I Apply?*

Read section 4. Eligibility for UDST programs then complete the following:

What level of English Language is required?

.....

What level of Academic Mathematics is required?

.....

What the level of Advanced Mathematics is required?

.....

Business



Which Mathematics are you studying in Year 12?

How many additional courses at the Grade 12 level are required to study a Business program?

Is your current level of English at a 60% minimum?

Is your current level of Mathematics enough to meet the minimum requirement?

Which additional courses at the Grade 12 are you studying?

Do you think that you would be able to gain entry to CAN-Q to study Business?

Qatar University

Go to www.qu.edu.au

Put your mouse on [Admissions](#)

Click on [Undergraduates](#)

In the menu on the left click [Program requirements](#)

Look in the [College Requirements](#) table.

What High School Percentage is required for the College of Business and Economics?

Below the [College Requirements](#) table is the section on [Program Requirements](#).

Click on [College of Business and Economics](#).

What majors are listed?

What score is required to study each of these majors?

Loughborough University

Go to www.lboro.ac.uk

Put your mouse on [Study with us](#).

Under the heading [International](#), click on [Language requirements](#).

In the menu on the left find [English language requirements](#).

Click on [Undergraduate](#).

Read the [Undergraduate applicants](#) section of the [English language requirements](#).

Read the section [Programmes Requiring Higher Levels of English Language](#).

Does the School of Business and Economics have a higher standard than the standard requirements for direct entry or entry via a pre-sessional English language programme?

What level of IELTS is required?

Another thing to consider will be what support is available for you to attend a particular college or university. As well as the scholarships you read about in a previous practice activity there are other ones offered by a number of the major Qatar companies.



Practice

Practice activity 29

This activity is to gain information about some of the scholarships available for post- secondary study in Qatar or internationally. Two Qatari companies that offer scholarships are **QNB** and **QATAR AIRWAYS**.

QNB

Our role and commitment is towards our Qatari youngsters. QNB provides opportunities for them to excel in their career and personal objectives and to contribute in the bank's Qatarization efforts and goals.

QNB offers 50 scholarships annually, to Qatari nationals who are interested in pursuing higher education studies with leading universities in Qatar. Scholarships are open to high-school graduates and undergraduate university students with outstanding academic record and in accordance with the bank's scholarship policy. The policy aims to accelerate Qatari human resource development, strengthen citizen capacities and enhance learning and working skills in preparation for entry into the workplace.

How many scholarships are offered annually by QNB?

.....

Why does QNB offer the scholarships?

.....
.....

To whom are the scholarships open?

.....
.....

What does a student's academic record need to be for a scholarship to be offered?

.....



Students can select from a number of high caliber domestic and international universities within Qatar. These prestigious universities offer highly valued and advanced educational majors and are considered amongst the best in the world.

The Bank's scholarship policy for future and current undergraduates accepts the following majors:

- | | |
|---------------------------|------------------------------------|
| ➤ Business Administration | ➤ Banking & Finance |
| ➤ Marketing | ➤ Economics |
| ➤ Statistics & Accounting | ➤ International Relations |
| ➤ Human Resources | ➤ MIS |
| ➤ Information Technology | ➤ Engineering (Civil & Electrical) |

Where are the universities that students can select?

Go to www.qnb.com/scholarship to see the application form.

Which universities/colleges in Qatar are listed on the application form?

How often are salaries paid?

What is another benefit in being offered a scholarship with QNB?

QATAR AIRWAYS

Go to <http://www.qatarairways.com/qa/en/nationalisation/home.page>

In the menu on the left click **National Scholarship Programme**.

Read the **Programme Overview**.

What is QRNSP?

What are the two forms of support provided for Qatari students studying in Qatar and overseas?

What are QRNSP students required to do at the end of second year and at the end of third year at university?

Read the Minimum Eligibility Requirements.

How many Minimum Eligibility Requirements are listed?

By what age must a degree be completed?

What HEI grading scale must a Secondary School Education Certificate have?

What IELTS scores are needed?

.....

Is an interview required?

.....

How many different Fields of study are sponsored under this programme?

.....

Business



Create a profile for an online job agency

As you know many everyday activities frequently involve the Internet. It is now the same with finding employment. Jobseekers register with job agencies and employers use job agencies to find people to recruit.

Register with an online job agency



Practice

Practice activity 30

- Register with an online job agency. Go to www.bayt.com
- Click on **Register**
- Complete the section: *Register Using Your Email (it will only take a minute!)*
- Enter the required information and make sure you remember your password! Complete the Contact Information section.
- Complete as much as you can of the Target Job section. Complete the Personal Information section.
- Log Out

Prepare then upload relevant documentation

In Year 11 you prepared two CV's which you could use for the next activity. Alternatively you may have prepared your own CV which you could also use in this activity.

