

Work Experience Module 1

Introduction



AIMS

Plan, experience and evaluate a work **placement**.



AIMS

Acquire **self-confidence**,
communication and
interpersonal skills by
working with adults.



AIMS

Develop personal **skills** for
the workplace.



AIMS

Develop vocational interests and consider possible career paths.



AIMS

Acquire and apply skills and knowledge by direct experience in a workplace.



There are 4 Units

Unit 1: Pre Placement
Planning Unit

Unit 2: Placement Unit

Unit 3: Operational Unit

Unit 4: Review of Experience

Key Assignment 1

I listed what I personally wanted to learn from my work experience placement.



Key Assignment 2

I made specific arrangements for my first day on work experience.



Key Assignment 3

I completed a report on my work placement and recorded my reflections on a daily basis.

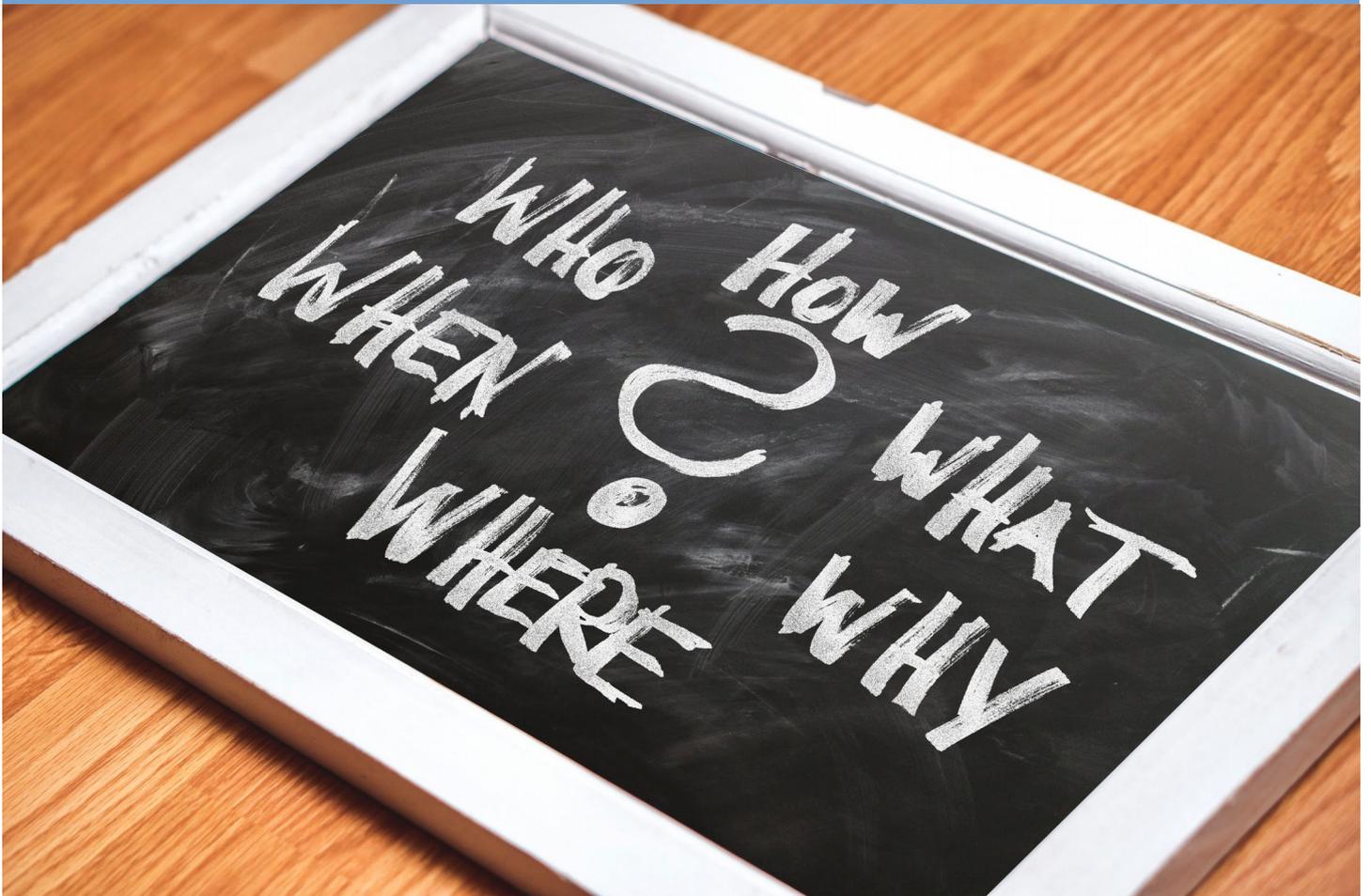


Key Assignment 4

As part of a group I explained what I learned from my work placement and I developed ideas and plans for future placements.



Unit 1: Pre Placement Planning



Have You Ever Worked?



Have you **ever worked** e.g. holiday-work or part time work?

What were you **expected** to do?

What **skills** did these jobs require?

Self Assessment

- Go to www.qualifax.ie and **complete** the self assessment. Retain a copy!



Key Assignment 1

I listed what I personally
wanted to
learn from my work
experience placement.

Work Experience Goals



List **three things, and why,** you want to **learn** from Work Experience.

A large, empty white rectangular box intended for the user to write their three goals and reasons for learning from work experience.

The Employer's Report Card

Your employer will be given a **report card** when you **start** your work experience.

It will be used to **monitor** your **progress** and **learning**.



The Employer's Report Card

It has an **attendance** and **time keeping** section.



Plus an **evaluation** section to **list** your **strengths** and note **areas** that need **improvement**.

The Employer's Report Card Front & Back

Attendance Record

Please confirm students attendance at placement each day by signing below

Day No	Date	Employers signature a.m.	Employers signature p.m.
