

# WORKSHEET 1D: JOBS IN THE LOCAL COMMUNITY

Instructions to students: Please use this worksheet to record the responses from each individual and remember to retain a blank master copy.

## Business activities:

What is your main business?

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 .....

What are the core activities of your business?

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 .....  
 .....

What sector does your business belong to?

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 .....

## Career opportunities:

What opportunities are available for:

Upskilling within profession/occupation?

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 .....  
 .....

Training in an area outside own occupation?

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 .....  
 .....

Progression/career advancement?

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 .....  
 .....

Advancement into supervisory/managerial roles?

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 .....  
 .....

How are employees selected for each of these opportunities?

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 .....  
 .....

## Recruitment:

How often do you recruit?

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 .....  
 .....

What are the most important things you look for in potential employees?

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 .....  
 .....



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**Choosing two of the occupations above find out:**

**What are the skills, educational requirements and qualifications needed?**

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**What other attributes are required in potential employees?**

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Occupation	Number of employees	Full-time	Part-time	Permanent	Contract

**Jobs and occupations:**

**What are the average hours of the main occupation as listed in the table above?**

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**What is the average rate of pay of the main occupation as listed below?**

*(Please specify whether the above is hourly, weekly or monthly.)*

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