

Unit 1: Local and Global Citizenship

1.1: Diversity and inclusion in Northern Ireland and the wider world

Expressing our cultural identity

1. The home you live in, your family and friends, the community you are from and personal experience.
2. Parents, friends, school, media, religion.
3. Festivals, food, flags, symbols, sport, murals, music, art.

Ethnic minorities in Northern Ireland

1. Higher salaries in Northern Ireland compared to other countries.
2. Improved economy, more tolerant society, more diverse and vibrant society.
3. Can lead to an increase in community tension and racism, pressure on resources and increase in discrimination.
4. Check your explanations against the table 'Opportunities and challenges' pages 10–11.

Conflict

1.
 - Prejudice – having inaccurate/irrational opinions about others and making judgements (pre-judging) about an individual or groups without sound reason.
 - Sectarianism – bigoted intolerance of other religious groups which can lead to prejudice, discrimination and violence between different religious groups.
 - Racism – believing or acting as though an individual or group is superior or inferior on the grounds of racial or ethnic origins, usually skin colour.
2. For some people, expressions of cultural identity such as language, sport or flags are threatening, especially when one group views itself as superior to another group. As a result this can cause one community to dislike and disagree with one another.
3. Some sections of Northern Irish society are loyal to different flags, e.g. Union Jack or Irish flag. The flag represents, for some, their

political view, e.g. unionist or nationalist and can cause one section of society to feel threatened by a particular political view.

4. All young people are hoodlums.
5. Religion, political views, race.
6. Race Relations Order and Section 75 of the Northern Ireland Act.
7. A young person is attacked because they are wearing a football top from a GAA club.
8. Some people believe Ireland should be fully independent of British control and ruled from Dublin. Some people believe Northern Ireland should continue to have devolved power and that power should be devolved from the British parliament in London.
9. The treatment of black people whereby they continue to have racist comments made by people.
10. The influence of family and friends and ignorance due to lack of education.
11. Discrimination and violence.
12. A person should not act in a sectarian way and a person could encourage family and friends not to be sectarian.
13. Encourage young people not to be racist by organising a workshop which highlights the negative consequences of racism.
14. Ensure all schools teach the causes and consequences of sectarianism and racism in society.

Conflict resolution

1. Mediation, sanctions and boycotts, judicial system, human rights instruments and the United Nations.
2. Check the table on page 16 to see the advantages and disadvantages for each method of conflict resolution.

Promoting inclusion

1. Inclusion policy, buddy system, after school clubs, cultural celebration day.
2. Community events, e.g. talks to help develop understanding and tolerance, or youth club events to mix young people from different backgrounds.
3. Race Relations Order.
4. Disability Discrimination Act.

- Inclusion policy that sets out actions to promote inclusion and a disciplinary policy that has consequences for any employees who act against the inclusion policy.

- Volunteer to go to Africa and help build a school, working with a NGO, e.g. Oxfam.
- Strikes, sabotage, sit-ins, vandalism, graffiti, scaling buildings and use of explosives.

1.2: Rights and responsibilities regarding local, national and global issues

What is social responsibility?

- Lobby the local council by emailing and writing letters. The aim would be to make changes to their local play park to get improved facilities.
- Sign a petition organised by a pressure group to help change a law regarding the disposal of waste by factories which is harming the environment.

The Universal Declaration of Human Rights (UDHR)

- 1948, after the end of World War 2.
- No, it is not a legally binding document.
- United Nations Convention on the Rights of the Child (UNCRC) and European Convention on Human Rights (ECHR).
- Communication, education, legislation.