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

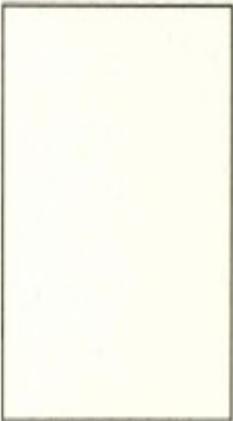
Leaving Certificate Applied

Work Experience Placement

Employers Record of

- student attendance
- student evaluation

Students Name _____



Students Photograph

School/Centre _____

The Employer's Report Card Middle Part

Evaluation of student

At the end of the placement please rate the student by placing a in the appropriate boxes

Rating	Excellent	Good	Fair	Poor
1 Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Time Keeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Ability to follow instructions and learn new skills and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Level of competence in completion of tasks given	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Overall attitude towards the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Ability to communicate with staff, supervisors and the public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Suitability for this type of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Any additional comments you would like to make

Signed _____ Date _____

Coping Strategies

- Write down what you should do in each situation.



Work Situation 1

You are **sick** and can't make it to work. What do you do?



A large, empty white rectangular box with a thin black border, intended for the user to write their response to the question above.

Work Situation 2

You absolutely **hate** the work **experience** and don't feel you are learning anything. What do you do?

A large, empty white rectangular box with a thin black border, intended for the user to write their response to the work situation question.

Work Situation 3

You are **late** on your first day and your **boss** gets **annoyed** and shouts at you.

What do you do?



Work Situation 4

You are asked to go and get a 'sky hook' from the store room. When you return without it everyone is **laughing** at you.

What do you do?



A large, empty white rectangular box with a thin black border, intended for a user to write their response to the question "What do you do?".

Work Situation 5

You are being **bullied** or you are made to feel **uncomfortable** by somebody you work with.

