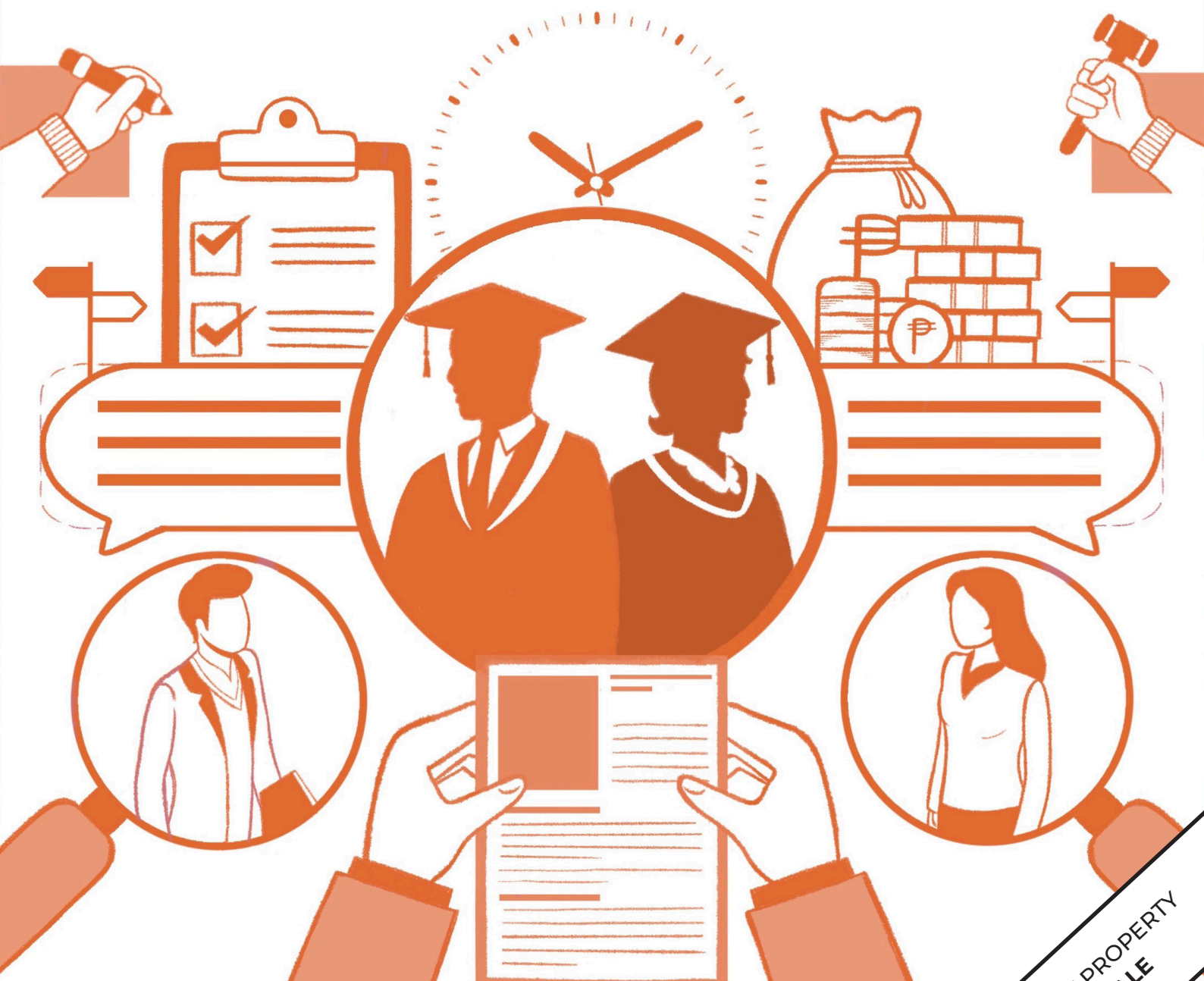


LEARNING STRAND 4 LIFE AND CAREER SKILLS

MODULE 1: ROAD TO EMPLOYMENT

ALS Accreditation and Equivalency Program: Junior High School





ROAD TO EMPLOYMENT

**LIFE AND CAREER SKILLS
MODULE 1**

ALS Accreditation and Equivalency Program: Junior High School
Learning Strand 4: Life and Career Skills
Module 1: Road to Employment

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User's Guide

For the ALS Learner:

Welcome to this Module entitled Road to Employment under Learning Strand 4 Life and Career Skills of the ALS K to 12 Basic Education (BEC).

This module was designed to provide you with fun and meaningful opportunities for guided and independent learning at your own pace and time. You will be enabled to process the contents of the learning resource while being an active learner.

This module has the following parts and corresponding icons:



Let's Get to Know

This will give you an idea of the skills or competencies you are expected to learn in the module.



Pre-assessment

This part includes an activity that aims to check what you already know about the lesson. If you get all the answers correct (100%), you may decide to skip this module.



Setting the Path

This section provides a brief discussion of the lesson. This aims to help you discover and understand new concepts and skills.



Trying This Out

This comprises activities for independent practice to solidify your understanding and skills of the topic. You may check the answers to the exercises using the Answer Key at the end of the module.



Understanding What You Did

This includes questions that process what you learned from the lesson.



Sharpening Your Skills

This section provides an activity that will help you transfer your new knowledge or skill in real-life situations or concerns.



Treading the Road to Mastery

This is a task which aims to evaluate your level of mastery in achieving the given learning competency.



Don't Forget

This part serves as a summary of the lessons in the module.



Explore More

In this portion, another activity will be given to you to enrich your knowledge or skill of the lesson learned. This also tends retention of learned concepts.



Reach the Top

This part will assess your level of mastery in achieving the learning competencies in each lesson in the module.

Answer Key

This contains answers to all activities in the module.

Glossary

This portion gives information about the meanings of the specialized words used in the module.

At the end of this module you will also find:

References

This is a list of all sources used in developing this module.

The following are some reminders in using this module:

1. Use the module with care. Do not put unnecessary mark/s on any part of the module. Use a separate sheet of paper in answering the exercises.
2. Don't forget to answer the Pre-assessment before moving on to the other activities included in the module.
3. Read the instruction carefully before doing each task.
4. Observe honesty and integrity in doing the tasks and checking your answers.
5. Finish the task at hand before proceeding to the next.
6. Return this module to your ALS Teacher/Instructional Manager/Learning Facilitator once you are through with it.

If you encounter any difficulty in answering the tasks in this module, do not hesitate to consult your ALS Teacher/Instructional Manager/Learning Facilitator. Always bear in mind that you are not alone.

We hope that through this material, you will experience meaningful learning and gain deep understanding of the relevant competencies. You can do it!

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MODULE 1

LET'S GET TO KNOW

Michelle is a newly-graduate learner of Alternative Learning System in Junior High School. She decides not to continue to Senior High School because of the needs of her family. She plans to produce a set of resumes to be submitted to a lot of fast-food restaurants. She studies their location and asks for feedback from her friends working in these establishments.



In this module, you and Michelle will study how young people can find good jobs and build a sustainable career.

Preparing for Future Career

- You will be able to identify possible career options aligned to your interest/strengths/assets. (LS4LC-AE-PSA-AE/JHS-8)
- You will be able to demonstrate work readiness skills which include the following: (LS4LC-AE-PSA-AE/JHS-21)
 - applying for a job
 - preparing a written job application
 - preparing a biodata / curriculum vitae
 - preparing for a job interview
 - following work-related instructions
 - teamwork and collaboration
 - taking initiative
 - attendance and punctuality
 - workplace problem-solving and thinking skills
 - dependability
 - willingness to learn
 - resiliency
 - self-management

The Employees and Employers

You will be able to discuss the rights and responsibilities of employees and employers. This includes:

- worker's rights and responsibilities
- employer's rights and responsibilities
- terms and condition of employment and employee benefits
- health and safety in the workplace
- harmonious and productive work relationships (colleagues, superior, subordinates)
- Philippine labor laws, e.g. contractualization, minimum wage, lawful and unlawful dismissal
- legal rights and responsibilities of employees
- role of unions and other employer/employee associations
(LS4LC-AE-PSA-AE/JHS-22)

You will be able to determine the key message conveyed in the material viewed. (LS1CS/EN-V-PSC-JHS-19)

Becoming a Great Employee

You will be able to appreciate the need for constant upgrading of your knowledge and skills to maintain your ability to earn a living as an employee through the following:

- attending training programs
- learning new skills on the job
- coaching and mentoring by supervisors/colleagues
- reading new developments/latest trends/innovations in one's area of employment
- joining online forums of like-minded professionals/employees
(LS4LC-AE-PSA-AE/JHS-23)



MODULE 1

PRE-ASSESSMENT

Directions: Read each statement carefully and fill in the blank(s) with the correct answer. Choose your answer from the words inside the box. Do this activity on a separate sheet of paper.