1. Human right you need to know	2. The meaning of this human right	3. How this right has an impact on your life
Life, liberty and the security of the person (Article 3)	No one has the right to take another person's life or cause them any harm; the police will investigate and bring people to court who harm in society.	You should be safe from harm and if you feel unsafe there are people who can offer protection. There will be consequences for anyone who endangers you or your family
Interference with privacy, family home or correspondence (Article 12)	This involves being protected if someone tries to harm your good name, enter your house, open your letters or bother you and your family without good reason; the police will investigate and bring to court anyone who attempts to harm your name.	Your mail and home are private. Your reputation will be protected.
The right to vote (Article 21)	You have the right to have a say in the politics of the country, and elections should be free, fair and regular; in the UK, once you turn 18 you are able to vote in elections.	When you turn 18 you will be allowed to vote in elections.
The right to work with equal pay for equal work (Article 23)	You should have the right to work and earn a salary which allows you to look after your family. It also means that men and women should be paid the same for the same work; regardless of your race, religion, political beliefs, gender, etc. In the UK, you have a right to work.	You will be able to get a job and if you face discrimination there are consequences for people.
Adequate health and well-being for self and family (Article 25)	Everyone should have their basic human needs including food, clothing and housing; there is a welfare system in the UK which will provide money and shelter to those who, if left alone, might not be able to get these basic needs.	There is a welfare state in NI and so you can use this if you are in need.
Free education, at least at elementary/fundamental stage (Article 26)	Every child has a right to go to school and this should be free at primary level; education at primary and post primary level is free in the UK.	You study at school instead of having to go out to work before you are 16 years old.

Articles of the UDHR

4. This means that the percentage of votes a political party receives will result in the percentage of seats in parliament they receive.
5. Voters choose their candidate in order of preference.
6. Where people do not have adequate income or resources and this prevents them enjoying a standard of living which would be regarded as acceptable by society generally.
7. Where people do not have the basic essentials such as food and shelter which they need to survive.
8. Homelessness; children living in poverty; stress; family issues; and some elderly people living in unhealthy conditions, e.g. not enough heat.
9. Non-governmental organisations (NGOs), e.g. Simon Community, Age Concern, NSPCC.
10. Each of us has our human rights but we also have a responsibility to protect each other's human rights.

1.3: The role of society and government in safeguarding human rights

The law

1. Equality means everyone should have the same opportunities in life; no one should be excluded from any aspect of social life. Therefore, everyone should have the same access to education, work, housing, leisure facilities, etc.
2. Treating everyone fairly does not mean treating everyone equally. Sometimes you have to treat people differently to ensure they are being treated fairly. There are vulnerable groups in society who need more support and help than others, e.g. homeless.
3. Section 75 of the Northern Ireland Act and the Equality Act.
4. This law means that all public institutions, schools and other government organisations must make sure that certain groups in our society have access to the same opportunities as everyone else.
5. Discrimination, hate, crime, depression, fear and loneliness.

6. Working with the Northern Ireland Human Rights Commission (NIHRC) to oversee and ensure all laws uphold human rights.
Building good community relations which should protect everyone's right to safety.
Promoting equality of opportunity for all and tackling social disadvantage and so everyone's right to adequate health and well-being should be protected.
Creating a more inclusive and equal society, thus tackling any instances of discrimination or violation of human rights.

1.4 Non-governmental organisations

The role and contribution of non-governmental organisations (NGOs)

1. It focuses on building a society based on equality and one that values human rights.
2. Homelessness, unemployment and poverty.
3. The widening gap between the rich and poor; unequal distribution of resources; and discrimination.
4. Poverty, low life expectancy and malnutrition.
5.
 - NICVA – provides support and advice on how to run voluntary organisations; can give specialist training programmes; and aims to build a fair and equal society.
 - Amnesty International – they organise mass protest and lobby the government; some of the issues they deal with include the fight against poverty and the fight for women's rights; you can help this NGO by joining or donating.
 - Friends of the Earth – campaigns on urgent environmental issues; works with communities to make life better for people; and tries to influence the government to change policies to be better for the planet.
 - Oxfam – provides emergency relief; carries out development work; and campaigns for change.
 - War on Want – aims to fight the root causes of poverty; targets sweatshops and plantations; and works with people in conflict zones.

