

Section 1 for all the Entry 1 SLAL syllabuses

Identify one important skill necessary in the performance of the job for which you are training or hope to train. Describe one or two activities which illustrate the use of this skill and where possible, demonstrate one of these activities. Use supporting visual material as appropriate

EARLY CHILDHOOD STUDIES.**LEVEL 1**

Section 1.

Describe and demonstrate how you would use a toy, piece of apparatus, basic material etc. as part of a social/educational program for young children

Section 2.

Either introduce and read a passage from an educational journal/reference book dealing with some aspect of child development or childcare.

OR

Choose a story suitable for young children and tell it to the group as if telling it to a group of young children.

Section 3.

Paired exercise. A telephone call to a Day Nursery, Infant class or Nursery class with information about a child in the class e.g. the child will be picked up by a grandparent instead of the mother that day or a telephone call from the school to the parent e.g. an incident that has occurred during the day such as the child being ill.

LEVEL 2

Section 1.

Tell the group why you wish to work with young children and in what area your interests specifically lie e.g. Day Nursery, School Nursery or Infant class, Nanny etc. Say how you hope your career will progress. Will you need to extend your experience and qualifications?

Section 2.

Select a story suitable for young children. Say why it is suitable and comment on the language used. Read the story to the group who will listen as a young group.

Section 3.

Explain and demonstrate how you would use a piece of apparatus/basic material to assist in the development of language or numeracy with young children.

LEVEL 3.

Section 1.

Give a prepared talk on some aspect of the cognitive or social development of children and show how this development may be helped by the work of the classroom assistant.

Section 2.

Give brief survey of books dealing with young children which you have enjoyed and mention two which have influenced you. Read an extract from one of them and comment on its value for a person dealing with young children.

Section 3.

Based on your work experience, discuss ways that you feel may improve the quality of the experience of the children in your care.

OR

Choose a cutting from an educational journal or quality newspaper which deals with some current issue in the education of young children e.g. testing. Summarise the content and give your own opinions.

LEVEL 1.

Section 1.

Describe an activity useful in caring for the elderly e.g. the running of a group activity in a residential home.

Section 2.

Tell a story to a group of elderly residents as part of recreation session.

OR

Introduce and read an extract from book dealing with an area to which residents will be shortly going on a day outing or longer visit.

Section 3,

Paired exercise. Telephone call to a residential home from a relative asking for a message to be passed to a resident.

LEVEL 2

Section 1.

Explain why you have chosen a career in social care. Say which area of social care you are most interested in e.g. residential home, sheltered accommodation, home visiting, child minding, care of disabled etc. What are your ambitions? How do you see yourself in 5 years time?

Section 2.

Introduce a speaker who has come to give a talk/demonstration to a group of residents in a home or sheltered accommodation.

OR

Present a gift to a resident at a party to celebrate that resident's birthday or anniversary.

OR

Introduce and read an extract or article from a book or magazine to a group as part of a recreation session.

Section 3.

Describe and demonstrate a skill you find useful as a care assistant. Illustrate your with examples of good practice.

OR

Briefly outline a job for which you would like to apply and explain why you think your skills, qualifications and experience make you a suitable applicant.

LEVEL 3

Section 1.

Give a prepared talk on some current issues in Social Care in which you are professionally interested. e.g. Care in the Community.

Section 2.

You are selecting books to be placed in the residential home library and/or videos for the lounge. Read an extract from one of them or a review of one of them and say why you have chosen them.

OR

Give brief survey of the kinds of books you find useful in training for social care. Read an extract from one of them and comment on its relevance to your work.

Section 3.

On the basis of your work experience, discuss with the group ways in which you feel the quality of care in homes may be improved.

OR

Summarise a cutting from a journal or quality newspaper dealing with some aspect of social care and give your opinions.

For students who are training to work in leisure centres, as personal trainers, coaches and in travel agencies etc.

LEVEL 1

Section 1.