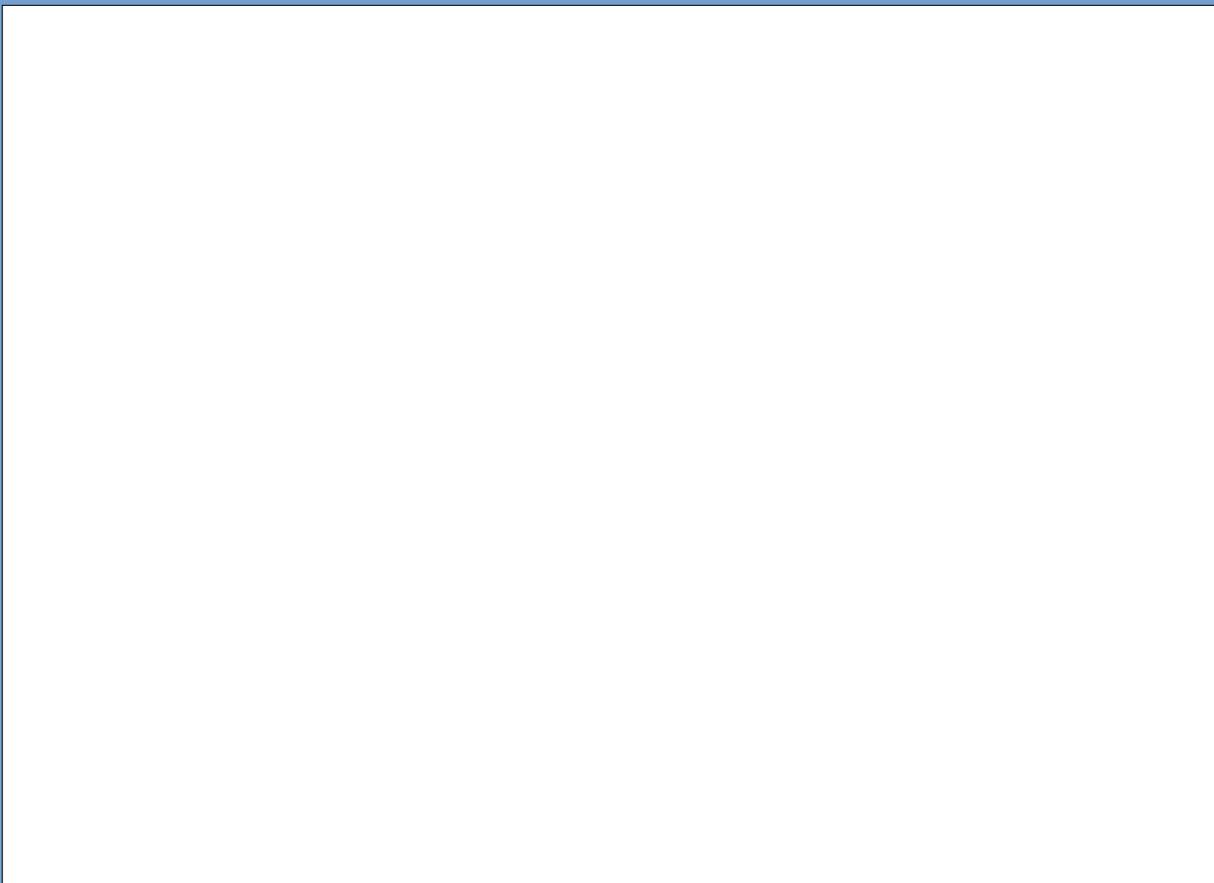
What do you do?



Work Situation 6

Your contact person is **not available**.

What do you do?

A large, empty white rectangular box with a thin black border, intended for the user to write their response to the question "What do you do?".

Key Assignment 2

I made specific
arrangements for
my first day on work
experience.

Basic Information



Record the following:-

The **name** and **address** of the **workplace**.

Your **contact person's** name, position and telephone number.

The **nature** of the work.