- Save the Children – focuses on helping children and families help themselves through development programmes; is an international organisation; and campaigns for children’s rights around the world.

1.5 Key democratic institutions and their role in promoting inclusion, justice and democracy

What do we mean by democracy?

1. The word literally means strength or power of the people; it means that the ‘members of Society’ have a say in the running of the country through voting in elections.
2. Participation rights; elected government; party system; accountability of government; constitution; freedom of expression; power, authority and the rule of law.
3. Elections are open up to any member of society over a certain age to enter into regardless of their gender, race, religion, etc., they are held every 4–5 years and there is a range of political parties represented.
4. A set of rules about how the country is meant to be run.
5. There are ways to complain and your complaint is heard and acted upon, e.g. Police Ombudsman.
6. Citizens cannot voice their opinion; citizens cannot campaign openly; elections are controlled; the rights of people may be denied; and the press is controlled by the state.

The role of the Northern Ireland Assembly

1. 1998.
2. In a referendum (election).
3. It was a major breakthrough in trying to bring peace to Northern Ireland and it also meant that a devolved government of Northern Ireland was established which is committed to power sharing between the largest political communities. It means that local representatives make decisions which affect them.
4. The NI Assembly is a legislative body which promotes equality of opportunity for all citizens in Northern Ireland.

5. Health; education; agriculture; culture, arts and leisure.
6. Taxation, elections and national security.
7. Supporting the Executive Committee and liaising with the Assembly; supporting the North–South Ministerial Council, British–Irish Council, Civic Forum and UK departments; looking after international relations; helping to develop a programme for government and the Executive’s economic policies; promoting and monitoring the implementation of equality of opportunity/good relations with the help of the NIHRC and the Equality Commission.
8. This is the name given to the 11 departments within the NI Assembly. Each department is run by a government minister who is an elected MLA. They are responsible for leading and managing their department.
9. 18 constituencies.
10. 108 MLAs.
11. They are elected by the public to represent them in the Northern Ireland Assembly. The MLAs meet every Monday and Tuesday for plenary sessions which can involve debates and voting.
12. Leisure facilities; waste collections; licensing premises; public health and safety

Other institutions created under the Good Friday Agreement

1. Good Friday/Belfast Agreement.
2. NIHRC – to ensure human rights are upheld in Northern Ireland.
Police Ombudsman – to ensure a fair police system and one in which the public have confidence.
3. ● Advising government on its obligation to uphold human rights.
● Reviewing law and practice to make sure they are in line with human rights standards.
● Putting forward proposals for new laws such as a Bill of Rights for Northern Ireland.
● Investigating matters of concern and conducting research into human rights issues such as prison conditions, mental health care and racism.
● Taking cases to court to highlight alleged human rights abuses.

4. The Police Ombudsman investigates complaints made about police officers.
5. Use of force by police officers; perverting the course of justice; rude or offensive behaviour; all discharges of firearms (including Taser); all fatal road traffic accidents involving police officers; and any death that may have occurred as a result of the action of police officers.

Unit 2 Personal Development

2.1: Maximising and sustaining health and well-being

Different types of health

1. A complete state of physical, mental and social well-being and not simply the absence of disease or infirmity (illness).
2. Illness, poor diet and lack of exercise can affect physical health.
3. Social health is how a person interacts with people and society. Humans need interaction with other human beings for general well-being and good social health.
4. A person who has friends, can communicate with a range of people, talk to people about their problems, is upbeat and positive and can accept constructive criticism.
5. If you are ashamed of your home and do not want to invite friends around; being bullied; and being burdened with a heavy workload in your occupation.
6. How we think, how we feel and how we control our emotions relate to our emotional health.
7. Bereavement, loss of job and moving house can affect your emotional health.
8. To improve your emotional health learn a new skill, maintain a healthy diet and take up a new hobby.