There are some more CV activities later in this Learner resource that you could complete then use for this activity.

Practice activity 31

- Upload a CV to an online job agency.
- Prepare a CV in an electronic format such as doc, docx, pdf, txt.
Go to www.bayt.com
- Click on *My Workspace*
- Click on *My CV*
- In the section *Original CV Attachment* click *Upload CV* as Attachment and follow the instructions.

Use job search strategies to identify specific employment opportunities in Business or Banking & Finance

Use relevant job search strategies to identify three specific employment opportunities in Business or Banking & Finance

For your future employment it is important that you are aware of job search strategies.

To find your desired job it is up to you to take some form of action. The job will not come to you. You must do something to secure the employment.

Some common job search methods are:

Research and target specific employers. Most job openings are not advertised; instead, they are posted on the business organisation's website. Identify promising employers, go to their websites and check out the 'Careers with us' or similar tab.

Recruitment agencies. These work on behalf of an employer to locate appropriate new employees. Jobseekers register with the agency and the agency attempts to match the skills, abilities and interests of the employee with the employer's job requirements. Recruitment agencies often use the Internet to locate prospective employees.

Word of mouth. This is a common and a very effective method of seeking employment. Family and friends will often know when employers are seeking new staff. The saying, "It's not what you know, but who you know", is very true when it comes to finding employment.

Cashier - HMAF - Doha, Qatar

As a Cashier you will be responsible for the following responsibilities:-

- *Managing Petty Cash*
- *Checking petty cash bills of different projects for reimbursement*
- *Depositing Cheques*
- *Receipt entry in SAP*
- *Keeping a record of receipt books*
- *Coordinating with Shared Service Finance for Bank reconciliation*
- *Review Bank statements on daily basis*
- *Investigating unidentified debits and credits in Bank statement*
- *Coordinating with Banks*

The Internet. This is extremely useful in obtaining information related to your job search: job postings, employer data, salary statistics, employment and workforce trends, and much more. Knowing which sites are most useful and how to identify high quality information, can help you use your time wisely. Even though the internet may be helpful in identifying opportunities, it is not recommended that you rely on this strategy alone.

Professional associations. Most fields of employment have one or more professional associations that represent their career area. These sites are geared toward the practising professional, but many also have an area for students interested in that discipline. Professional association sites are useful in learning about the profession and identifying employment opportunities in the field.

Career and job fairs. These offer the opportunity to connect with multiple employers in one day. The largest job fair in Qatar takes place in May each year and is held at the Convention Centre. Qatar's largest employers are all represented at the fair.



Practice

Practice activity 32

Due to technological advances in many industries new areas of work are continually being developed.

Before the introduction of smart phone technology there was no such thing as an “app developer”.

The rapid expansion of the use of social media has meant that many companies now have a social media manager.

Qatarization is also adding new areas of employment for Qataris.

Research the Internet to find emerging jobs. Search at least three websites. Write down five emerging careers.

Identify three that you believe will become popular in Qatar. Give reasons for your choices

Which of these emerging careers would you consider for yourself? Give reasons for your choices.

Are any of your preferred choices are emerging careers? and, if so, which ones?

.....

.....

What possible advantages would there be in having a preferred career that is an emerging career?

.....

.....



Practice

Practice activity 33

This is a similar to Practice activity 9 where you identify three possible employment opportunities.

In this activity you are required to find three specific opportunities in Business or Banking & Finance. Try to find jobs that you are really interested in doing during your work life.

Go to the website: ***www.bayt.com*** to find occupations that meet your preferences.

Record the details of the jobs in the table below. Please give at least two reasons for each choice.

It is important to choose occupations that you are interested in doing but they need to be realistic choices for you. It would be unlikely for you to be offered a manager's position when you have just completed school, college or university.

.....

Business



Occupation Choice 1.

Job Title:	Location:
Company Name:	
Job Description (Brief and in your own words):	
Skills Required:	
Preferred Candidate Information:	
Company Industry:	Company Type:
Employment Status:	Monthly Salary Range:
Company Information - Employees:	
Reasons for your choice:	

Occupation Choice 2.

Job Title:	Location:
Company Name:	
Job Description (Brief and in your own words):	
Skills Required:	
Preferred Candidate Information:	
Company Industry:	Company Type:
Employment Status:	Monthly Salary Range:
Company Information - Employees:	
Reasons for your choice:	

Occupation Choice 3.

Job Title:	Location:
Company Name:	
Job Description (Brief and in your own words):	
Skills Required:	
Preferred Candidate Information:	
Company Industry:	Company Type:
Employment Status:	Monthly Salary Range:
Company Information - Employees:	
Reasons for your choice:	

Plan and prepare three job applications specific to either Business or Banking & Finance

Use a planned approach to prepare job applications

To give yourself an opportunity to gain the type of work you want the most you need to be consistent.

