

Secretarial Studies

LEARNING GUIDE

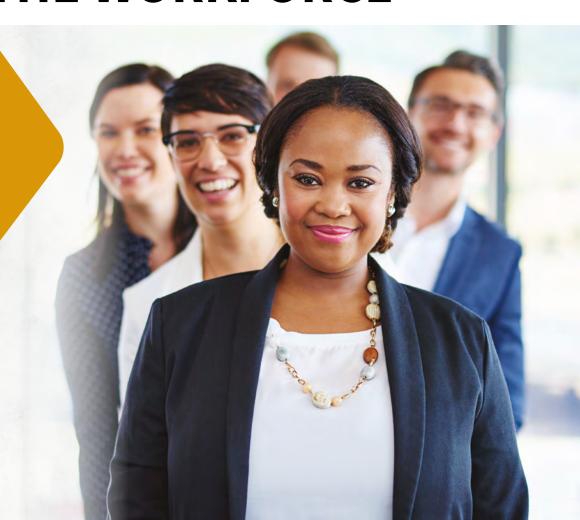
960-746

ENTERING THE WORKFORCE

IN COMPLIANCE

WITH THE NEW







LEARNING GUIDE

960-746

ENTERING THE WORKFORCE

25



ENTERING THE WORKFORCE

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Original French Edition

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The role of secretary-receptionist is traditionally one that is filled by a woman. For this reason, feminine forms (she, her) have been used in the guide where appropriate. This choice was made in the interest of readability and is not intended to reflect any prejudice.

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COMMENT FORM

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INTRODUCTION

The competency *Entering the Workforce* is part of the program of study for a DVS (diploma of vocational studies) in Secretarial Studies. The program is divided into 25 competencies representing a total of 1485 hours of training.

Code	Number	Competency	Length (h)	Credits
960-501	01	The Occupation and the Training Process	15	1
960-515	02	Proofreading	75	5
960-526	03	Word Processing	90	6
960-534	04	Quality of Written English	60	4
960-544	05	Customer Service	60	4
960-554	06	Document Management	60	4
960-562	07	Producing Spreadsheets	30	2
960-572	08	Designing Presentations	30	2
960-584	09	Business Texts in English	60	4
960-596	10	Accounting Operations	90	6
960-605	11	Business Correspondence	75	5
960-613	12	Creating Databases	45	3
960-623	13	Handling Cash	45	3
960-635	14	Translation	75	5
960-644	15	Producing Tables and Charts	60	4
960-656	16	Visual Design of Documents	90	6
960-666	17	Business Texts in French	90	6
960-672	18	Digital Media	30	2
960-833	19	Interacting in French	45	3
960-695	20	Following Up on Business Correspondence	75	5
960-704	21	Meetings and Events	60	4
960-714	22	Producing Reports	60	4
960-722	23	Technical Support	30	2
960-733	24	Coordinating Multiple Tasks	45	3
960-746	25	Entering the Workforce	90	6

One credit corresponds to 15 hours of training.



PRESENTATION OF THE LEARNING GUIDE

The competency *Entering the Workforce* is one of the 25 competencies covered in the Secretarial Studies vocational program. The educational aims of the program are to maintain and promote the quality of English, improve the quality of customer service, develop learners' desire to improve their knowledge of technological tools, and develop their sense of autonomy and initiative.

This learning guide is designed to help you through each step on the way to entering the workforce, providing you with a procedure to follow and tips to ensure you find the practicum position that is right for you. As a result, you will be better prepared to take on your responsibilities and meet the requirements of the workplace. Throughout your practicum, this guide provides you with tools and techniques to record information and then to share your experience by writing a report.

THE COMPETENCY

In this course, the competency you are expected to acquire is *Entering the Workforce*.¹

To be successful, you must:

- look for a practicum position
- prepare for spending time in the workplace
- · communicate with the work team
- observe and perform activities in the workplace

In accordance with the Ministry's program, this competency is divided into three distinct phases.

PHASE 1: INFORMATION PHASE

- Learning about the terms and conditions of the practicum
- · Setting expectations and needs with respect to the practicum
- Identifying organizations that can answer these expectations and needs
- Writing a résumé and a letter of introduction
- Taking steps to obtain a practicum position

PHASE 2: PARTICIPATION PHASE

- Performing or helping with work tasks related to the practicum
- Communicating with co-workers and practicum supervisors
- Complying with instructions pertaining to the practicum and with the rules and policies of the workplace
- Writing a journal recording observations about the work environment and the tasks performed

PHASE 3: SYNTHESIS PHASE

- Stating your perception of:
 - aspects of the occupation that correspond to the training process and those that do not
 - the influence of the practicum experience on your choice of future employment in terms of aptitudes and areas of interest

^{1.} Gouvernement du Québec. Ministère de l'Éducation et de l'Enseignement supérieur. Secretarial Studies Program (DVS 5857), 2016, p. 87.



You must have completed all the competencies in the Secretarial Studies program before beginning the competency *Entering the Workforce*. Check the list on page V.

WORK SITUATIONS

This guide consists of three situations that will not only lead you to acquire new knowledge but teach you to apply it with ease and use it skillfully. Each situation follows the same structure. First, you read about the work context and the assignment you must carry out.

Next, you embark on a series of engaging and motivating tasks. You will be guided step by step through each task. The ideas, techniques, rules and concepts will be explained in detail and supported with multiple exercises to ensure that you acquire this new learning. All the answers to the exercises are in the answer key, at the end of the guide.