1. _____ refers to a job that someone does for a long period in his or her life.

Task	Career	Duty
-------------	---------------	-------------

2. The ability to use one's knowledge effectively and readily in performance is called _____ .

Capacity	Talent	Skill
-----------------	---------------	--------------

3. A/an _____ is a person who is paid to work for an organization or for another person.

Employee	Assistant	Staff
-----------------	------------------	--------------

4. A person or company which hires the services of another person is called _____.

Director	Head	Employer
-----------------	-------------	-----------------

5. Lifelong _____ is the practice of continuing to learn throughout one's entire life

Training	Learning	Journey
-----------------	-----------------	----------------



LESSON 1

SETTING THE PATH

PREPARING FOR FUTURE CAREER

At the end of this lesson, you will be able to:



identify possible career options aligned with one's interest/strengths/assets (LS4LC-AE-PSA-AE/JHS-8); and



demonstrate work readiness skills which include the following:

- applying for a job
 - preparing a written job application
 - preparing a biodata / curriculum vitae
 - preparing for a job interview
- following work-related instructions
- teamwork and collaboration
- taking initiative
- attendance and punctuality
- workplace problem-solving and thinking skills
- dependability
- willingness to learn
- resiliency
- self-management (LS4LC-AE-PSA-AE/JHS-21).

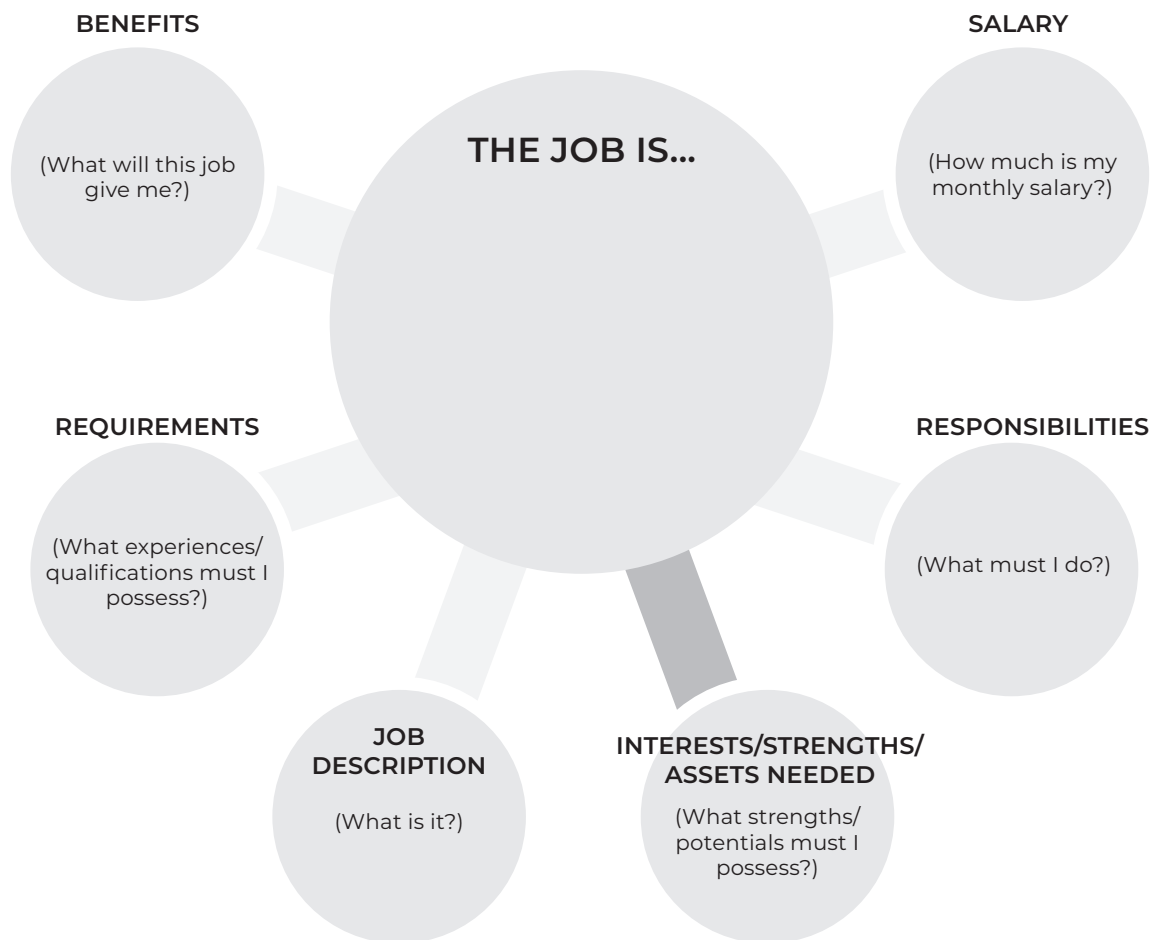


LESSON 1

TRYING THIS OUT

Directions: Complete the mind map below. Identify and describe your dream job. Do this activity on a separate sheet of paper.

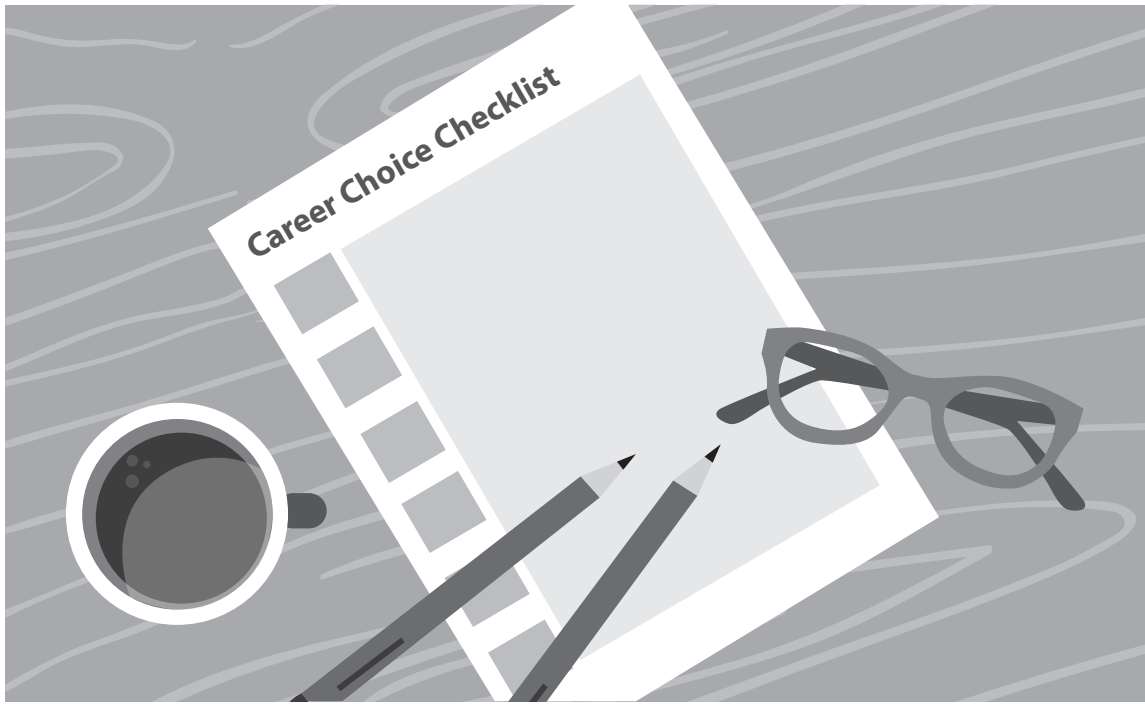
MIND MAP FOR MY DREAM JOB





LESSON 1

UNDERSTANDING WHAT YOU DID



One of the most difficult decisions that you will make is to choose your career. There are a lot of things that you should consider before you can say that a certain job or profession is really for you. In order for you to choose the career that suits your interests and skills, here are some of the steps that you should consider.