When you see an advertisement for a job that you want read it fully. This will help you understand what you need to write in your cover letter. The more impressive you make the cover letter the more chance the employer will want to interview you.

Once you are satisfied that you have the qualifications and experience required of the job, you should do some research into the company offering the job. Often you will know of the company, but you may not be aware of how diversified their operations are. The company's website is a good source of information about both the internal and external operations of the business.

For each job you apply to do be prepared to make minor changes to your CV. This will help make each application specific for each job.

Similarly re-write your cover letter for each job application. Sometimes this may be minor like changing names and contact details. On the other hand the changes might be to the content of the letter.

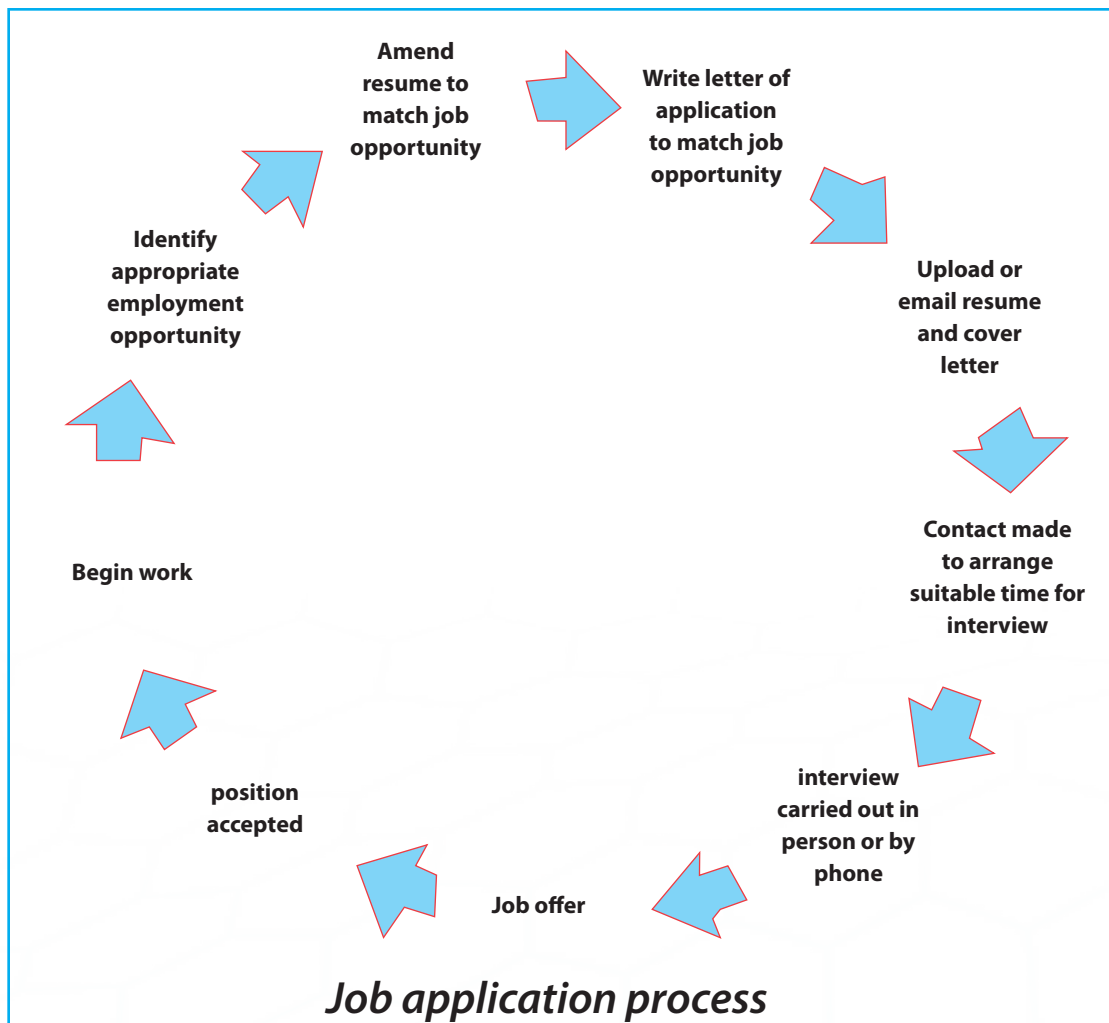
Check both the CV and cover letter for spelling or typing errors before sending them. It may also be sensible to have someone else, like a member of your family, look at the cover letter to check for errors.

If you are handwriting the application write neatly, keep the paper clean and fold it carefully.

Use the following diagram as a guide

• ----- Business





As you can see the job application process is more than finding an appropriate job vacancy and sending the company a copy of your resume.