Your **hours**



Basic Information

Departure time from home

What you should wear

Lunch and travel arrangements

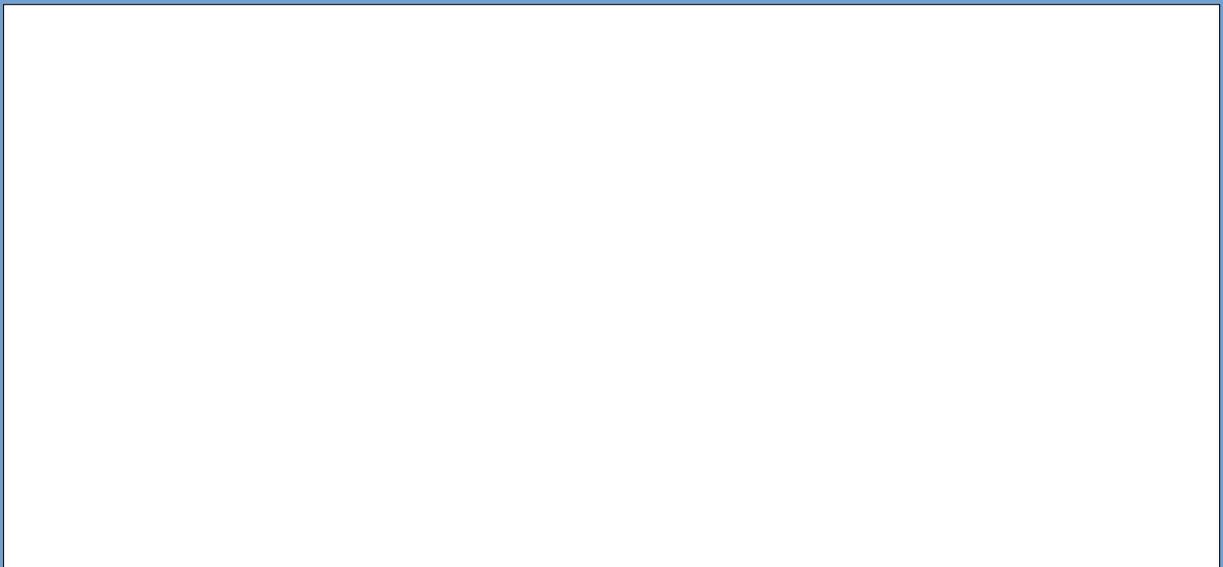
What you hope to learn

Health & Safety issues

Before Your Placement

Record your expectations, hopes and worries before your placement.

Use the Word Bank on the next slide if you need help.



Word Bank

- Hopeful
- Worried
- Anxious
- Concerned
- Nervous
- Confident
- Optimistic
- Positive



Before Your Placement

Think of a **question** you **asked** on the **first day**.
Write it down.



Reflection Time Each Day

- You will be expected to **complete** a personal reflection diary **daily** while on your work placement.
- It is **vital** you **record** your **thoughts** in this each day.



Reflection Time Each Day

- **Why?**



-
- Because your thoughts and feeling are **fresh** in your **mind**.

Unit 2: Placement Unit



Key Assignment 3

I completed a report on my work placement & recorded my reflections on a daily basis.

The Diary

- You are expected to **record** your **experiences** at work **everyday**.



- You can do this by recording your reflections by **writing**, **video** or **voice recording**.

The Diary

Day 1



- Who did you meet on arrival?

- Were you given a supervisor?

- Describe the product / service produced in your workplace.

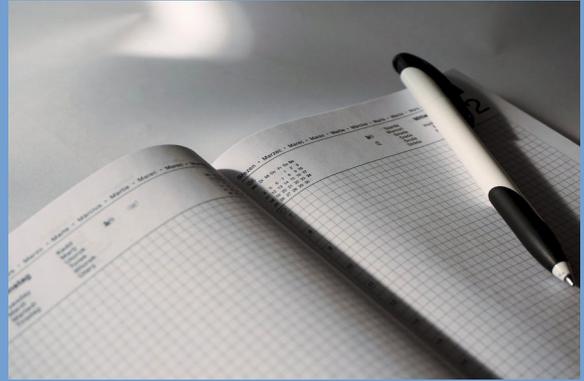
- What jobs did you do on the first day?

- What was the best thing about the day?

- What was the worst?

The Diary

Day 2



- List the jobs you did.

- What equipment did you use?

- What were the break times?

- What did you do at lunchtime?

What was the best and worst thing about the day?

The Diary

Day 3



List the jobs you did.

Describe the working hours & shift arrangements (if applicable).

Were there any Health & Safety rules?

How can you improve your work experience placement?

The Diary



Day 4

List the jobs you did.

What hours do people work in the company?

What happens if you miss a day?

What was the best thing about the day?

What was the worst?

The Diary



Day 5

List the jobs you did

How are you getting on with the people you work with?

What was the best thing about the first five days?

What was the worst part of the first five days?

What skills have you learned so far?

The Diary

Day 6



List the jobs you did:

How did you feel going in to work?