Describe a skill you use in your work in a leisure centre e.g. running aerobics classes, as a personal fitness trainer, as a games coach, running Keep Fit classes for senior citizens, as a lifeguard etc.

OR

Describe the skills required by a travel agent. Describe or demonstrate how you would deal with a specific enquiry.

Section 2.

Introduce and read an extract from a Leisure/Tourism journal/magazine/travel article.

OR

Tell a story involving the Leisure/Tourism industry.

Section 3.

Paired exercise. Telephone call to a travel agent asking for information on last minute deals. Telephone call to a leisure centre requesting information about activities on offer for someone who is new to the area.

LEVEL 2

Section 1.

Explain why you wish to make a career in the Leisure/Tourism industry. Describe the area of work in which you are particularly interested e.g. coaching, travel agent, martial arts instructor and say why.

Section 2.

Introduce a famous sportsman who has come to give a talk to a group at the Leisure Centre

OR

Propose a vote of thanks after the talk.

OR

Introduce and read an extract from a Leisure/Tourist magazine or Guide Book or Travel Book. Comment on its relevance to your current professional concerns.

Section 3.

Describe and demonstrate a particular skill in your area of work in the industry e.g. Booking a hire car for a client. Teaching a particular skill in a sport etc.

LEVEL 3

Section 1.

Give a prepared talk on basic aspects of your work in the travel/leisure industry e.g. the work of a games coach, a travel agent, a fitness trainer etc. Illustrate the talk with examples of good practice.

OR

Explain how your education, training and experience have equipped you for working in the industry and outline your ambitions for the future.

Section 2.

Give a survey of some reference books/articles for the Leisure/Tourism industry and/or books to be read for pleasure such as travel books that you have found interesting and useful. Introduce and read an extract from one of them and comment on its relevance to your work.

Section 3.

Summarise an article from a quality newspaper or magazine dealing with current issues in the industry e.g. the effect of terrorism on tourism and give your opinions.

OR

From your work experiences, discuss with the group steps you would like to see implemented to improve certain aspects of the industry e.g. ways of reviving traditional sea side resorts hit by package foreign holidays.

CABIN/GROUND CREW**LEVEL 1.**

Section 1.

Demonstrate your skill at communicating, using a PA system in an airport or on board an aircraft.

Section 2,

Introduce and read an extract from a book or magazine dealing with an airline or airport.

Section 3.

Paired exercise. Telephone call to an airport e.g. requesting arrival times, complaining about the non arrival of luggage missing in transit, asking for a message to be passed to a passenger in transit etc.

LEVEL 2

Section 1.

Explain why you wish to make a career in Ground or Cabin crew. Which parts of the work attract you most and what are your ambitions for the future? How do you hope to realise those ambitions?

Section 2.

Introduce and read an extract from a work of fiction or non-fiction dealing with some aspect of air travel

Section 3

Explain what skills are required in making an announcement by PA in an airport or on board an aircraft. Give a practical demonstration of those skills.

LEVEL 3

Section 1.

Give a prepared talk about an airport or airline in which you are interested and where you would like to work. What advantages do you think this airport or airline possesses?

Section 2.

Give a brief survey of some books or articles dealing with air travel that you would use for reference and/or pleasure. Introduce and read an extract from one of them and comment on its relevance to your work.

Section 3.

Present suggestions for discussion of how air travel may be improved over the next decade

LEVEL 1

Section 1.

What skills do you think are most important for an Overseas Rep. to develop? Give a brief demonstration of one skill e.g. selling excursions to clients in a holiday resort. Using a PA system on a coach trip. Dealing with a complaint etc.

Section 2.

Choose an extract from a book/magazine dealing with an area and introduce it to a group of clients you are hoping to persuade to visit that area.

OR

Tell a story to a group of clients about an incident affecting tourists in the resort they are staying. The story may contain a cautionary note e.g. security, health implications etc.

Section 3.

Pair exercise. Telephone call to book a trip, make a complaint, report a theft etc.

LEVEL 2.

