



Name:

Class:



The Purpose of Work Experience



Dates

Week 1:

Week 2:

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

The aims of the Work Experience programme are:

- To give students insight into the world of work, its disciplines and relationships
- To enable students to improve their social skills, to gain greater independence and more responsibility
- To help students to appreciate the importance of commerce and industry to a country's development
- To give students a broader view of possible job and career opportunities

Where to go for work experience

Future career: 1. _____
2. _____
3. _____

Possible places where you could do work experience

1
Company: _____
Contact: _____
Email: _____ Phone: _____

2
Company: _____
Contact: _____
Email: _____ Phone: _____

3
Company: _____
Contact: _____
Email: _____ Phone: _____

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



PREVIEW

Trait	Score 1-5	Comment
Active	<input type="checkbox"/>	
Friendly	<input type="checkbox"/>	
Serious	<input type="checkbox"/>	
Amusing	<input type="checkbox"/>	
Talkative	<input type="checkbox"/>	
Shy	<input type="checkbox"/>	
Reliable	<input type="checkbox"/>	
Ambitious	<input type="checkbox"/>	
Sensible	<input type="checkbox"/>	
Good at practicals	<input type="checkbox"/>	

Peer assessment - assess your friend



Name of your friend: _____

Think about the qualities listed below carefully before you decide. Tick the most appropriate. Describe your friend. Tick the most 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	Comment
Active	<input type="checkbox"/>	
Friendly	<input type="checkbox"/>	
Serious	<input type="checkbox"/>	
Amusing	<input type="checkbox"/>	
Talkative	<input type="checkbox"/>	
Shy	<input type="checkbox"/>	
Reliable	<input type="checkbox"/>	
Ambitious	<input type="checkbox"/>	
Sensible	<input type="checkbox"/>	
Good at practicals	<input type="checkbox"/>	

Preparation for Work Experience

1. What do you think you will gain from work experience?

In pairs list as many things as you can



- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____
- h. _____
- i. _____
- j. _____

PREVIEW

Preparation for Work Experience



2. Make a list of things you will need to know about the details of your placement before you go.

- a. Name and address of placement
- b. Contact name, email and telephone number
- c. What time do I attend and when do I arrive on the first day?

3. If you were placed in a work experience situation which was not what you expected, after the first day, what would you do?

- Refuse to go again and tell nobody
- Feel pleased to be there and do something different
- Go because you place is good as another
- Go because you want two weeks off school
- Report back to school 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 _____



PREVIEW

What you will gain from work experience



My Final List

- 1 The opportunity to interact with different nationalities.
- 2 The opportunity to be treated as an adult.
- 3 The opportunity to work with the opposite sex.
- 4 The chance to be in a different environment than school.
- 5 The chance to do something practical.
- 6 The opportunity to know what it is really like to work.

add what else you get 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 experience.

Be aware of what you are being evaluated upon:

. Very good . Good . Fair . Needs improvement

Strengths and achievements

Weaknesses and problems

Time keeping

Your specific duties

Presentation

Enthusiasm

Confidence

Verbal skills

Numerical skills

Practical skills

Relationship with other employees

Following instructions

Work experience: assessment



Take photographs

Take photos of yourself doing different aspects of your work experience.
- you can use these in your presentations

General information

Take photos of yourself doing different aspects of your work experience.
- you can use these in your presentations.

Organisation's name:

Work timings:

Nature of the work:

Your specific duties:

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Team tasks:

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Work experience: assessment



Equipment used:

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Your work space:

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Relationships: (boss and employees; employees and clients; management style; ages of employees; nationalities etc)

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PREVIEW