Practice

Practice activity 34

In the list below are nine steps that you could use in applying for a job. The steps are not in the correct order. Decide the order of the steps and write them down. The first step has been done as an example.

Not Ordered	Ordered	
<i>Send or upload your CV and cover letter</i>	1.	<i>Find a suitable job opportunity</i>
<i>Write a cover letter</i>	2.	
<i>Accept the offer</i>	3.	
<i>Be interviewed</i>	4.	
<i>Find a suitable job opportunity</i>	5.	
<i>Start work</i>	6.	
<i>Make arrangements for an interview</i>	7.	
<i>Receive the job offer</i>	8.	
<i>Amend your CV</i>	9.	

Complete written or online applications in the specified format

A common practice is for employers to ask prospective employees to complete a job application form.

The job application may be the first impression you make with a prospective employer and your chance to stand out among other applicants. If the application is not completed accurately and comprehensively you may not get the opportunity for an interview.

Tips for completing application forms.

- 1** Photocopy the application form so that you always have a clean copy just in case you make a mistake
- 2** Read the form through carefully and note any specific instructions. Answer questions in block letters and black ink if requested.
- 3** Make sure your handwriting is neat and tidy
- 4** Don't rush the completion of the application. Take it home or somewhere quiet where you can concentrate on accurately answering all the questions.
- 5** If a question does not apply to you, write 'Not Applicable'. Do not leave it blank.
- 6** Proofread the document when you have completed it. Check for spelling, punctuation and grammar mistakes. Check for questions not answered. Get someone else to read over your application. They are more likely to identify errors you have missed.
- 7** Ensure all dates are accurate eg date of birth, dates of employment, dates for school or other courses.
- 8** Unless you have a condition directly affecting your ability to do the job for which you are applying, you need not elaborate on any disability.
- 9** Be honest about school results, certificates, previous employment and employers.



Practice

Practice activity 35

Complete the following application form.

Job Application Form

Instructions: Print clearly in black or blue ink. Answer all questions. Sign and date the form.

PERSONAL INFORMATION:

First Name	Middle Name	Last Name
------------	-------	-------------	-------	-----------	-------

Street Address
----------------	-------

City, State, Zip Code
-----------------------	-------

Phone Number
--------------	-------

Date of birth?
----------------	-------

Are you a Qatari citizen?

Yes	No
-----	-------	----	-------

Are you a Qatari resident?

Yes	No
-----	-------	----	-------

EDUCATION:

School/College Name
---------------------	-------

Degree/Diploma/Course
-----------------------	-------

Expected Graduation Date
--------------------------	-------

Other Skills and Qualifications: Licences, Skills, Training, Awards

.....

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature	Date
-----------	-------	------	-------

Business





Practice

Practice activity 36

Complete the following application form

Job Application Form

Print using black or blue ink. Answer all questions. Sign and date the form.

Details of Applicant:

Name				
Gender	<input type="checkbox"/> Male		<input type="checkbox"/> Female		
Date of birth? / /				
Residential Address				
Mobile Number				
Email Address				
Highest Qualification	High School	Diploma	Bachelor	Master	PhD
Educational Institution Name				

EDUCATION:

English Fluency	None	Fair	Good	Excellent	
Computer Literacy	None	Fair	Good	Excellent	
Numerical Ability	None	Fair	Good	Excellent	
Years of Experience	None	0 to 2	3 to 5	6 to 8	9 or more
Other Relevant Information				
Preferred Job				
Signature	Date		



A job application letter usually accompanies and complements your CV or resume. Another name for a job application letter is a cover letter.

A written job application should be focused on a specific employment opportunity. The statements made in the letter should refer directly to the job being applied for and not general statements.

The introduction of your letter should include information on how the employer can contact you e.g. name, address, phone number and email address.

Insert the date and the full inside address of the employer.

Commence with the correct salutation e.g. Dear Sir, Dear Madam, Dear Mr. Last Name.

The first paragraph should include information on why you are writing. Mention the job you are applying for and where you found the position. If you have a contact at the company, include it.

The next section of your cover letter should describe what you have to offer the company. Make strong connections between your abilities and the requirements listed in the job posting. Mention specifically how your skills and experience match the job. Expand on the information in your resume, don't just repeat it. Try to support each statement you make with a piece of evidence. Use several shorter paragraphs or bullets rather than one large block of text.

Conclude your application letter by thanking the employer for considering you for the position. You may want to indicate your availability for an interview or your willingness to answer any further questions the employer may have.



Complete the letter in the same way you would complete a normal business letter. Finish with 'Yours sincerely'. Allow space for your signature. Type your name under the space left for your signature.

Refer to the following example of a letter of application or cover letter.