Section 1.

Describe a holiday which you have enjoyed. Analyse the reasons for the success of the holiday. Show how it may have influenced your wish to train for a career as a Rep.

OR

Give a talk about a holiday destination in which you are interested and where you would like to work.

Section 2.

Introduce a local expert who is to lead a group of clients on an excursion, to those clients.

OR

Read an extract from a book or magazine about a particular tourist area or site which you think will be of interest to clients who will be visiting that site later.

Section 3

Demonstrate the skill of conducting a coach transfer from airport to hotel

OR

Give a brief description of the job of Overseas Rep. for which you hope to apply and outline the skills, education and experience which you think make you a suitable applicant.

LEVEL 3

Section 1.

Give a prepared professional talk on a resort/ hotel in which you are interested as if you were the company rep. at that resort.

Section 2.

Give a brief survey of books and/or magazines dealing with the holiday resort where you would like to work. Introduce and read an extract from one of them and show what the content may have to offer potential clients.

Section 3.

Outline some ideas for improving tourist facilities in an area of your choice.

LEVEL 1

Section 1.

Describe a skill you have developed that you think will be useful for you in the business in which you hope to be employed e.g. computer literacy, invoice management etc.

Section 2.

Choose an extract from a business magazine/journal and introduce and read it to the group.

Section 3.

Paired exercise. Telephone call dealing with situations such as making an order or complaining about a late delivery.

LEVEL 2

Section 1.

Describe the career of a businessman/entrepreneur you admire. Suggest reasons for his success and say what lessons you may learn from his example.

OR

Describe an area of business in which you are interested and which you hope to make your future career.

Section 2.

Introduce and read an extract from a business journal or magazine dealing with an aspect of business. Comment on its relevance to your interests.

OR

Introduce a guest speaker to a lunchtime gathering of businessmen. You are the Hon. Sec of the organisation which arranges these monthly luncheons.

Section 3.

Explain and demonstrate some aspect of a process used in business e.g. stock control, PR, portion control in catering etc.

OR

Outline the requirements of a job for which you hope to apply. Provide a CV and briefly give reasons why you think you are a suitable applicant and be prepared to answer questions from the group.

LEVEL 3.

Section 1.

Give a short talk on some aspects of your professional interests.

Give a talk on your ambitions personally and professionally and analyse your current strengths and weaknesses. What further training and experience will you need to fulfil your long-term ambitions?

Section 2.

Give a brief survey of the kinds of books you enjoy and/or use for reference. Introduce and read an extract from one of them and comment on its relevance to your present studies.

Section 3.

What have you gained from your work experience? How would you seek to make improvements to the organisation where you worked?

Or

Summarise an article dealing with a current controversial issue in business e.g. interest rates. Discuss the points with the group and give your own opinions.

LEVEL 1

Section 1.

Describe a skill or skills you would wish to develop as a manager. Specify the area in which you would hope to work e.g. Computer Graphics. A restaurant/hotel.

Section 2,

Tell a story to the group which illustrates a principle or principles of good management. It could be a fable.

OR

Introduce and read an extract from a relevant magazine which deals with some aspect of management.

Section 3.

Paired exercise. Telephone call e.g. arranging a duty roster, placing an advertisement for temporary staff etc.

Arranging a staff meeting.

LEVEL 2

Section 1.

Describe an exercise which you were responsible for planning, developing and bringing to a conclusion. Would you go about it differently if starting again?

Section 2.

Introduce an outside speaker to a group of colleagues who are resentful of giving up the time to hear her/him and seek to convince them that their time will be well spent.

OR

Introduce and read an extract from a magazine or quality newspaper which deals with some aspect of management. Show how it is relevant to your work.

Section 3.

Based on your work experience, give examples of good and/or poor management. If you had a free hand what would you have done differently and why?

OR

Summarise an article dealing with a current issue in management. Discuss the points raised with the group and give your own opinions.

LEVEL 3

Section 1.