1. **Assess yourself.** Before you make a good decision about your career choices, you must try to reflect and assess yourself first. Look at your strengths, personality, interests, and career goals. You may list down how you see yourself in the future. You may also want to take different self-assessment tools and career tests so that you will be more guided on your decision.
2. **List down occupations.** Since you have already assessed your strengths, interests, and career goals, this is the time that you research possible careers that fit your personality.

LESSON 1

You may also list down careers or occupations that appeal to you. This will give you wide options and perspectives on the careers that you think will best suit you.

- 3. Research the occupations in your list.** From the list that you made, make sure to learn more about the careers you listed down. You may check the demands of the job, the educational requirements, and the challenges that this profession might give you. You may also wish to consider the pros and cons of this career, especially on your personal growth as a person.



- 4. Make a career choice.** Make sure to make a shortlist after checking the choices you listed down. From the shortlist that you have, select the best that suits your interest, strengths, and goals. This may be a tough decision for you but your choice is more guided since you have considered different factors before selecting it.

- 5. Identify your goals.** Since you have made your career choice, this is the step which will lead you back to your goal. Make sure to include goals on to become successful in your chosen career. You must remember that the goals that you have should be anchored on your values and principles. Make sure to include specific steps to achieve these goals through measurable actions.

GOALS

- 6. Write a career action plan.** This is the time when you will identify how you will achieve your goals. This must include specific steps that you have to take in order for you to make progress in achieving your goal. This will guide you to identify things that you need to do more or those you need to do less as you move forward in your chosen career.



These steps are a simple guide that you may follow to choose your career. Make sure that you do enough data gathering to make a sound decision. Also, always go back on your self-assessment if you feel like you are going out of focus. This will keep you on track on the things that you consider such as your interests and strengths that will make you successful and productive in your chosen profession.

POSSIBLE CAREER OPTIONS

To help you with your job-hunting, here are a few options that you may want to consider. Most of the jobs listed here have minimum qualifications and are always looking for new hires. Depending on your skills and interest, you might just find the perfect career in the following:



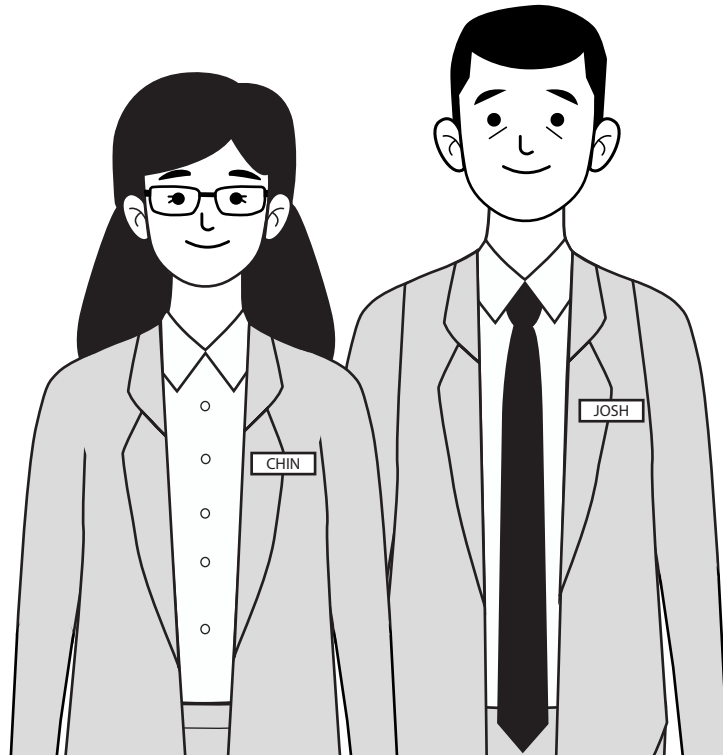
Food Service Worker

Places like fast-food chains, restaurants, and food courts are all under the food service category. There are several types of jobs that are available in this area. You can be a short-order cook, waitress, cashier, barista, or a dishwasher. If you like getting your hands on the job, and you have high stamina suited for standing for long hours, you might consider working in the food service industry.



Customer Service Representative

This is more commonly known as a call center agent. This line of job requires you to have good communication skills, and of course, patience. Companies also offer several shifts depending on the arrangements they make for you. You may work early in the morning until the afternoon, afternoon until evening, or evening until sunrise. Unlike jobs in the food service, jobs in call centers require you have to sit most of the time because you will be busy answering phone calls or emails from your customers. Most of these communications are about inquiries and concerns regarding certain products and services.



Office Worker

There are many types of office workers, but most of them have one job in common: to keep the office day-to-day operations smooth and efficient. Your tasks might include scheduling meetings, doing paperwork, responding to emails, photocopying, and relaying information to the rest of the office workforce.

WORK READINESS SKILLS

Now that you have an idea what career path you would like to take, it is now time to prepare yourself for the real action. Job-hunting does not happen in just one day. You need to make sure that you are ready and that you are confident that you can present yourself to your future employers as the best candidate for the job. Remember that you must impress them, as there may be other applicants who are eyeing the job that you want. Showing your future employers that you are well-prepared and that you are taking this job application seriously is going to give you a high chance of being hired.



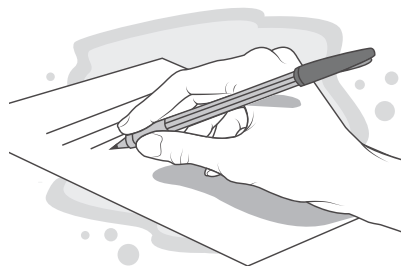
Applying for a Job

Once you have identified the job that you want and the companies that you want to apply to, you must prepare yourself for the requirements and be familiar with the hiring procedure that you will have to undergo before being hired.

LESSON 1

Preparing a Written Job Application

Not all companies will require a written job application, but it is better to be prepared than not. Write a short letter about who you are and why you are applying for the job that you want. Include a bit of your background, especially if you have done previous work that is related to the job that you are applying for. Your job application is a summary of your biodata or curriculum vitae, so better show them the important information that they need to know. Most of all, check your grammar and make sure that your letter is free of errors. Give them the impression that you have an eye for details.



Preparing a Biodata/Curriculum Vitae (CV)

This is a document that will show your background, work, and education history. There are biodata and curriculum vitae formats that you can follow which are available in the Internet. This is the most important document that you will need when applying for a job, because all future employers look for this before they would decide if you are suitable for an interview. Hence, make sure that all the information that you put are correct and backed up with evidence. They will not be looking for your certificates and other proofs immediately, but they might ask for them from you. This is why it is important that you are honest in the information that you will provide.



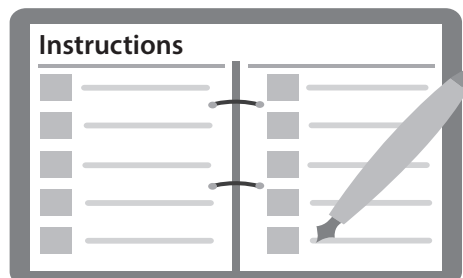


Preparing for a Job Interview

If your potential employers were impressed by your written job application and CV, they would likely decide to interview you for the job. Getting an interview does not immediately mean that you are hired, but it means that you have a high chance on getting the job. Therefore, you should present your best self. You can search the internet for possible questions that they may ask you. Practice how you would respond to their questions. On the day of the interview, you should dress appropriately and arrive ahead of time so that you would not be late. When you meet your interviewers, greet them with a smile and be polite.

Following Work-Related Instructions

Once you're hired, your manager will give you a list of instructions of what you're suppose to do. You will be also briefed about the company rules and regulations so you won't commit any violations while on your job. Please read them well and apply them when you're already working. Your company will give you some training so you'll be prepared for the actual job. Once you've passed the training, you will probably be under probationary status during the first few months of your employment. That means you need to be careful and diligent with your tasks, because they will be watching if you're a good investment for their industry.

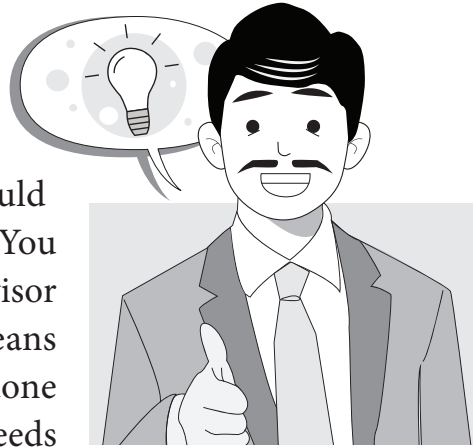


Teamwork and Collaboration

Most jobs will put you in a team or a group of people who are working in the same area as you are. You will need to communicate with them while working as they are part of your company's system. For efficient teamwork and collaboration, you need to be in your teammate's good graces. Be friendly with them; be familiar with how they work and what their best traits are. Knowing your teammates well will help you collaborate better because it will be easier for you to know how to deal with them. You will know whom to help, and whom to ask for help in case you need it.