Have you had any problems so far?

How many people work in your company?

List some typical jobs in those departments.

The Diary



Day 7

List the jobs you did:

What are the main differences between school and work?

Did you take steps to improve your work experience? Yes? No? Why?

What else can you do to improve your time there?

The Diary



Day 8 - The Interview

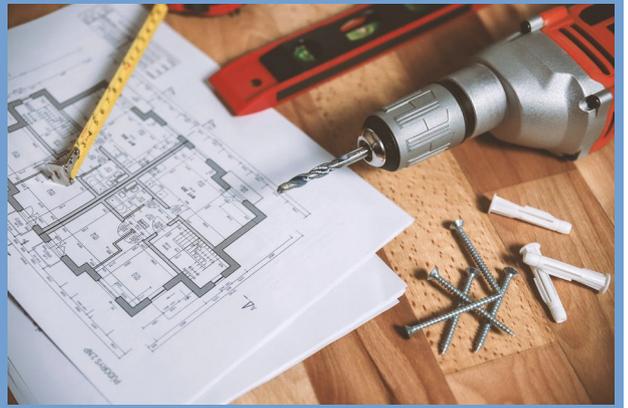
Pick a person you work with and ask them the following questions:

What job do they do in the company?

How did they get the job?

Detail any training or qualifications they needed to get their job?

The Diary



What skills do they use in their job?

What do they like and dislike most about the job?

Would they like to do something different?

Do they have any advice for you?

The Diary



Day 9

What personal qualities are needed for this job?

Describe the job opportunities for a graduate in this area of work.

How would you go about getting a job in this company?

The Diary

Day 10

- How do you think you did?

	Excellent	Good	Fair
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time Keeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Getting on with your supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Getting on with other workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to do the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your level of interest in the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Diary

Day 10

What have you learned about yourself during the ten days?

What was the best thing about the ten days?

What was the worst?

Unit 3: Operational Unit

The Important Areas Covered In The Employer's Report

Evaluation of student					Any additional comments you would like to make
<i>At the end of the placement please rate the student by placing a <input checked="" type="checkbox"/> in the appropriate boxes</i>					
Rating	Excellent	Good	Fair	Poor	
1 Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 Time Keeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 Ability to follow instructions and learn new skills and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 Level of competence in completion of tasks given	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 Overall attitude towards the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 Ability to communicate with staff, supervisors and the public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8 Suitability for this type of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
					Signed _____ Date _____

Important Aspects Of Work



- Answer the following questions:

Why is **attendance** and **punctuality** important?

Why do most work places have a **dress code**?

Do you know what the dress code is for **your** placement?

Important Aspects Of Work

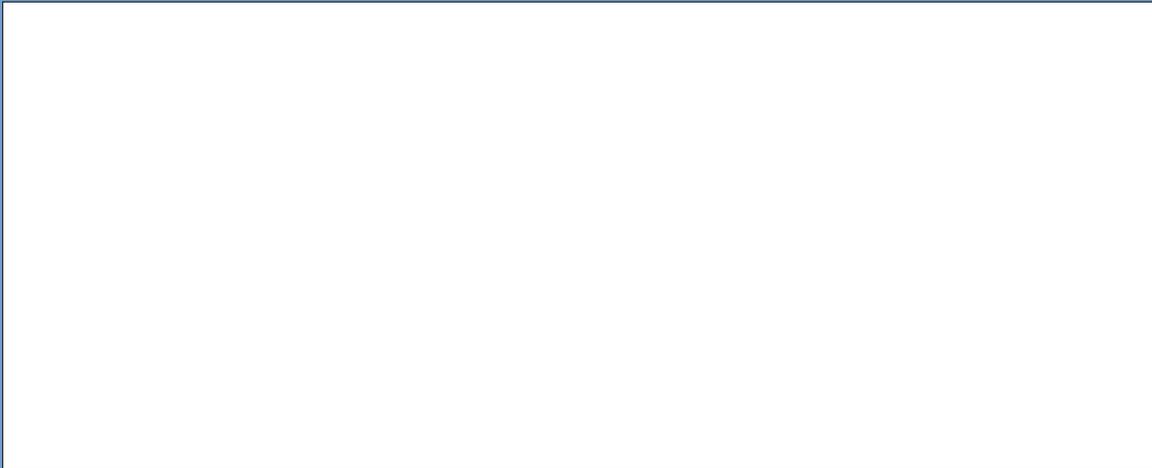


- Why is the ability to **follow instructions** and to **learn** new **skills** important?