Exercise

1. An activity that can help improve health and should be part of a healthy lifestyle.
2. Short-term benefits of exercise include burning excess calories, improved sleep and increased flexibility.

3. Long-term benefits of exercise include improved body shape, stronger muscles and increased stamina.
4. Breathlessness, low energy levels and flabby body are short-term effects if you do not exercise.
5. You may suffer from heart disease, strokes and diabetes if you do not exercise.
6. Diet, age and taking drugs can affect your physical fitness.

A balanced diet

1. A balanced diet means eating the right food, consuming the correct nutrients in the right quantities and eating at regular times.
2. To ensure healthy body growth, a healthy mind and to control weight it is important to eat a balanced diet.
3. Heart disease, poor concentration and diabetes can be the result of not eating a balanced diet.
4. Fast food – hamburgers; convenience food – ready-made frozen meals; junk food – sweets and crisps.
5. The food is readily available and therefore there is no preparation time involved.
6. Junk food adverts encourage young people to eat junk food because the advertising is marketed at young people to make this type of food desirable.
7. Obesity is the term used to describe excess body fat as calculated using the Body Mass Index (BMI).
8. Genetic or inherited factors, excess fatty food in a person's diet and little or no exercise all contribute to obesity.
9. Risks associated with obesity include reduced mobility, depression and type 2 diabetes.
10. A person could reduce their calorie intake, take up regular exercise or go to their GP for help and advice to tackle obesity.

Drugs

1. A drug is any substance that affects the way the body or mind works.
2. Stimulants, depressants, hallucinogens, opiates.
3. ● Stimulants – speed up brain activity.
● Depressants – make a person calmer.

- Hallucinogens – alter the drug user’s perception.
 - Opiates – can relieve pain.
4. A young person may try drugs due to peer pressure, stress or sometimes the low cost of drugs.
 5. ● A young person may fall behind in their school work as drugs can make a person lose concentration.
 - Family relations can break down as the drug user refuses to get help for the problem.
 - A young person can lose friends if friends disapprove of the behaviour of the person while using drugs. Drugs can cause mood swings and aggression.
 6. Drug users can find help by asking their GP, by going to counselling or by going into rehabilitation.

Why do young people drink and smoke?

1. Availability, culture and advertising are all reasons why a young person may drink alcohol.
2. Risks of alcohol include clumsiness and dizziness; violent or aggressive behaviour; having a hangover – headache, stomach ache; and health problems, especially related to the liver.
3. A person may smoke to try to fit in with peers, to rebel against their parents or to look cool.
4. Smoking can cause circulation problems, heart disease and may cause cancer.
5. 2007.
6. Advantages of the smoking ban: it reduces passive smoking; fewer people smoke due to the inconvenience of having to go outside; and it leads to a healthier and cleaner environment.
7. Disadvantages of the smoking ban: it does not stop everyone from smoking; the outside of buildings become congested with people standing smoking; and they litter the outside of buildings with ash and cigarettes.

2.2: Concept of self

Personal strengths and weaknesses

1. Self-confidence is believing in yourself and your ability to do something. With self-confidence you can cope with success and failure.

2. Self-esteem is how you see/feel about yourself.
3. Self-worth is how you rate your value as a person in your relationships with others, that you see yourself as important as everyone else.
4. Physical appearance, your success at school, your family and your peer group can all affect your self-confidence, self-worth and self-esteem.
5. Dyscalculia and dyslexia.

Targets and goals

1. A goal is a culmination of a series of targets. It can be an ambition or something you would like to achieve in the future.
2. A target is something that you aim to achieve. Targets will help you achieve your goals.
3. ● An example of a goal would be – I want to push my assessment score up by 10 per cent in my next assessments.
 - An example of a target would be – I am going to spend 2–3 hours per night on homework and study between now and my next assessments.
4. The target is specific because it says exactly what is required each evening; it is measured as you know how long it is going to last; it is achievable as this is what a GCSE student should be spending on work at home before exams; it is realistic as every GCSE student is expected to do this; and it is time constrained as it is going to last until the next assessments.