Taking Initiative

Part of being in a team is having an initiative which means that once you see that something is wrong or something could be done better, you immediately act on it. You solve problems without having your supervisor telling you to do so. Taking initiative means that you can recognize what needs to be done in a certain situation and you assess what needs to be done independently. This means that you are a responsible employee and that your employers can trust you with minimal supervision.



Attendance and Punctuality

Performing well is not just the benchmark of a good employee; you should also be mindful of your time. Being late and having a lot of absences will get you into trouble. Always go to work on time, and ask permission if you need to be absent. As an employee, your co-workers and supervisors expect you to be in the work area during working hours, so not being there during those times will decrease your dependability. This might seriously hurt your reputation as an employee as they might not trust you to do certain tasks anymore. Hence, if there are some unavoidable situations where you might be late or absent, inform your supervisors. They will appreciate it if you would tell them that you will be unavailable ahead of time, so that they can delegate your tasks to someone else when you are not around.

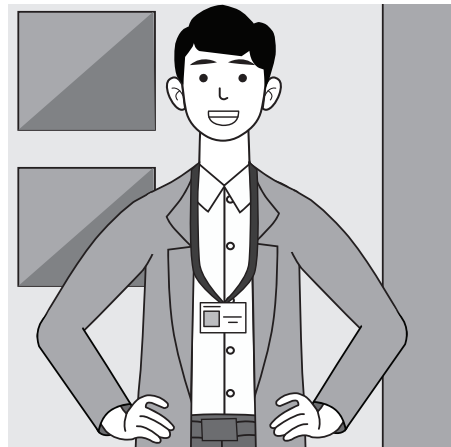
Workplace Problem-Solving and Thinking Skills

In a workplace, there will always be times when you will encounter problems or situations which you need to troubleshoot. In cases like this, you should be ready to find ways to solve the problem—be it directly about you, or about someone in your team. As mentioned earlier, you should have the initiative to address situations before they get worse. Offer solutions, and if someone needs your help, offer him/her an assistance.



Dependability

If you want your co-workers and supervisors to see you as a good employee, you will have to be dependable. This does not mean that you will have to cater all of their requests. It simply means that they should see you as someone that they can trust to have the job done with minimal problems. Also, dependability means that they can expect you to put your best effort in everything that you do. In this way, your teammates and supervisor will see you as a good investment for the company that you are working for.





Willingness to Learn

In the field of employment, there are many things that you need to learn. Hence, it is very important that you are willing to learn and apply your learnings once you are on the job. It is very normal to commit mistakes, especially when you have not mastered your job yet, but you should show that you are willing to learn so that you can perform better next time.

Resiliency

As said earlier, committing mistakes is unavoidable; therefore, you should not dwell on them. Consider your shortcomings as a lesson that will make you a better employee. There will also be days that will be tougher than the rest; all you need to do is to be brave enough to overcome them. Challenges will always be a part of life, and you should learn how to recover from them, and become a better version of yourself.





Self-Management

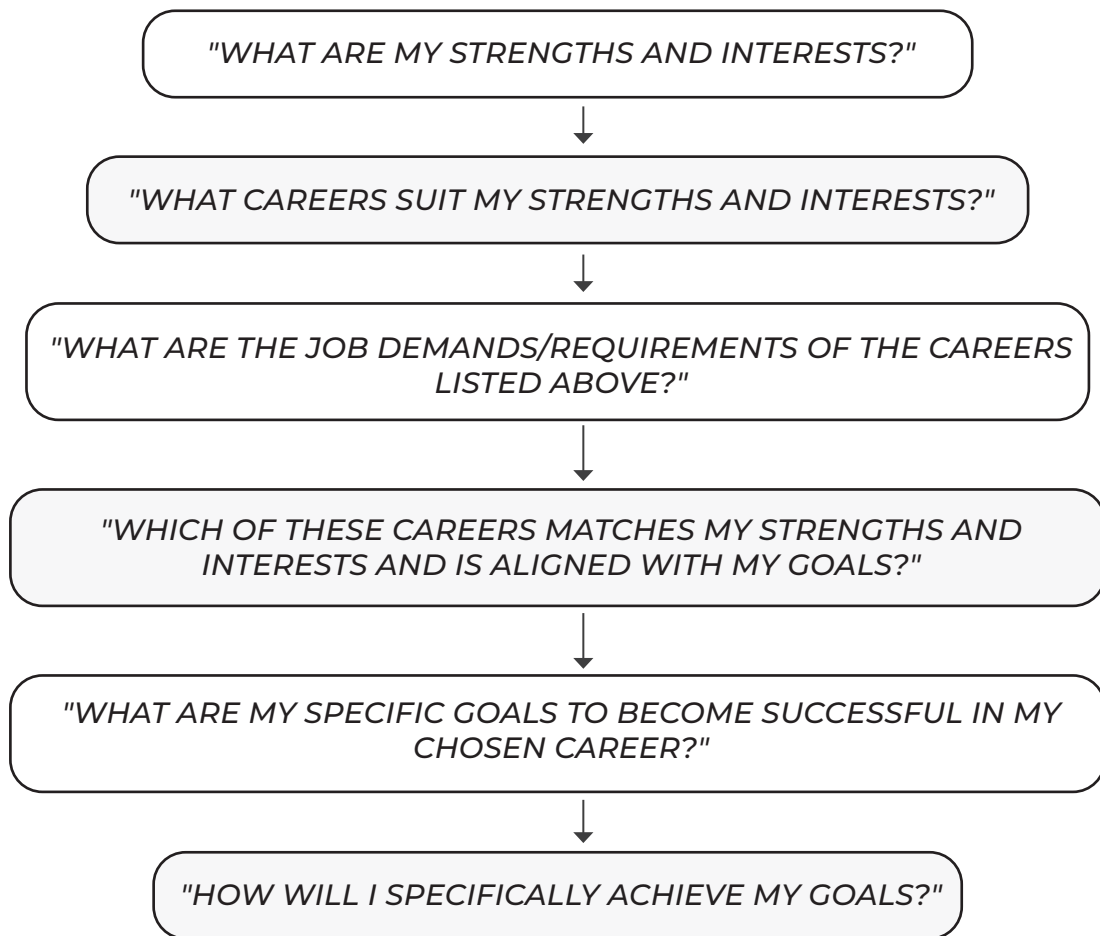
Being a responsible and dependable employee means being able to assess yourself. You should know your best traits, and those that can still be improved. Always seek to become better and to perform better. If you notice that you are slacking off, find ways on how to avoid it. Learn how to make things work for you. Your ability to manage yourself will reflect your efficiency as an employee.



LESSON 1

SHARPENING YOUR SKILLS

- I. **Directions:** After learning the guidelines on identifying possible career options, try to have a quick assessment of your possible career by completing the diagram below. Do this activity on a separate sheet of paper.



LESSON 1

II. Directions: Identify which skill is being required in the given situations below. Use a separate sheet of paper for your answer.

SCENARIO	WORK READINESS SKILL
1. Tanya works as a company secretary. She always makes sure that she does not only submit all reports and minutes of the meeting on time but also sees to it that all her paper outputs are well-written and grammatically correct.	
2. Jennifer was awarded as Queen Burger's employee of the month. Her co-workers loved her for being a jolly and trustworthy person in their workplace.	
3. In his five years as a customer service representative, Ed is known to be very good in handling concerns and provides appropriate support to callers in real time.	
4. Cris needs to deliver an item to a buyer but her car unfortunately heats up and shuts down. Right away, she decides to get off the car and to take the train to be able to bring the item to its buyer on time.	
5. Peter's boss is looking for someone who will take charge of their company's new project. Upon hearing the news, Peter volunteers as a person-in-charge because he believes that he possesses the required skills and abilities for the job.	



LESSON 1

TREADING THE ROAD TO MASTERY

Directions: Read, analyze, and answer the question below. Write an essay consisting of not more than ten (10) sentences. Your answer will be evaluated using the rubric below. Do this activity on a separate sheet of paper.

?

What is the most important thing to consider when choosing a career? Explain your answer.