Give a prepared talk on aspects of management that interest you. What makes a good manager? Give examples.

OR

Discuss with the group, techniques for managing change. Give a worked through example.

Section 2

Survey some current literature in the field of management in which you hope to operate. Introduce and read an extract to the group.

Section 3

Discuss with the group a controversial issue based on a cutting from a quality newspaper. Acting as a chairman, seek to enable the group to arrive at a reasoned decision.

OR

Outline a proposition which will lead to an improvement in efficiency and morale in a company, workplace or community you specify.

LEVEL 1

Section 1.

Describe and/or demonstrate a skill or skills you regard as of fundamental importance in restaurant or hotel work e.g. dealing with complaints, methods of restaurant service, maintenance of health and safety in the kitchen etc.

Section 2.

Survey some books and/or articles which you have found useful in your training. Introduce and read and extract from one of them e.g. a particular recipe or cooking technique.

Section 3. Paired exercise. Telephone call making a booking in a restaurant, informing a hotel of late arrival etc.

LEVEL 2.

Section 1.

Give a prepared talk dealing with a particular interest in Hotel and Catering work. e.g. Mediterranean cookery, food photography, reception desk work, a hotel chain, the work of a famous chef, hospital catering, a celebrated cookery writer etc.

Section 2.

Introduce a celebrity cook, cookery writer or hotel manager who is going to give a talk to a group of Hotel/Catering students.

OR

Introduce and read an extract from a book or article dealing with some aspects of food service, preparation, hotel accommodation, B&B management etc.

Section 3.

Describe a particular culinary technique

OR

Outline the requirements of a post for which you wish to apply e.g. a hotel housekeeper, a sous chef, a receptionist etc. Give details of your skills, qualification and experience that make you think you are a suitable applicant. Be prepared to answer questions from the group.

LEVEL 3.

Section 1

Choose a person who carries some responsibility in the Hotel/Catering industry and give a prepared talk about that person's duties. What are your own long-term ambitions in the industry and how do you hope to achieve them?

Section 2.

Give a survey of some books and/or articles dealing with the industry which you have enjoyed and/or found useful in your work. Introduce and read an extract from one of them.

Section 3,

Choose a cutting from a quality newspaper or industry journal which deals with a current controversial issue e.g. genetically modified foods. Summarise the points and give your own opinions.

OR

Based on your work experience, make suggestions for improvements in the company, community or workplace.

LEVEL 1

Section 1.

Describe and demonstrate a skill you employ in your work in the salon e.g. eyelash tinting, eye makeup, highlights, hair colouring, Indian hand painting etc.

Section 2.

Choose and read an extract from a book, magazine, or newspaper which deals with some aspect of the Hair/Beauty industry.

Section 3.

Paired exercise. Telephone call – making an appointment, making an enquiry, a complaint etc.

LEVEL 2

Section 1

Describe a procedure in the salon in which you are particularly interested and may wish in future to specialise. What are your long-term ambitions in the industry?

Section 2

Choose an article which deals with some current developments in the industry e.g. new products or a book about the industry which you have enjoyed and introduce and read an extract.

Section 3.

Give details of a particular technique in Hair & Beauty and demonstrate it using a model if applicable.

OR

Outline the requirements of a post (e.g. a manicurist, a stylist, a reflexologist, a pedicurist, a tanning expert etc) which you wish to apply for. Explain why you think you are suitable applicant for the post. Be prepared to answer questions from the group.

LEVEL 3.

Section 1.

Give a prepared talk on an aspect of the industry in which you are particularly interested in developing your skills e.g. Aromatherapy, Indian Head Massage, Unisex Styling, Ethnic Makeup etc.

Section 2.

Give a brief survey of trade journals or books that you find useful for reference. Introduce and read an extract from one and show its relevance to your work.

Section 3.

Based on your work experience, suggest ways improvements may be made in the industry.

Or

Select a cutting from an article which deals with a current issue which may be controversial in the industry. Outline the points and give your views.