What pressures do young people face?

1. Pressure is the feeling that something or someone is pushing you towards a particular course of action.
2. Pressure to fit in; to do well in exams; to be in a relationship; to look a certain way; and to have certain possessions.

How internal and external pressures affect young people

1. Exam stress – putting pressure on oneself to do well in exams is an example of an internal pressure.
2. An external pressure would be from the media to look a certain way.

3. In a positive way a school can contribute to raising self-esteem through academic success and this will have a positive impact on a young person in developing their confidence. However, it can also lead to stress through pressure for academic success.
4. Family can be a positive influence because they can provide invaluable support and inspiration for young people helping them to grow into independent and responsible young adults. However, they can also have a negative effect due to pressure on young people to be the best academically or at a sporting activity and this pressure can lead to stress and feelings of inadequacy.

Strategies for limiting the effects of pressure

1. Exam pressure can cause stress and young people may feel that they cannot cope.
2. This can lead to a young person becoming underweight and this is very unhealthy.
3.
 - Exam pressure – do not leave everything to the last minute.
 - Bullying – stick up for yourself as much as possible, ‘always tell someone in school, e.g. a teacher or other adult’.
 - Dieting – remind yourself that magazines have clever ways to make people look better than they actually are.
 - Parental pressure – talk to your parents and let them know how you are feeling.
4. Anorexia nervosa is obsession with dieting and losing weight. Sufferers tend to eat little or no food, and take too much exercise or abuse laxatives in order to lose weight.
5. Bulimia sufferers tend to eat large amounts of food and then force it out again by being sick or using laxatives.

Limiting the effects of social networking on the internet

1. Social networking is online communication between members of an online community.
2. The advantages of social networking include being reunited with people, building friendships and meeting new people.

3. The disadvantages of social networking include having your identity stolen, being at risk to sexual predators and being the victim of cyber bullying.
4. To stay safe online, never give out personal details, only communicate with real friends, keep your networking site private and only share videos and photos with friends.

2.3: Building and maintaining healthy relationships

Relationships

1. A relationship is the connection a person has to another person.
2. A healthy relationship is one that makes you feel good about yourself; you feel safe in the company of another person; you can trust them; and you know that they want the best for you.
3. Some factors that can affect a relationship include honesty, mutual trust, commitment and communication.

2.4: Recognising, assessing and managing risk

What sorts of risks do young people take?

1. Different types of risk taking behaviour	2. Benefits	Cost
joyriding	fun	dangerous and can cause death or injury
shoplifting	having sought-after items without the expense	you can get a criminal record
taking drugs	escapism	an expensive habit and may lead to crime
sunbathing	a tan is seen as healthy	may cause skin cancer

3. Reasons why a young person may become involved in risky behaviour include peer pressure, rebelling against parents, curiosity and being under the influence of drugs.
4. Choose friends carefully, channel energies into safer behaviour and seek advice and support from parents.

2.5: Understanding the roles and responsibilities of parenting

Parenting

1. To provide a safe environment, to provide a loving environment, to financially support a child and to meet a child's educational needs are four of the roles of being a parent.
2. Keep a child safe from harm, spend time with a child, spend money on the child when they have needs and communicate regularly with a school.
3. Challenges of being a young parent include: financial issues; sometimes the lack of social life; career prospects may be affected; and it can be an emotional challenge looking after a child.
4. Babies cost a lot of money and it is estimated that people spend quite a considerable sum of money before a baby arrives. A young person will need to source this money from somewhere and this can be heavy burden for some people.