Exceeds Expectations (15 points)	Satisfactory (10 points)	Needs Improvement (5 points)
Meaningful response with specific ideas	Sufficiently developed response with enough explanation	Limited response with minimal explanation
Virtually no spelling, punctuation, or grammatical errors	Few spelling and punctuation errors, minor grammatical errors	A number of spelling, punctuation, or grammatical errors



LESSON 2

SETTING THE PATH

THE EMPLOYEES AND THE EMPLOYERS

At the end of this lesson, you will be able to:



discuss the rights and the responsibilities of employees and employers (LS4LC-AE-PSA-AE/JHS-22); and

- worker's rights and responsibilities
- employer's rights and responsibilities
- terms and condition of employment and employee benefits
- health and safety in the workplace
- harmonious and productive work relationships (colleagues, superior, subordinates)
- Philippine labor laws, e.g. contractualization, minimum wage, lawful and unlawful dismissal
- legal rights and responsibilities of employees
- role of unions and other employer/employee associations



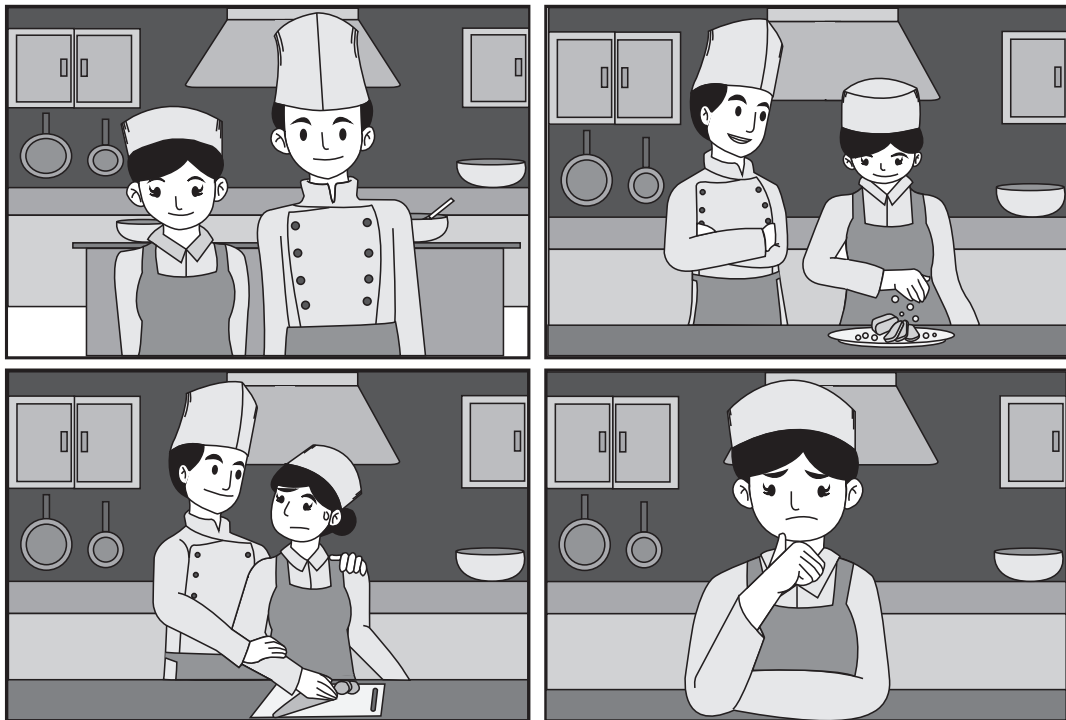
determine the key message conveyed in the material viewed (LS1CS/EN-V-PSC-JHS-19).



LESSON 2

TRYING THIS OUT

Directions: Analyze the given scenario and answer the following questions. Do this activity on a separate sheet of paper.



Rosette is an apprentice chef at Café Benz. Karl, the head chef, pays her a lot of attention. At first she feels flattered, but when he starts touching and cuddling her, she is worried. She wants him to stop, but is afraid that if she says anything she might lose her job or damage the working relationship.

1. What actions can Rosette take to stop the unwanted behavior?
2. What responsibilities have Karl and Café Benz got to ensure the workplace is free of discrimination and harassment?



LESSON 2

UNDERSTANDING WHAT YOU DID

RIGHTS AND RESPONSIBILITIES OF EMPLOYEES AND EMPLOYERS



Being employed could be another milestone in your life. This will give you a different perspective on how you will see the real world and adulthood. Even if it seems so exciting, being employed is a serious matter. It has its own expectations that you need to fulfill in order for you to be a successful member of the organization. Here are some of the general rights and responsibilities of an employee and employer:

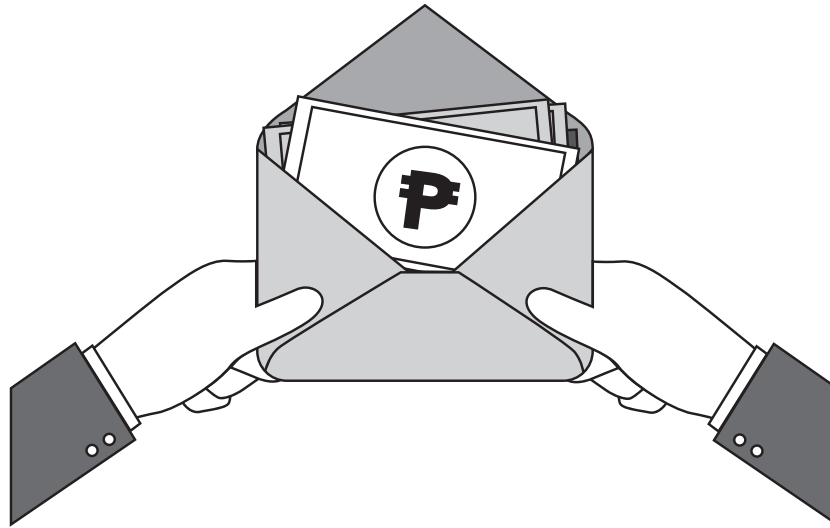


As an **EMPLOYEE**, you are expected to:

- ✓ personally do the work that is expected of you when your employer hired you;
- ✓ demonstrate excellent working habits in order for you to deliver quality results (which includes your professionalism, punctuality, and attendance);

LESSON 2

- ✓ follow your employer's instructions (instructions that will put employees to harm must not be followed in any means), and
- ✓ be loyal to your employer and organization.

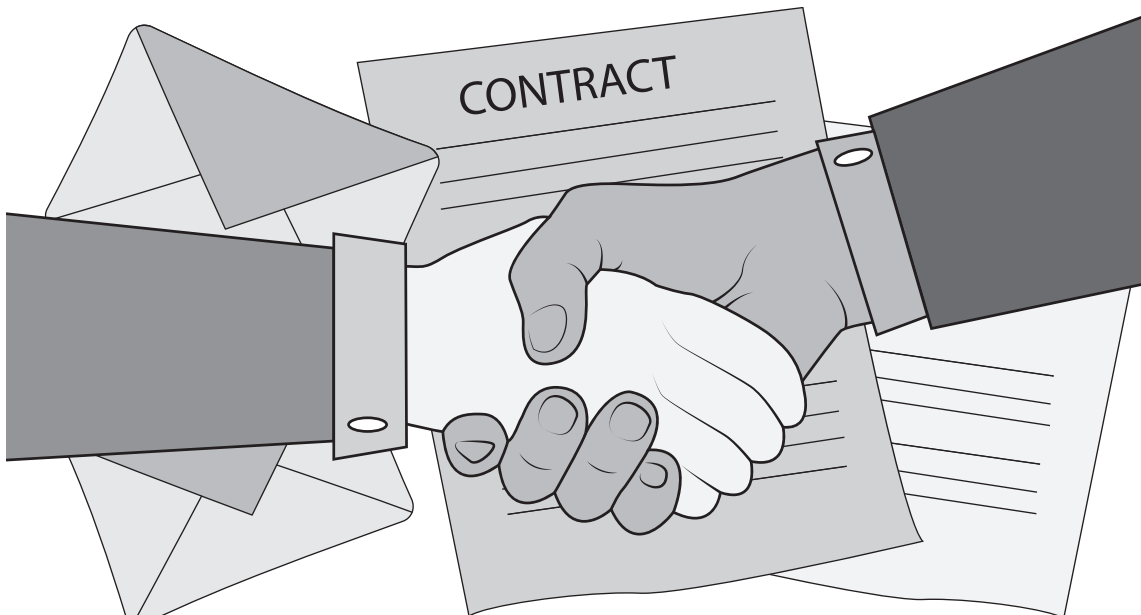


As an EMPLOYEE, you should also be aware that:

- ✓ You have the right to full employment, in which you are allowed to work no matter who you are regardless of your background. This means that no matter what your race, gender, or religion is, you should be allowed to work alongside other employees.
- ✓ You cannot be fired from your job without any justifiable reason. Hence, you have the right to due process.
- ✓ You should be compensated fairly for the job that you do. Your salary should be equivalent to the work that you have done for the company, according to what they promised they would give you, and according to government regulations about wages.
- ✓ Your salary should also be given to you on time. You should also be given all the benefits that were promised to you by the company.
- ✓ You have every right to have a rest day at least once a week. You should also know that your company cannot force you to work beyond the hours that you have agreed upon.