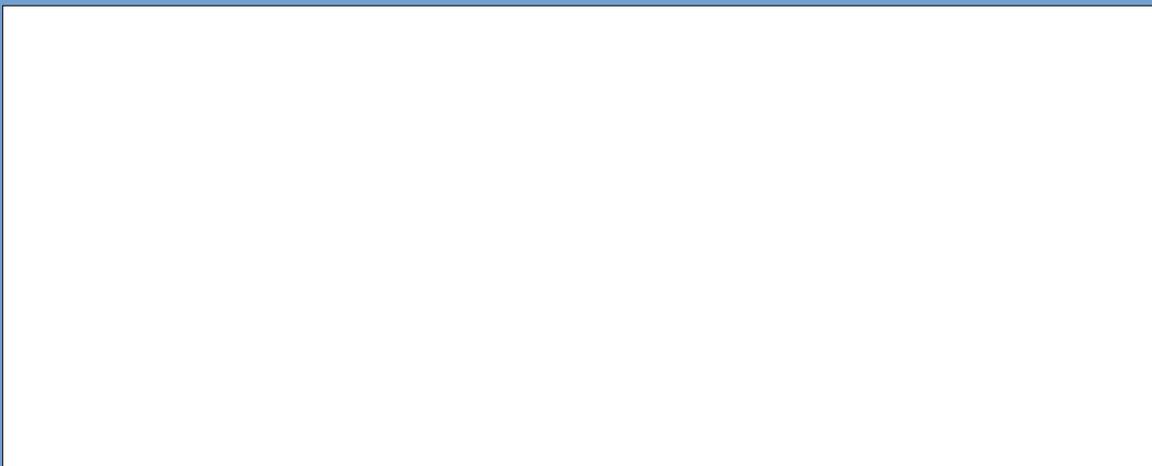
- Why do employers like you to **complete** tasks **willingly** and **carefully**.

Important Aspects Of Work

Why is the ability to **adapt** to the workplace **environment important**?



Why is **communicating** well with colleagues, supervisors and public **important**?



Important Aspects Of Work



- Why is it a good idea to **observe Health & Safety** regulations in the workplace?

- What the advantage in displaying a **positive attitude** to the job?

Unit 4: Review of Experience



Key Assignment 3

I completed a report on my work placement and recorded my reflections on a daily basis.

Review Questions

Answer the following questions as best you can.

The questions are designed to **help** you **review** your personal **learning**.



1. Working Life

What have you **learned**
about **working life**?



2. Development of Skills & Qualities

- Using the Word Bank on the next slide, fill in the **skills** and **qualities** you have **developed** on your placement.

A large, empty white rectangular box with a thin black border, intended for students to write their responses to the task above.

Word Bank



SKILLS

Problem Solving

Communication

Dexterity

Time Management

Active Listening

QUALITIES

Honesty

Being

Methodical

Confidence

Ambition

Being

Cooperative

3. Your Performance

- Did you find it **easy**?

- Did you find it **difficult**?

- Was it **boring**?

- Did you find the work **interesting**?

3. Your Performance

What do the answers to the above questions tell you about your suitability to the job?

A large, empty white rectangular box intended for a user to write their response to the question above.



