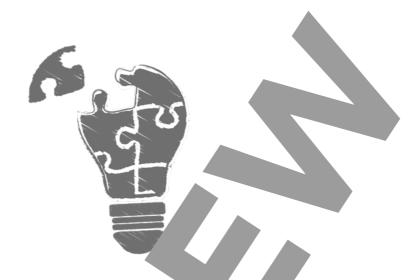


Name:	resources
Class:	schools





The Purpose of Work Experience



Dates	
Week 1:	
Week 2:	

Although you will not come school, punctuanty and attendance are taken every day at your place of work by the implevers and reported to school.

The aims of the V' ramme are:

- To give dents insight into the world of work, its disciplines and relationships
- To enable ts to improve their social skills, to gain greater independence more sibility
- o helr adents to appreciate the importance of commerce and industry to a development
- To give the nts a broader view of possible job and career opportunities



Where to go for work experience

			~ <	Ĭ
Future career:	1			7
	2			
	4.			
	3		_	
Possible places v	vhere you could do	work exp		
i ossibie piaces i	more you could do	WOLK GAP		
1				
Company:				
				_
Contact:				
Email:		Phone:		
2				
Company: _				_
Contact:				
_		D		
Ema		Phor	ne:	
3				
Company:)			
Contact:				
Email:		Pho	one:	



Self assessment

Think about the qualities listed below carefully before you decide which ones best describe you. Tick the most appropriate. Be honest and truthful!

- 5 Applies to you all of the time
- 4 Applies to you most of the time
- 3 Applies to you some of the time
- 2 Applies to you just occasionally
- 1 Never applies to you

Trait	Score 1-5	Com. t
Active		
Friendly		
Serious		
Amusing		
Talkative		
Shy		
Reliah		
A		
Sensible		
Good at practicals		



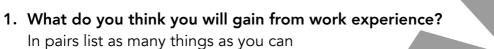
Peer assessment - assess your friend

Name of your friend	l:				
Think about the qualidescribe your friend.		pelow carefully before you de st ost appropriate.			
4 Applies to him all of the time 3 Applies to him most of the time 2 Applies to him some of the time 1 Applies to him just occasionally 1 Never applies to him					
Trait	Score 1-5	Com nt			
Active					
Friendly					
Serious					
Amusing					
Talkative					
Shy					
Reliab'					
A' ar					
Sensible					
Good at practicals					



Preparation for Work Experience







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u.	 	



Preparation for Work Experience

2. Make a list of things you will need to know about the oplacement before you go.	letails cur
placement before you go.	
a. Name and address of placement	
b. Contact name, email and telephone numb	
c. What time do I attend and wher do I and the fire	st day?
	ich was not what you
expected, after the first da, two you do?	
Refuse to go ag and nobody	
Feel pleased do something different	
Go because another	
Go' use y want two weeks off school	
Report bac. 'bool and request an immediate change	
Go directly to your employers and request a change	
Telephone Mr Harvey	



Concerns about work experience
List any concerns you have about work experience
With a friend discuss possible solutions
1 Concern
Solution
2 Concern
Solution
3
Concern
Solution
4 Concern

Solution ____



What you will gain from work experience



My Final List

1	The opportunity to interact with constitution nationalities.
2	The opportunity to be treated as au
3	The opportunity to won ith the control is sex.
4	The chance to be vironment than school.
5	The chance do semething practical.
6	The opportu. knr /hat it is really like to work.
add what e	ov et out of your work experience
7	
8	
9 _	
10 _	



Work experience: employee evaluation

Employee evaluation

Your employer will complete an evaluation of you during work existence.

Be aware of what you are being evaluated upon

. Very good . Good . Fair . Needs improveme

Strengths and achievements

Weaknesses and problems

Time keeping

Your specific duties

Presentation

Enthusiasm

Confidence

Verbal skills

Numerical skills

Practi kills

Relation that the other employees

Following inst.



Work experience: assessment

Take photographs

Take photos of yourself doing different aspects of your work experie.

- you can use these in your presentations

General information

Take photos of yourself doing different aspects o we xperi - you can use these in your presentations.

Organisation's name:
Work timings:
Nature of the work:
Your specific duties:
Team tas'



Work experience: assessment

Equipment used:					
			7.		
Your work space:					
			•••••		
Relationships: (boss and emplo	olan	and clients; mar	agament s	tylo: agos of	
employees; nationalities etc)	ibio	and chemis, mar	iagement s	tyle, ages of	
	<u></u>				
	<i>.</i>				
					• • • •