22 December 2013

Mr Rashid Al Ansari Manager

Qatar International Contracting PO Box 2378

Doha QATAR

Dear Sir

I am writing to apply for the part-time junior computer programming position advertised in the The Times. As requested, I am enclosing a completed job application, my certification, my resume and three references.

The opportunity presented in your advertisement is very interesting, and I believe that my technical experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:

- *I have successfully designed and developed several software games*
- *I strive for continued excellence*
- *I provide exceptional contributions to customer service for all customers*

I have completed my senior school education and have enrolled in a B Sc degree in Computer Programming. I have a full understanding of the full life cycle of a software development project.

Please see my resume for additional information on my experience.

I can be reached anytime via email at ahmad.mansouri12@emailexample.com or my mobile 2074 3365.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Yours sincerely,

Signature
(for Ahmad)
Ahmad Al Mansouri

Prepare a resume and/or covering letter to accompany each job application

A resume or curriculum vitae (CV) is the most common method of summarising your personal details, qualifications, work skills and work history. A resume is usually one of the first items, along with the cover letter and sometimes an application for employment, which a potential employer sees regarding the job seeker and is typically used to screen applicants, often followed by an interview.

The purpose of a resume is to:

- promote yourself
- get you an interview
- summarise your work history, skills and experience
- show how you perform in different work situations
- show what you've accomplished in life and work.

You don't need to have had paid employment to put together a resume. You can write about any skills, abilities and personal qualities you've developed from school activities, hobbies and community involvement.

Your resume should answer the employer's major question, 'How will I benefit from employing this person?'

There are many formats and templates to follow. Select one that you feel comfortable with and at the same time reflects a professional image.

Your resume can contain as many sections and sub-sections as you need. Sections of your resume could include the following:

- Personal details including name, address, date of birth, contact telephone numbers, email address and perhaps skype address.
- Education completed including all subjects and grades received to date, other short course certificates or qualifications and licences.
- Summary of work experience or other voluntary experience or community involvement
- A list of your activities, interests and hobbies
- The names and contact details for your referees

Remember to keep your resume accurate and truthful. Don't make statements you can't prove. Be truthful. Don't say you have achieved something when you haven't. Don't claim experience that you don't have.



Practice

Practice activity 37

Complete the following resume template.

Resume for		
Personal Details:		
Name	
Mobile	
Email	
Education:		
Year	Qualification	
Work Experience:		
Date	Employer	Position/Job Title
Activities and Interests:		
Year	Activity/Interest/Hobby	
Referee		
Name	Position	Contact Details

Business





Practice

Practice activity 38

Complete the following resume template.

Resume			
Personal Details:			
Name		
Mobile		
Email		
Education:			
School Name		
Current Year Level		
Work Experience			
Date:	Company/Organisation:		
Structured Workplace Learning			
Date:	Company/Organisation:		
Skills (e.g. MS Office, English)			
.....			
.....			
Interests			
.....			
.....			
Reference			
Name:	Contact Details:
Position:		



Participate in a practise employment interview

If you are trying to gain work next year it is sensible to practise being interviewed. The more practise you have the better prepared you will be for an actual job interview. If you are intending to study many course and scholarship applications require an interview.

Acquire then apply knowledge of interview responses to written formal interview questions



Practice

Practice activity 39

Interview Questions – Part A

All job interviews are different but many have very similar questions. Below are some examples. Select the best type of answer for you to use.



Question 1

Tell me about yourself.

- Tell your life story from when you were born until now.
- Say your positive characteristics, e.g.: “I am enthusiastic, hardworking, diligent and competent”.
- Say why you are interested and the reasons why you are the best person for the job.



Question 2

What are your strengths?

- Say all of your strengths.
- Say all of your strengths and give examples.
- Say all of your strengths that are relevant to the job and give examples.



Question 3

What are your weaknesses?

- State only those weaknesses that are relevant to the job.
- Choose a strength and make it sound like a weakness or choose a skill that you would like to improve.
- Say all of your weaknesses.



Question 4

Do you prefer working alone or in a team?

- Say you prefer working with others but are equally successful on your own. Say that you are very focused and perform well alone.
- Say you prefer working with others in a team.



Question 5

How would other people describe you?

- Say you don't have many friends so you are not sure how to answer the question. Say all the good things people have said about you.
- Say all the good and bad things others have said about you.



Question 6

Why do you want this job?

- This job should be a good way to start my career as I am confident I can really do well.
- Because the pay and the hours are good.
- This is a great company and it would be good to work here.



Question 7

Why should we choose you for this job?

- Because I am honest, reliable, competent, smart and conscientious.
- Because I have all the skills and qualifications you need and am confident I can make a significant contribution to the company and be a valuable addition to your team.
- Because I am successful at everything I do.