LESSON 2

- ✓ You also have the right to join a workers' union, where you can discuss your concerns regarding your job and your working conditions with fellow members of the workforce. The union can help elevate your concerns to your employers so that they can address them appropriately.
- ✓ Your workplace should not pose any danger that can harm your body or your health. If ever you work in a place where you need to be exposed in dangerous areas, you should be entitled to a hazard pay. Your employers should also secure your insurance if ever an accident happens, and they should pay for your bills and medications that were caused by workplace-related accidents.



As an EMPLOYER, you are expected to:

- ✓ give your employees an access to safe place and space to work which includes all the tools and equipment that they will need to perform their duty as an employee;
- ✓ pay your employees the agreed salary and benefits which include paid holidays, work leaves, and other incentives provided by the country's labor code;
- ✓ give employees a safe workplace – free from danger and hazards;

LESSON 2

- ✓ give prior written notice to the employees if the contract is about to end already or these employees need to be laid off. In other cases, employers give a sum of money instead of giving notice to compensate and be fair with the employee; and
- ✓ respect your employees. Employers must ensure that employees are not discriminated nor harassed.

The rights and responsibilities of employees and employers vary based on the labor laws of a country. The ones stated above are the general and main rights and responsibilities that an employee and employer should be reminded of. As an employee, you must know your rights and responsibilities so that you can be protected while doing the career that you are passionate about.



LESSON 2

SHARPENING YOUR SKILLS

I. **Directions:** Read and analyze the scenarios below. Decide what you would say in each situation if you are an employee or an employer. Do this activity on a separate sheet of paper.

A. As an **EMPLOYEE** 

1. You are planning to take an online class so you want your working hours to be changed from morning to a graveyard shift.
2. You need to accompany your wife for her pre-natal check-up.
3. You immediately need a leave because you just remembered that today is your son's card giving day at school.
4. Your boss requests you to come to work on your day-off next week because the office will be very busy that day.
5. You are asked by your employer to do a task which should be submitted later that night but your official time is only up to five in the afternoon.

B. As an **EMPLOYER** 

1. A worker has been reporting late almost every day.
2. An employee did not come to work without any notice.
3. You want a worker to change his working time permanently, from a day shift to a night shift.
4. You need to lay off workers because the business is facing some crisis.
5. A worker accuses you of favoritism after promoting an employee who just got hired six months ago.

LESSON 2

II. Directions: Choose one video from the list below. Watch and analyze it using the given template as your guide. Do this activity on a separate sheet of paper.

- **Talakayang Legal: Mga Karapatan ng mga Manggagawa**
(<https://youtu.be/onpPl3pT-gE>)
- **Pananagutan ng Employer Kapag Nasaktan o Nasawi ang Empleyado sa Trabaho**
(<https://youtu.be/42iZrqY8ydo>)
- **Legal Minds: Labor Standards**
(<https://youtu.be/3ufISOVxXR8>)

Title of the Video:

Background Knowledge: Before watching the video, what are the things that you already know about the topic?

Main Points of the Video: What are the key points and details you learned from the video?

Vocabulary: What are the new words you heard in the video?

Questions You Have: What questions do you have in mind after watching the video?



LESSON 2

TREADING THE ROAD TO MASTERY

Directions: Read, analyze, and answer the question below. Write an essay consisting of not more than ten (10) sentences. Your answer will be evaluated using the rubric below. Do this activity on a separate sheet of paper.

?

Why is it necessary for you to know your rights as an employee?

Exceeds Expectations (15 points)	Satisfactory (10 points)	Needs Improvement (5 points)
Meaningful response with specific ideas	Sufficiently developed response with enough explanation	Limited response with minimal explanation
Virtually no spelling, punctuation, or grammatical errors	Few spelling and punctuation errors, minor grammatical errors	A number of spelling, punctuation, or grammatical errors



LESSON 3

SETTING THE PATH

BECOMING A GREAT EMPLOYEE

At the end of this lesson, you will be able to:



appreciate the need for constant upgrading of your knowledge and skills to maintain your ability to earn a living as an employee through the following:

- attending training programs
- learning new skills on the job
- coaching and mentoring by supervisors/colleagues
- reading new developments/latest trends/innovations in one's area of employment
- joining online forums of like-minded professionals/employees (LS4LC-AE-PSA-AE/JHS-23)



LESSON 3

TRYING THIS OUT

Directions: Below is the list of skills which are necessary in various jobs or career paths. Determine which among these skills you feel competent in and which skills you want to develop. Place a check (✓) in the column that corresponds to your answer. Do this activity on a separate sheet of paper.

SKILLS	I FEEL COMPETENT	I WOULD LIKE TO DEVELOP
writing, editing, interpreting, or critiquing literary works		
public speaking, debating, advocating, presenting, or demonstrating an idea		
reading and following directions		
writing reports, letters, and memos correctly		
explaining things to other people		
building or constructing things or structures		
doing crafts using tools		
operating vehicles, machines, or electronic equipment		
repairing or setting up machines or equipment		
administering, planning, making decisions, and setting goals and priorities		
managing, directing, overseeing, and delegating tasks/people		
being patient with others		
helping/motivating others to get the job done		
presenting a neat and professional image		
being courteous when dealing with others		
solving problems in a cooperative way		
being eager to learn		



LESSON 3

UNDERSTANDING WHAT YOU DID

IMPACT OF LIFELONG LEARNING IN YOUR CAREER

Learning is a process. As you embark on your career, you will be learning a lot of things from what you experience every day. Such experiences could help you in your present or future career. Moreover, they could help you discover more things about improving yourself and your job. The following are some of the benefits of being a lifelong learner:



1. Continuous learning keeps you updated. With the discoveries and inventions every day, learning new trends in your field is advantageous. Such could help you update strategies that will make help you to do your job efficiently and excellently. Being an eager learner could help you easily cope with the changing times. One specific way by which you are sure to learn is by attending trainings and programs.

These programs are designed to educate and equip people about new technologies and developments in their field, so that they can be at par with the developments in the industry. Most companies will sponsor training programs for their employees and encourage them to attend seminars or forums that are related to their field. However, you can also attend training programs on your own, too. You can even enroll yourself in online classes that are related to your job for extra learnings.





2. Continuous learning will motivate you. The new learning that you will acquire will make you excited to try and apply it in your own work. This will bring new challenges that will make your work more interesting.

Learning new skills on the job and applying them to your work would feel like a reward for yourself because it shows that you learned something new and you were able to apply it to your work efficiently. Also, constantly striving to improve yourself while working will help you become not only a better employee, but also a better person as a whole.

3. Continuous learning will help you grow your network. As you learn new things in your career, you will also meet new people for you to work with. Enrolling in or joining training sessions will give you a great opportunity to know people and experts in your field of profession.

Moreover, coaching and mentoring by supervisors and colleagues especially when you are under a training program will definitely help in building your connections in the field. In these sessions, you might

find new friends and people who share the same interests as you have. You might also find like-minded people that can help you improve your skill and give you more tips and strategies on how to handle your commitments and projects. Also, paying attention to what your supervisors and colleagues would say when they are coaching you will help you increase your efficiency as an employee.

4. Continuous learning will keep you employed. When you embark on an advanced learning and training, you have a chance to move ahead faster in your career compared to other employees in the company. This will give more opportunities for you to get promoted or be given a task that will directly impact you as a professional and the organization as a whole.



Reading new developments/latest trends/innovations in your area of employment will give you an edge among all your other co-workers, because your advanced knowledge regarding your field will reflect on how you handle your assignments and projects in your job. You don't necessarily need to enroll yourself in a certificate program to learn new things (although it will greatly help) but showing that you are interested with what you are doing will not only make you a better employee but you will also gain a good reputation from your supervisors and managers. This will help you keep your job, and if you are doing well enough, they might even give you a promotion.