2.6: Developing competence as discerning consumers

Key terms relating to money

1. A credit card is a commonly accepted form of payment, which can also be used to withdraw cash.
2. When you have a bank account, you may be issued with a debit card. When you use your debit card to pay for goods the money will come out of your bank account immediately.
3. APR (Annual Percentage Rate) represents the interest you will be charged over one year on any loans or credit cards. The lower the APR, the better for the borrower.
4. A loan shark is a person that offers unsecured loans at very high interest rates to individuals, sometimes backed by blackmail or violence.
5. A budget is a tool to manage money coming in (income) and money spent (expenditure). It is a money plan.
6. It is good to budget because it makes it easier to track and control spending, it shows where you are spending too much and it can relieve money-related stress.

7. If a person does not budget then they may fall into debt, they may not be able to reach their goals, and they may not be able to pay for essential items if they have overspent.

Consumer choices

1. A quality product may last longer and so should save you money in the long run.
2. It may not last as long and so will end up costing more in the long run as a cheaper product will have to be replaced more often.
3. Using cash can make budgeting easier and you are less likely to be subject to identity fraud.
4. Using cash can be less convenient and if you lose your wallet any cash in it may never be returned.
5. Using credit can be good because it is more convenient than cash and you can track your spending with online banking.
6. Using credit you may be more likely to overspend and some retailers charge for using a credit card.
7. Buying new can give a good sense of satisfaction and pride.
8. Buying second-hand will not necessarily have warranty and so if anything goes wrong you may have to replace it.
9. A want is a luxury, e.g. a mobile phone.
10. A need is something that is essential for surviving, e.g. food and water.
11. Two advantages to buying a property are that you get a greater sense of independence and that, because you own the property, you can make improvements. However, disadvantages are that mortgage repayment rates can be very high so you end up paying a lot more than you borrowed, and failing to keep up repayments will mean that you may lose your house.
12. Renting can be good because it is generally cheaper than paying a mortgage and landlords are usually responsible for the upkeep of the property. Two disadvantages to renting are that when your lease expires you may have to move and you do not have any say over major decoration or renovations.

Debt

1. Poor budgeting, loss of job and a gambling addiction can all lead to a person ending up in debt.
2. If a person falls into debt there might be legal consequences, the person could lose their home and could turn to crime to pay off debts.
3. To become debt free a person could seek advice from the Citizens Advice Bureau; talk to family and friends who might be able to help; and shop around to find a loan that could bring all debts together to make one more manageable payment.

- Money needed for investment if a company goes global.
- Money will be needed to train staff.

Unit 3: Employability

3.1: The impact of globalisation on employment

Globalisation

1. Globalisation is the movement of goods, people and ideas around the world.
2. Imports are goods or services which are brought into a country from another country.
3. Bananas are imported goods.
4. Aeroplane components are exported goods from the UK.
5. Benefits
 - Cost: it is cheaper to produce some goods in other countries.
 - Benefit to consumer: as a result of cheaper costs the product may be cheaper.
 - Benefit to business in reducing costs: this means that the business saves money that can be turned into profit.
 - Competition: there may be less competition in another country for the goods a business is producing.
 - Climate: a business may be able to produce goods in another country and import them.
6. Disadvantages
 - Cost of transport.
 - Language barriers.
 - Currency fluctuation.

The impact of changing employment patterns on Northern Ireland

1. Employment patterns have changed as there are more women in work; there has been growth in the number of people employed in the public sector, although this is changing; and there has been a growth in the service industries such as banking, IT and tourism.
2. Advances in technology, the need for employees with different skills, and the cost of the labour force have resulted in changing employment patterns.

The impact of immigration and emigration on Northern Ireland

1. a) Migration is the process of people moving between countries.
b) Immigration is the process of coming to live in a country. Some countries have very strict laws on immigration, e.g. United States of America. This is in order to control the amount of people moving there.
c) Emigration is the movement of people to another country, e.g. from Northern Ireland to Australia.
2. Better pay, better health service and better education system are some of the reasons why someone would immigrate to Northern Ireland.
3. A better climate, to study in a different country and more opportunities for children are reasons why someone would emigrate from Northern Ireland.