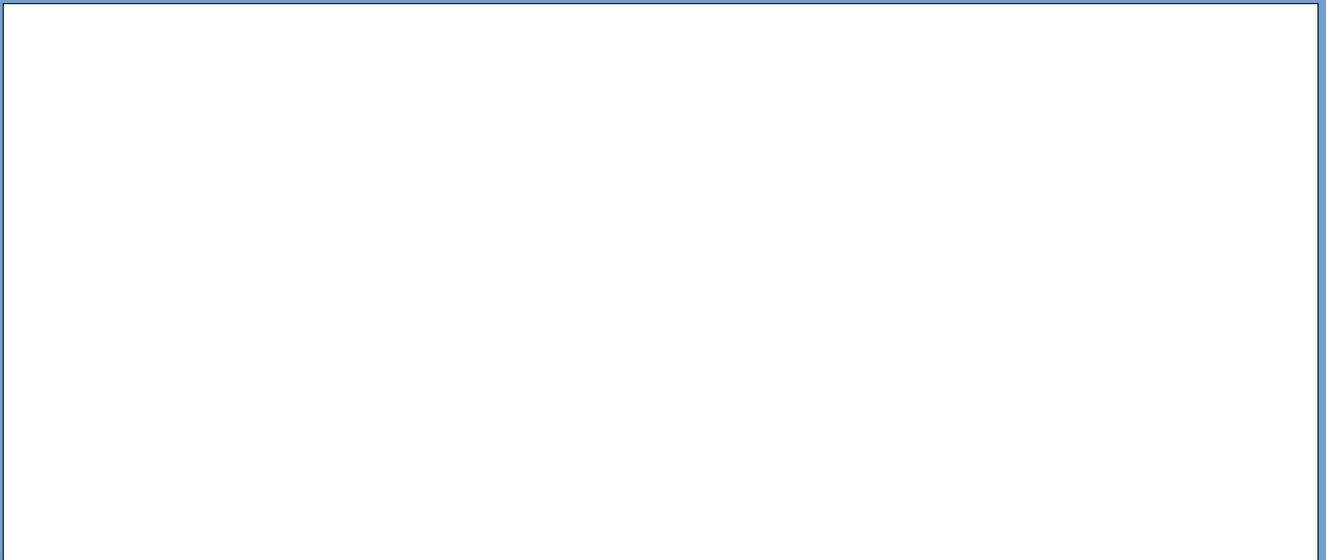
4. Expectations

- Discuss with a classmate if your work experience was how you **expected it to be?**

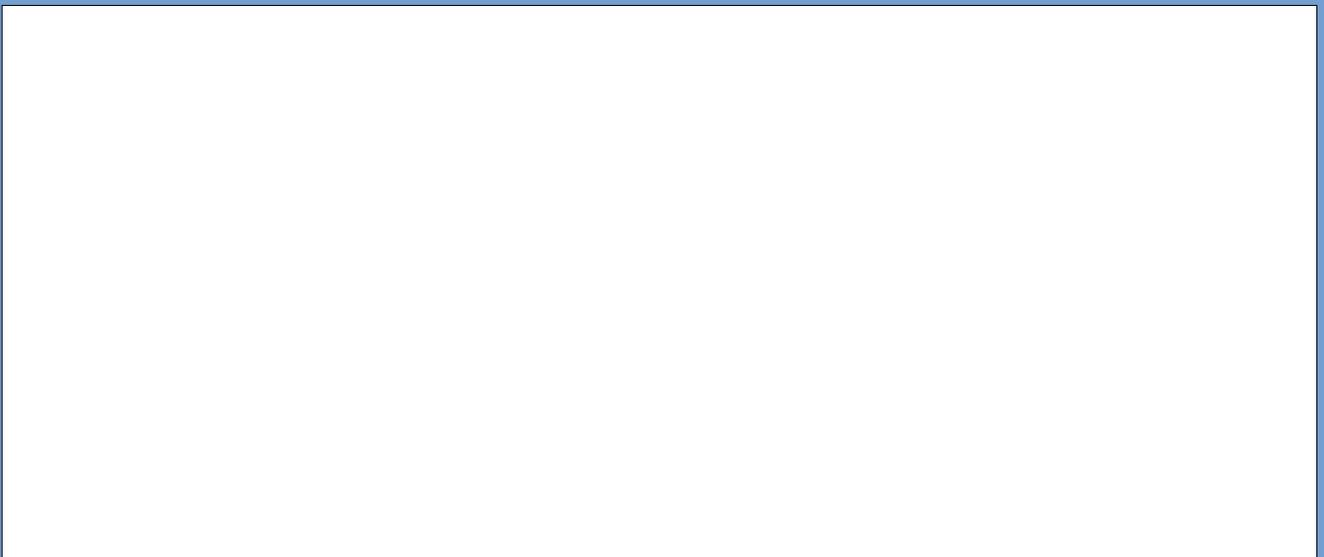


4. Expectations

- Has your work experience helped you improve in any of these areas?