Moreover, joining online forums of like-minded professionals/employees is another way of keeping up-to-date with the latest trends and innovations in your field. In this time and age, it is not very difficult to find groups and pages in the internet that are solely dedicated to discussing a certain area or field. You can easily find these online forums in social media platforms and search engines. This is also another way to expand your network in your field.

These are some of the benefits why you need to keep learning every day. Having a good career is not enough. You should take care of it through improving yourself and discovering your potentials and strengths as a professional.



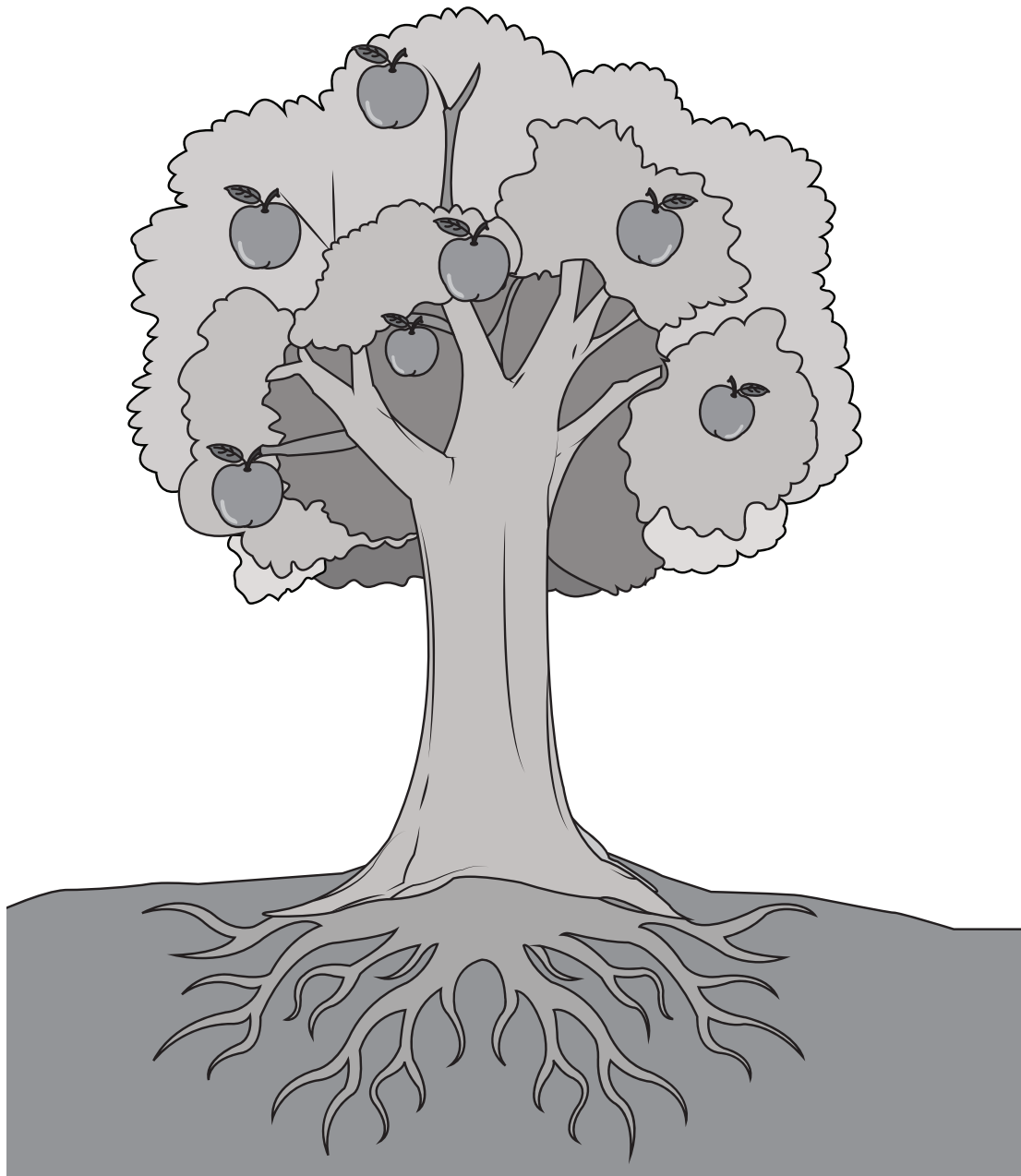
LESSON 3

SHARPENING YOUR SKILLS

- I. **Directions:** Identify the “rocks” and “roles” in achieving lifelong learning in your career. Write in the ROCKS column the challenges you may encounter as you try to be a lifelong learner. In the ROLES column, write the steps or things you can do to overcome the rocks or challenges. Do this activity on a separate sheet of paper.

ROCKS	ROLES

II. Directions: Think of the benefits of lifelong learning in your career. Write the benefits in each fruit of the tree below. Do this activity on a separate sheet of paper.





LESSON 3

TREADING THE ROAD TO MASTERY

Directions: Read, analyze, and answer the question below. Write an essay consisting of not more than ten (10) sentences. Your answer will be evaluated using the rubric below. Do this activity on a separate sheet of paper.

?

Why do successful people still need to keep learning every day?

Exceeds Expectations (15 points)	Satisfactory (10 points)	Needs Improvement (5 points)
Meaningful response with specific ideas	Sufficiently developed response with enough explanation	Limited response with minimal explanation
Virtually no spelling, punctuation, or grammatical errors	Few spelling and punctuation errors, minor grammatical errors	A number of spelling, punctuation, or grammatical errors



MODULE 1

DON'T FORGET



- One of the most difficult decisions that you will make is to choose your career.
- In choosing the career that suits your interests and skills, you should consider doing the following: assess yourself, list down occupations, research the occupations in your list, make a career choice, identify your goals, and write a career action plan.
- Work readiness skills are a set of skills and behaviors that an individual needs to fulfill his/her chosen career or job.
- There is no standard formula to make an individual ready to take his or her first career.
- Through constant learning, your skills will be honed through time and will be part of your strengths as you master them along the way.
- The rights and responsibilities of employees and employers vary based on the labor laws of a country.
- Learning new things will give you broader perspectives that you can apply to your present or future career.





MODULE 1

EXPLORE MORE

For additional activities related to the topics in this module, these resources may be helpful:

Career Decision-Making Workbook

(<https://ccdf.ca/wp-content/uploads/2019/02/CAREER-DECISION-MAKING-WORKBOOK.pdf>)

Three Questions to Unlock Your Authentic Career

(<https://www.youtube.com/watch?v=vMiSf7LpFQE>)

Skills Assessment Worksheet

(<https://ccv.edu/documents/2013/11/skills-inventory-worksheet.pdf/>)

Employee's Right After Job Termination

(<https://www.youtube.com/watch?v=rjeXyly6tVY>)

Successful People Never Stop Learning

(<https://budbilanich.com/successful-people-never-stop-learning/>)



MODULE 1

REACH THE TOP

Directions: Read each item carefully and choose the letter of the best answer that completes each statement or that answers the given question.