Question 8

Tell me a story

- Tell a story about or related to the company.
- Use your creativity to quickly make up then tell a story.
- Use this as another chance to show your interest in the job and state your ability to do it well.



Practice

Practice activity 40

Interview Questions – Part B

Below are further example questions similar to Interview Questions – Part A. Select the best type of answer for you to use.



Question 1

Which achievement is your best so far?

- Talk about your educational successes, e.g. “I was the top student in my English class last year”.
- Talk about successes in another field, e.g. “I am the best computer game player in my class”.
- Talk about successes related to the job, e.g. “I am the best student in my class at using Microsoft Word and Excel. These are skills needed in this job”.



Question 2

What type of work environment do you prefer?

- I need a quiet environment as I am very hard-working and focused.
- I am able to work in many different environments.
- I find it hard to work on my own so I prefer working with others.



Question 3

Where do you want to be in five years time?

- In this position.
- Still in this company but at a higher level after doing well in this job.
- In my own business.



Question 4

When were you the most criticized for poor work?

- Talk about a small thing you were told needed to be better and the steps you took to improve.
- Talk about when you really made a mistake, were criticized but say that it wasn't your fault.
- Talk about small mistakes, say that they don't matter as everyone makes the same common mistakes which nobody sees anyhow.



Question 5

What will motivate you?

- Support from my family and friends always motivates me to do well.
- I am self-motivated as I really enjoy doing things well.
- A large salary.



Question 6

Are you able to handle criticism?

- I am able to handle criticism that helps me improve myself.
- My teacher is always criticizing me and I handle it well.
- As I always do great work I hate being criticized.



Question 7

Who would be an ideal boss for you?

- A boss who always guides and supports me so that I can do great work.
- A boss who will provide guidance and support as I need it but especially while I am learning to do the job.
- A boss who allows me to do my own thing as I am able to work well by myself.



Question 8

Do you have any questions about the job?

- Yes I do. How many hours is it and how much is the payment please?
- Yes I would like to know more about what you will expect from me in this job.
- No thank you but I enjoyed the interview anyway.



Practice

Practice activity 41

Write your responses to the following interview questions.

Tell me about yourself

What is your strength?

What is your weakness?

Why should we hire you?

Submit a prepared job application

For the practise interview you may choose to apply for one of the three specific employment opportunities you identified in a previous activity. For the opportunity you choose you will need to submit an up-to-date resume with correct details. A letter of application will also be required.

This will accompany your resume and both will be submitted to the interviewer. Your letter of application should be written such that you emphasise your qualifications, skills and experiences that relate to the job advertised.



Practice

Practice activity 42

Submit a prepared job application.

- Choose a specific opportunity for which you wish to be interviewed. Update your CV.
- Write your letter of application.
- Submit both to the person conducting the interview.
- Also provide the details of the opportunity such as the job description to the interviewer.

Participate in a practise employment interview

The interview process is an opportunity for the employer to meet the applicants and ask questions. It is also an opportunity for the employer to see if the applicant will 'fit in' with existing staff and the company's image and vision.

The interview also provides the applicant with an opportunity to ask any questions they have about the company, the position and job description. This is the time where applicant's can comfortably ask questions about salary and other working conditions.

How to prepare and act during the job interview:

- Confirm the time, date and location of the interview.
- Check the address of the interview and identify suitable parking close by.
- Note the floor level, office number or person's name who you have to make initial contact with.
- Clarify what you need to take with you to the interview.
- Research the company.

- Plan to arrive at least 10 minutes prior to the interview time.
- During the interview be prepared to promote yourself.
- Remain positive at all times.
- Take the opportunity to explain statements you have made in your resume or letter of application.
- Try not to get off the subject during the interview. Keep your answers clear and to the point.
- Slow down if you think you are speaking too quickly.
- Have some questions ready to ask the interview panel.
- If you are not sure about a question, ask the interviewer to explain or clarify the question.

There are also some things you should be aware of and not do during an interview.

- Dress inappropriately
- Arrive late
- Take a drink with you
- Use your mobile during the interview
- Not know anything about the company
- Uncertain about your resume facts or statements used in your letter of application
- Not paying attention during the interview
- Talk too much
- Not prepared to answer questions
- Bad mouthing previous employers





Practice

Practice activity 43

- Participate in a practise employment interview. You will be given a time for an interview.
- You need to bring a copy of your CV and letter of application to the interview. You will then be interviewed for the specific opportunity you chose.
- During and after the interview the interviewer will write feedback for you. This will be provided to you at a later time.



Practice

Practice activity 44

Interview self – assessment.

Review your performance for the interview.

Did you arrive on time for the interview?

Were you nervous before and/or during the interview?

Did you take copies of your CV and letter of application?