EVALUATION OF LEARNING

At the end of this competency, you will not be required to take a supervised examination. Instead, you will be evaluated based on your participation in the different phases of your practicum. Throughout this competency, you will be required to submit scored activities to your assigned teacher or tutor, which will be used to evaluate your learning.

Therefore, learners who have actively participated in the activities and carried out the practicum and various activities according to the prescribed criteria will receive a *Pass* grade on their transcript.

REQUIRED MATERIALS

The materials for this course include the following:

- the learning guide and answer key
- the appendices to the learning guide (documents related to the practicum application), available on portailsofad.com
- the practicum journal, also available on **portailsofad.com**
- the workplace supervisor's guide
- two scored activities

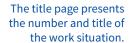
Assigned teachers can also download their guides from **portailsofad.com**.

RECOMMENDATIONS FOR SUCCESS

We recommend that you do all the exercises in the learning guide as well as the scored activities provided. Carefully compare your answers with the answer key and, if necessary, review content to make sure you fully understand it before going on to the next task.

If you have questions, do not hesitate to ask your teacher or tutor for explanations.

The course is estimated to take approximately 90 hours to complete, including the practicum itself.



The situation begins with a description of the context in which you will complete different tasks to acquire the target competency. The Your Assignment section summarizes and lists the tasks you will perform during the work situation.

Finding a Practicum **Position** akking on a practicum position in a company can be difficult if you are not organized and do not have the ight tools. A good starting point is to find ut what information and materials during your practicum.

During your practicum, you will keep a knowledge and skills you have ing your secretarial training ly enter the workforce. With day as well as any other relevant information.

writen your practicum is over, you will be required to submit a report about your experiis an unforgetable and enriching profesisonal experience.

To have a successful practicum, you must
be prepared. This first situation will make
the propared. This first situation will make
upon aware of the importance of the roles and
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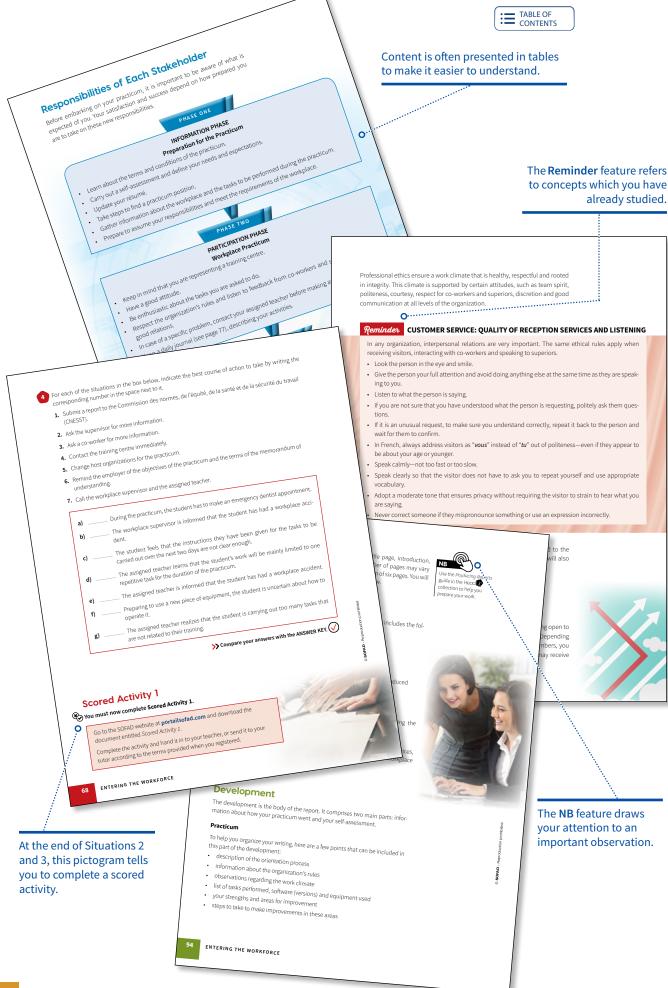
Ö Your Assignment Throughout this situation, you will learn about the terms and conditions of your practicum and consider the importance of this experience within the context of your training. Take the time to define your needs and expectations in order to find an organization that matches your ambitions. learning about the terms and conditions of the practicum

3. taking steps to find a practicum posi

The total length of all the situation tasks includes the scored activity, if applicable.







competency 25





ENTERING THE WORKFORCE

A LEARNING GUIDE FROM THE COLLECTION

With the Heads p learning guides, students acquire competency through authentic work situations so that they are ready to deal with the demands and needs of the labour market.

The learning guide *Entering the Workforce* is fully compliant with the vocational program in secretarial studies (DVS 5857) in the training sector of administration, commerce and computer technology.

As students perform the assigned tasks, they acquire elements of the competency *Entering the Workforce*:

- searching for a practicum
- preparing themselves for spending time in the workplace
- communicating with the work team
- observing and performing activities in the workplace

The learning guide *Entering the Workforce* consists of three work situations:

- 1 Finding a Practicum Position
- 2 Preparing for Your Practicum
- Making Your Practicum a Success

Discover our new Heads promotes success both at school and in the workplace.

The learning guide and the answer key (PDF), as well as complementary digital resources, are available online at **portailsofad.com**.





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