The impact of the growth of new technologies on Northern Ireland

1. Smart phones, touch-screen computers, instant messaging.
2. Smart phone – this now allows people to access the World Wide Web on the move. This means people can read emails, shop and communicate anywhere.
3. Ease of communication.
4. Information overload.
5. Some jobs have seen a decline because the service is no longer required.

3.2: Recruitment and selection practices for employment

Lifelong learning

1. Lifelong learning is the process of continuing to develop skills, knowledge and expertise throughout life.
2. To develop existing skills, to keep up with the changing world of work, to acquire new skills, and to get a promotion.
3. You are constantly learning and improving your skills, you can be offered a promotion and therefore you may be able to command a better salary.
4. It can be expensive and time consuming and you may feel disappointed if your efforts do not lead to a promotion.
5. Updates skills, better opportunities for promotion and possibility of increased wages. All of this may result in increased job satisfaction.
6. Expensive, time consuming, might not be effective.
7. a) On the job training is training that is conducted within the workplace.
b) Off the job training is training that is conducted outside the workplace, e.g. lectures, external courses, and courses at training centres.
8. On the job training – cheaper to carry out, training is relevant and practical, employees can train while they earning a wage.
Off the job training – the trainer may be a specialist, the training may be more focused and specialised.
9. learndirect, job centres, institutes of further and higher education, the Careers Service (NI) and the Educational Guidance Service for Adults.

How has the 'credit crunch' affected employment?

1. The credit crunch happened because financial institutions were not able to lend money because too much money had been borrowed around the world and it wasn't being paid back.
2. Construction, retail, hospitality and public sector jobs.

The competencies and personal qualities valued by employers

1. Literacy/ICT/numeracy skills and commitment/loyalty/flexibility are some of the skills and qualities valued by employers.
2. Plan your time well so that there is a balance between work and study; de-stress by making time for social activities like going out with friends or physical training; if you are balancing a part-time job with full-time education, remember that you need to devote more time to studying; and during exam time you could find out about study leave from your job.
3.
 - Earning money.
 - Gaining independence from parent/guardian.
 - A sense of achievement.
 - Learning what it is like to be in a work environment.
 - Meeting new people.

The application process

1.
 - Internet and careers programmes, e.g. JED (Job Explorer Database), Odyssey and Pathfinder.
 - Searching for information on the internet.
 - Discussion with careers teacher/learning for life and work teacher/form teacher.
 - A careers interview with the careers service.
 - Work experience in your chosen career.
2. To ensure the job matches your requirements, qualification, skills and qualities.
3. A document that sets out your details in a clear, brief and interesting manner. CV is short for curriculum vitae.
4. An employer will read the applications and decide who does not meet the minimum requirements. Those who best meet the minimum requirements will be shortlisted for interview.
5. An employer will interview because
 - It gives the employer a chance to meet the person and see if they are suitable for the job, for example their conversational ability.

- In an interview the employer can test the applicant's knowledge and skills to verify if they are the right person for the job or verify information on the application form.
 - It is an opportunity for an applicant to show that they are the best person for the job.
 - To check the person's appearance (as they may be representing the business and need to convey the right image).
6. It is a chance to demonstrate how you will match the requirements of the job, for example by showing the previous experience that you have, and to find out about the business, working conditions and prospects.
7. To prepare for an interview you should research the business to find out about the stock, the responsibilities of the business, types of customers, etc. You could have a mock interview as this will help you to keep calm in the interview and it will be obvious to the employer that you have taken the time to practise and will show that you are really interested in the job.
8. ● Ensure you have a travel plan to arrive on time.
- Do your homework on the business so you have good knowledge of the company.
 - Dress appropriately to give the right impression.
 - Practise or have a mock interview to iron out any issues and to help reduce nerves on the day.

3.3: Rights and responsibilities of employers and employees

What are rights and responsibilities?