How well did you prepare your CV? Circle your choice

☐ **A** Not very well

☐ **B** Okay

☐ **C** Very well.

How well did you prepare your letter of application? Circle your choice.

☐ **A** Not very well

☐ **B** Okay

☐ **C** Very well.

How seriously did you take the interview? Circle your choice.

☐ **A** Not all

☐ **B** Just a little

☐ **C** Somewhat seriously

☐ **C** Very seriously

Did you speak clearly?

Were you courteous?

What was one question you answered well? Explain your choice.

.....

.....

What was one question you could have answered better? Why?

.....

.....

Did the interviewer make any comments or suggestions? If so, what was said?

.....

.....

Do you feel that you would be offered the job? Give reasons.

.....

.....

If you were offered the job how ready would you be to start this work? Circle your choice.

- A*** Not at all as I need to do more study.
- B*** Not yet as I need to do more training.
- C*** Nearly ready I just need to do some more SWL.
- D*** Completely ready as this is the job I want and I have all the requirements.

If you were the person doing the interview would you offer yourself the job? Explain.

.....

.....

Review written feedback from interviewer

During and after the interview the interviewer wrote feedback about your performance.



Practice

Practice activity 45

During and after the interview the interviewer wrote feedback. Read the feedback then complete the following:

What did you do well? Comment.

.....

.....

What suggestions to improve did the interviewer make? Comment.

.....

.....

Overall your performance was rated as:

A Very poor

B Below standard

C Acceptable.

D Excellent



Semester 1 & 2

CPD
STUDENT ACTIVITIES

Semester 1



Question 1

Indicate whether the following are true (T) or false (F).

Part-time study means that most of your time is spent attending a tertiary institution.	
Transport and Location allowances are considered part of employee's benefits.	
Word of mouth is considered a way of finding a job.	



Question 2

What is the definition of the following words?

Job:

Career:

Job Description:



Question 3

Use a proper definition for the job skills listed below.

➤ *Technical skills:*

.....

.....

➤ *List examples of Technical skills.*

.....

.....

.....

.....

.....

.....

➤ *Personal skills:*

.....

.....

.....

➤ *List examples of Personal skills.*

.....

.....

.....

.....

.....



Question 4

Identify preferred pathway to gain employment.

If you want to work next year,

What work do you wish to do?

.....

.....

Where do you want to work?

.....

.....

Are you confident you will be able to get a job?

.....

.....

Do you already have a job arranged, if so, give details?

.....

.....

.....

Do you know someone who will be able to help you get a job?

.....

How will that person be able to help you?

.....

.....

What is your plan to find work if you do not have a job arranged?

.....

.....

.....



Question 5

Identify preferred pathway to gain a major in a college.

If you want to study next year,

Do you know what you want or need to study? if so, give details?

.....

Do you know which course you want to do? if so, give details?

.....

Which college or university do you want to attend?

.....

Do you know which language is used in the course, Arabic, English or both?

.....

.....

Is your language strong enough if the course is in English?

.....

Do you know your IELTS results? and, if so, what are your levels?

.....

.....

Are your study habits such as completing activities in school and doing homework suitable for post-secondary school level?

.....

If your study habits are not suitable how may you improve them?

.....



Question 6

List down seven answers for the required question.

There will be two major areas that you will need to consider as they are linked, your education and your careers. **For your future you will need to choose:**

The career you choose within Business or Banking & Finance will depend on many factors from the world around you. These factors will influence how you think about, choose, develop and change **your career**. **Your career, today and in the future, is likely to involve:**

-
-
-
-
-
-

To build a successful and rewarding career, you'll need to:

-
-
-
-

You can search for a job through:

-
-
-
-



Question 7

What are the several ways to find a job?

-
-
-
-
-
-
-

What are the most important sites that announce for job vacancies?

-
-
-
-
-
-
-



Question 8

Sort the below sentence to short and long term.

Statement	Short or long term
Get to work earlier.	
Ph.D.	
Waste less time during work hours.	
Start a personal project.	
CPA certificate	
Organize your workstation.	



List examples of short-term goals.

-
-
-
-
-
-

List examples of long-term goals.

-
-
-
-



Question 9

Mach the definition with the appropriate terms below:

Career	Job description	post-secondary education	distance learning	Job	Part-time study
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	<i>a written statement of the duties and responsibilities of a particular job.</i>
	<i>you can live anywhere in the world and still gain your qualification and it suits those who prefer to study from home, are self-motivated and independent learners</i>
	<i>refers to any training/studies you undertake after you leave school.</i>
	<i>allows you to study and continue doing other things such as looking after your family, playing sport or working</i>
	<i>it is a simple activity that you do to earn money for your activity.</i>
	<i>a person's progress or general course of action through life</i>

List the transferable skills that can be used in every job you apply to.

