



# DistanceLearningCentre.com

## Podcast Transcript

**Course:** Level 3 Diploma

**Subject:** Study Skills

**Transcript:** TAQ 3

## Introduction



Hi and welcome to a podcast that looks at **TAQ 3**. In this episode I will take you through this TAQ and provide you with some advice. You should have the Assessment TAQ file and student answer sheet available whilst listening to this. Remember you can pause this audio file and listen to it again if you need to.

In **TAQ.3** you are asked to complete an **action plan** to help you complete a successful application for your chosen course or career. This should be based on your research in **TAQ.1** and the areas you have highlighted for development in **TAQ2**.

You need to think about areas of your application which you would like to develop before applying. Courses which lead to specific careers may require work experience or work shadowing in the area. This can be quite difficult to obtain and opportunities for work experience often come from speculative enquiries by sending a copy of your CV and a cover letter which explains why you want to take part in work shadowing. If this relates to the NHS for instance you will need to contact your local NHS trust to enquire about contacts or opportunities. Find out the name and email address of the person you need to contact