1. A salary is the amount to be paid for one year's work, which is then divided equally over twelve months.
2. Salary, safety, career development, compassionate leave, and holidays.
3. A contract of employment is a document to protect your rights as an employee.
4. Race Relations Order.
5. Employment Act.

Role of trade unions

1. A trade union will: protect workers' rights and work to defend these rights; give members advice; resolve conflict; negotiate between employees and employers.
2. A trade union can: protect your rights; negotiate on your behalf regarding pay and conditions; act as a mediator; organise action if an employer will not resolve an issue.
3. A trade union can encourage workers to go against the employer; industrial action can give an employer a bad name; industrial action can result in loss of profit; trade unions can force wage cuts.
4. Strike action, picket line, go-slow, work to rule.
5. Profit losses and a negative reputation.

The responsibilities an employee has to an employer

1. Loyalty and commitment: the employee will work to the best of their ability to ensure the company is successful; honesty: if an employee is honest an employer can trust them to deal with customers and handle valuable items; good attendance and punctuality: employees in work to complete their duties will lead to higher production levels; deadlines are met: work produced on time resulting in customer satisfaction.
2. As above
3. Verbal warning or written warning (an employee may receive more than one of these depending on the employer's policy), e.g. as a result of missing an important deadline; an employee may also be forced to retrain in a particular area or to attend counselling; dismissal, e.g. as a result of stealing or receiving a few written warnings.
4. An employee may receive a bonus which is an extra payment for meeting targets or deadlines; an employee may receive a percentage of the revenue they bring into the business (commission) through sales and profit sharing – this means that some businesses sell shares to an employee at a discounted rate to give them ownership of the company.
5. Non-financial incentives include: recognition – an employee may be recognised for their

efforts, e.g. as 'employee of the month'; empowerment – employees are given more responsibility and authority to make decisions; job enrichment – employees are given more interesting, challenging and more complex tasks as a reward; job enlargement – employees are given more tasks to do, leading to more variety.

How can businesses become more socially aware?

1. Reduce, reuse and recycle.
2. Use email instead of postal mail.
3. Refill ink cartridges.
4. Set up recycling points.
5. Many scientists believe that greenhouse gases have contributed to global warming which causes climate change. An example of a consequence of climate change would be warmer weather resulting in melting of icecaps.
6. Extreme weather conditions having an impact on transportation; drought having an impact on products; and poorer air quality having an impact on employees.
7. Reduce the amount of greenhouse gases a business produces.
8. A business would want to be seen as environmentally aware because this is a good corporate image that would:
 - attract more customers
 - gain more profit from them
 - and create more jobs (if the business becomes more popular it will need more staff).
9. Refurbishment of shop fronts; new car parks to make easier access to local shops.
10. New job opportunities through new facilities.

3.4: Issues of self-employment and sources of support

The advantages and disadvantages of being self-employed

1. Self-employment is when a person works for his/herself – is his/her own boss.
2. Some of the characteristics of an entrepreneur: a hard worker; focused; motivated; responsible; able to take risks; confident; creative; enthusiastic; flexible; determined to succeed; able to learn from mistakes; professional.
3. Market research will allow the entrepreneur to know: if their product will sell well, so they know if there is a demand; what the customer needs, so they know what service, quality or experience customers expect; what the competition is, so they will be aware of what other products they are competing with and can price accordingly.
4. Your business may not be in demand in the area and so will fail.
5. You get the profits; you are in control; and you can make your lifestyle fit around your work.
6. You may lose your money which is invested in the business; you may not be an expert in dealing with all areas of running a business; and you are the only person responsible for staff and all decisions.

Support provided by agencies for self-employment

1. Bank loan, Invest NI or European Union.
2. Helps people to get new skills and gives guidance for setting up a new business.
3. Tourism, innovation, energy, global markets, and health and safety.
4. Business training, business planning and funding guidance from a mentor.
5. Go For It programme.
6. Guidance on grants and initiatives available to small businesses.