-
-
-
-
-
-
-
-



List reasons why people work.

-
-
-
-
-
-
-



Question 10

Indicate whether the following statements are true or false:

No.		True or False
1	To build a successful and rewarding career, you need to learn to anticipate future trends and benefit from them.	
2	A reason people work, along with earning money is to progress their career, and develop new skills.	
3	All high school graduates, will continue a post-secondary education study.	
4	Project management and Data analysis are considered transferable skills.	
5	A Long-term goal will include attendance at career and university fairs such as Qatar Career Fair Summer Career Camp.	
6	In your future you will need to choose the type of organization to work in, private sector, public sector or non-profit.	



Question 11

Choose the correct answer.

- 1** Your career, today and in the future, is likely to involve all of the following except:
 - A** Different jobs at different times
 - B** Working for different organizations
 - C** Experience in more than one industry
 - D** The location of your work

- 2** Many organizations provide benefits and allowances. These may include all the following except:
 - A** Pension plan
 - B** Medical treatment
 - C** Lifelong learning
 - D** Bonuses

- 3** The abbreviation SWL stands for
 - A** Structured workplace learning
 - B** Safe working load
 - C** Secondary work location
 - D** Software license

- 4** You can use professional sites like LinkedIn in to
 - A** Advertise your business
 - B** Sell products and services
 - C** find a job
 - D** earn money



5 *Programming language and accounting programs are considered.*

A *Transferable skills*

B *Soft skills*

C *Personal skills*

D *Technical skills*



Question 12

organized	competent	confident	diligent	reliable
punctual	intelligent	honest	efficient	skillful

Definition	Word
<i>on time</i>	
<i>neat and/or prepared</i>	
<i>truthful and sincere</i>	
<i>properly qualified with suitable knowledge and experience</i>	
<i>hard working and concerned with doing something correctly</i>	
<i>having a feeling that you can do something well</i>	
<i>having the ability to do something well</i>	
<i>dependable</i>	
<i>doing something or producing something without wasting materials, time, or energy</i>	
<i>smart – “brainy”</i>	



Question 13

What are the barriers and solutions to achieving you career / education goals?

Barriers	Solutions

Semester 2



Question 1

List the most common job search methods.

-
-
-
-
-
-

List five most familiar documents and requirements to apply for a university

-
-
-
-
-
-

What are the steps that you could use in applying for a job?

-
-
-
-
-
-
-
-
-



Question 2

Identify the following fields whether they are related to *Business* or *Banking* sector.

Majors	Type of Major
Human Resources Management .	
Business Communications.	
Marketing.	
Business Administration and Management.	
International Business.	
Bank Teller	
Mortgage Lending	

Business



Majors	Type of Major
Data Processing Officer.	
Commercial Lending	
Treasury & Cash Management	



Question 3

The definition of the:

Scholarship:

.....

Emerging Occupations:

.....

.....

List four emerging careers.

➤

➤

➤

➤



Question 4

Define a cover letter

.....

.....

.....

What are the components of a cover letter?

-
-
-
-
-

Tips for a good cover letter are:

-
-
-
-
-
-
-

How is a cover letter structured?

-
-
-
-
-
-
-

What would you write in the introductory statement of the cover letter to draw the reader's interest?

.....

.....

.....

Write a couple of sentences that reflect the important points you would like to stress on in the body of the cover letter.

.....

.....

.....

How would you close your cover letter? Write a couple of sentences that will increase the chances of a company responding positively to your application.

.....

.....

.....

What are the components of a résumé?

-
-
-
-
-

The following tips will assist you in composing your own résumé:

-
-
-
-
-
-

What are the formats of résumés?

-
-
-

What are the biggest common mistakes in résumés?

-
-
-
-
-
-



Question 4

What are the various types of interviews?

-
-
-
-
-

What are the areas interviewers are interested in?

-
-
-
-
-

What are the most common interviewing mistakes?

-
-
-
-
-

Things to do after the interview:

-
-
-
-
-
-

What are the steps of performing a successful job interview? (The Big Five)

-
-
-
-
-
-
-
-

-
-
-
-



Question 5

What is an internship?

.....

.....

.....

What are types of internships?

-
-
-
-
-

Define the term “intern”.

.....

.....

.....



Question 6

Write the term from Table A to match the definition in Table B.

Table A

An internship	Project-based	Paid and Unpaid
An intern	Traditional	

Table B

Definition	Word
<i>duration is linked to the completion of a specific project within a company</i>	
<i>is an excellent tool to gain experience and to network with employers.</i>	
<i>is a person who works in a trade or occupation in order to gain practical and professional work experience, typically while still in school</i>	
<i>coincide with an academic semester.</i>	
<i>some interns are paid by the companies in which they work, sometimes it is done for free.</i>	