1. One of the most difficult and important decisions that you will make in your life is to choose _____.
 - A. the career you will pursue
 - B. the clothes you will wear on your first day in the job
 - C. the vacation spot you will visit
 - D. the purchase you will make on your first pay-day
2. Before you make a good decision about your career choices, you need to _____.
 - A. consult your parents
 - B. consult your closest friend
 - C. consult your teacher
 - D. assess yourself/your goals
3. When applying for a job, you need to _____.
 - A. prepare an application letter
 - B. prepare a biodata/curriculum vitae
 - C. prepare for a job interview
 - D. all of the above
4. Work readiness skills are sometimes called _____.
 - A. work skills
 - B. hard skills
 - C. soft skills
 - D. All of the above

5. The following are some of the responsibilities of employers except _____.
- A. giving their employees a safe workplace
 - B. giving their employees their salary and benefits
 - C. asking their sick employees to report to finish their work
 - D. giving their employees a prior written notice if their contract is about to end
6. Which of the following is not included in the rights of employees?
- A. The employees have the right to full employment regardless of their background.
 - B. The employees have the right to come to work at their schedule.
 - C. The employees should receive their salary on time.
 - D. The employees have every right to have a rest day at least once a week.
7. It is a plan that includes specific steps that you will have to take in order for you to make progress in achieving your goal.
- A. action plan report
 - B. career action plan
 - C. career plan
 - D. goal plan
8. The rights and the responsibilities of employers and employees vary based on _____.
- A. the personal opinion of the employers
 - B. the interests of the employees
 - C. the labor laws of the country
 - D. all of the above

MODULE 1

9. Which of the following will help you cope and deal with the changing environment?
- A. stock knowledge
 - B. continuous learning
 - C. chatting with friends
 - D. browsing the internet
10. What should you do in order to have a great opportunity to know people and experts in your work/profession?
- A. enroll or participate in trainings
 - B. read more books
 - C. consult some known leaders
 - D. wait for an opportunity

ANSWER KEY

PRE-ASSESSMENT

PAGE 3

1. Career
2. Skill
3. Employee
4. Employer
5. Learning

LESSON 1: PREPARING FOR FUTURE CAREER

TRYING THIS OUT

PAGE 5

(Answers may vary)

- **The job is:**
 - to become a firefighter
- **Job description:**
 - puts out the fire and helps people in emergencies
- **Salary:**
 - around P20,000/month
- **Responsibilities:**
 - respond to emergency calls especially of those in fire, provide rescue in various forms of danger, drive and operate fire fighting apparatus like the fire truck
- **Requirements:**
 - college degree, knowledge of the rules and regulations in the fire service, extensive knowledge and training in emergency medical care, and skill in using fire equipment
- **Benefits:**
 - physical fitness, job security, good pay, and fulfillment

SHARPENING YOUR SKILLS

ACTIVITY I

PAGE 20

(Answers may vary)

What are my strengths and interests?

- I am good at cooking and I know how to bake. I like using my social media account and reading posts and articles about food. I like reading cook books and recipes. I also like writing my own recipes and posting them online.

What careers suit my strengths and interests?

- chef, business owner (restaurant or canteen owner), food blogger

What are the job demands/requirements of the careers listed above?

- Being a chef requires formal training; being a restaurant or canteen owner requires knowledge of different varieties of food and some amount to start a business. Being a food blogger also requires certain knowledge of food, good gadgets, and good connections (internet and people).

Which of these careers matches my strengths and interests and is aligned in my goals?

- I can be a chef.

What are my specific goals to become successful in my chosen career?

- I need to finish my studies so that I will learn more techniques and enhance my skills. I also need to have good grades so that it will be easy for me to get a job.

How will I specifically achieve my goals?

- After I finish ALS, I will pursue my studies and get a degree that will help me become a real chef.

ACTIVITY II

PAGE 21

1. punctuality
2. teamwork and collaboration
3. problem-solving and thinking skills
4. resiliency, problem-solving and thinking skills
5. taking initiative, self-management

TREADING THE ROAD TO MASTERY

PAGE 22

Question:

What is the most important thing to consider when choosing a career?

Possible Answer:

After this lesson, I realized that aside from my personal goals that I want to achieve, the most important thing to consider when choosing a career is my skill. I think it is best that I assess first what my interests and skills are because these will serve as my weapon.

LESSON 2: THE EMPLOYEES AND THE EMPLOYERS

TRYING THIS OUT

PAGE 24

- 1. What actions can Rosette take to stop the unwanted behavior?**
Rosette may talk to Karl and tell him that she is no longer comfortable of what he is doing with her. She may also refer her situation to their manager and ask for an advice.
- 2. What responsibilities have Karl and Café Benz got to ensure the workplace is free of discrimination and harassment?**
It is Karl and Café Benz' responsibility to ensure that their employees have a safe workplace. They must have a set of rules and laws to be followed to make sure that all the employees are neither discriminated nor harmed.

SHARPENING YOUR SKILLS

ACTIVITY I

PAGE 29

(Answers may vary.)

A. As an employee

- 1. You are planning to take an online class so you want your working hours to be changed from morning to graveyard shift.**
Possible Answer: "Sir, I would like to request to have my schedule be changed because I want to enrol in an online class. I hope you will give a positive response regarding this."
- 2. You need to accompany your wife for her pre-natal check-up.**
Possible Answer: "Sir, will it be fine if I take a leave to accompany my pregnant wife on her check-up?"
- 3. You immediately need to take a leave because you just remembered that today is your son's card giving day at school.**
Possible Answer: "I am very sorry for the short notice, Ma'am. Please allow me to be take a leave for today because I need to go to my son's school to get his report card."

ANSWER KEY

4. **Your boss requests you to come to work on your day-off next week because the office will be very busy that day.**

Possible Answer: “It will be fine, Sir, as long as I do not have a schedule on that day. I would also like to clarify if I will get an additional pay for it. Thank you!”

5. **You are asked by your employer to do a task which should be submitted later that night but your official time is only up to five in the afternoon.**

Possible Answer: “I am sorry to refuse, Ma’am, but I cannot extend my time in the office because I have a prior commitment today. Will it be fine if I just do it tomorrow morning instead?”

B. As an employer

1. **A worker has been reporting late almost every day.**

Possible Answer: “You have been reporting late for days now. I hope you know it is your responsibility to come on time. May I invite you in my office to discuss this matter with you? I would also like to hear your side.”

2. **An employee did not come to work without any notice.**

Possible Answer: “Is there any valid reason why you were absent without notice? I hope this does not happen again.”

3. **You want a worker to change his working time permanently, from a day shift to a night shift.**

Possible Answer: “May I request you to change your schedule? Please find time to talk to me so that I can also discuss with you your incentives.”

4. **You need to lay off workers because the business is facing some crisis.**

Possible Answer: “I am very sorry but the business has been through a tough time these weeks. I would have to lay off employees but I will make sure that you will get all the benefits that you should receive.”

ANSWER KEY

5. A worker accuses you of favoritism after promoting an employee who just got hired six months ago.

Possible Answer: “Such accusation is not tolerated in this place. I will discuss with you my basis for promoting him to clarify that I made the right decision.”

TREADING THE ROAD TO MASTERY

PAGE 31

Question:

Why is it necessary for you to know your rights as an employee?

Possible Answer:

As an employee, it is important for me to know my rights to make sure that I am safe in my workplace. My rights will keep me protected from being harmed or discriminated against.

LESSON 3: BECOMING A GREAT EMPLOYEE

TRYING THIS OUT

PAGE 33

(Answers may vary)

Possible Answers:

- | | |
|----------------------------|-----------------------------|
| 1. I would like to develop | 11. I would like to develop |
| 2. I would like to develop | 12. I would like to develop |
| 3. I feel competent | 13. I feel competent |
| 4. I would like to develop | 14. I would like to develop |
| 5. I feel competent | 15. I feel competent |
| 6. I would like to develop | 16. I feel competent |
| 7. I would like to develop | 17. I feel competent |
| 8. I would like to develop | |
| 9. I would like to develop | |
| 10. I feel competent | |

SHARPENING YOUR SKILLS

ACTIVITY I

PAGE 38

Rocks:

- I need to support my siblings.
- It will add on my finances.
- I may not have enough time.
- My family may not agree with it.
- I need to look for a stable job first.

Roles:

- I can earn while learning new things.
- I can look for programs that are offered for free.
- I can attend weekend or modular classes.
- I will explain to them that it will also help me improve myself.
- I will look for an employer that provides growth and development programs to their employees.

ANSWER KEY

ACTIVITY II

PAGE 39

(Answers may vary)

Possible Answers:

1. It gives me new knowledge.
2. It can help me with my career growth.
3. I learn new skills.
4. It keeps me updated.
5. I can be competitive in my field of work.

TREADING THE ROAD TO MASTERY

PAGE 40

Question:

Why do successful people still need to keep learning every day?

Possible Answer:

Successful people may already have the things they need but it is still necessary for them to keep learning every day. Things are changing every day and learning new things will help people become updated and be competitive with all the trends and changes.

REACH THE TOP

PAGE 43

1. A
2. D
3. D
4. C
5. C
6. B
7. B
8. C
9. B
10. A

GLOSSARY

Career	job that you do during your working life
Career goal	a target that guides your career
Employee	someone who gets paid to work for a person or company
Employer	a person or company that hires employees
Integrity	the quality of being honest
Lifelong learning	the voluntary act of learning throughout life
Occupation	a job or profession
Personality	combination of qualities that form an individual's character
Professionalism	the competency or skill expected of a professional
Self-esteem	confidence in one's own worth

GLOSSARY

Self-management

taking responsibility for one's own behavior and well-being

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