- Did anything **unexpected** happen?



5. Vocational Interests



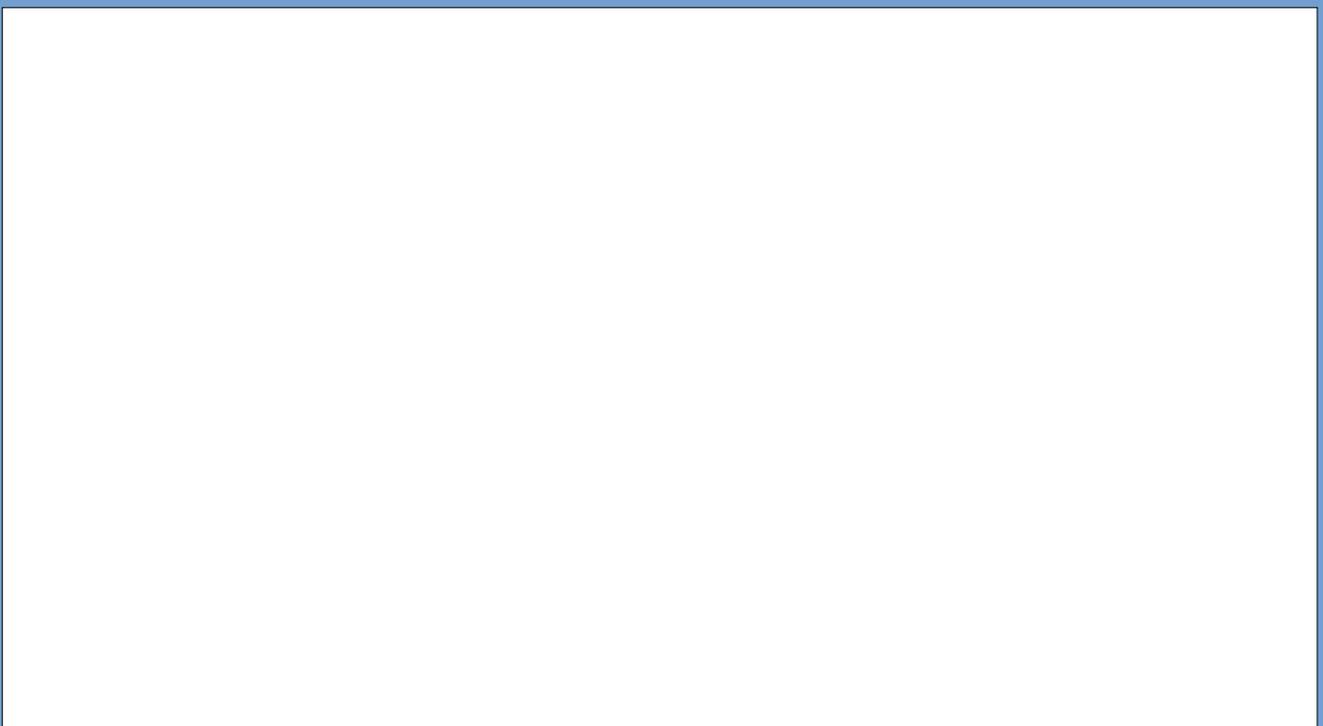
Would you want to **work** in this area in the **future**?

Can you **study** a course in this area?

What are your **plans** for the **next** placement?

6. Development

- What **qualities** and **skills** would you need to **develop** if you were looking for a **promotion** in your placement?



Key Assignment 4

As part of a group I explained what I learned from my work placement and I developed ideas and strategies for future placements.

Discussion

After you have written your report, discuss your experiences and your future plans with your classmates.



FEEDBACK

Thank You Letter/Email



Your Address

Today's Date _____

Dear,

Thank you for giving me the opportunity to gain valuable work experience in thearea.

I learned a lot about and what is needed to become a successful

I really enjoyed working with all the staff and would like to thank them for making me feel so welcome,

Yours sincerely,

.....

Your Name