



**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 an insight into the world of work, its disciplines and relationships
- To enable students to improve their social skills, to gain greater independence and take 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**

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

## Peer assessment - assess your friend



Name of your friend: \_\_\_\_\_

Think about the qualities listed below carefully before you decide which ones best 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="text"/>	<input type="text"/>
Friendly	<input type="text"/>	<input type="text"/>
Serious	<input type="text"/>	<input type="text"/>
Amusing	<input type="text"/>	<input type="text"/>
Talkative	<input type="text"/>	<input type="text"/>
Shy	<input type="text"/>	<input type="text"/>
Reliable	<input type="text"/>	<input type="text"/>
A leader	<input type="text"/>	<input type="text"/>
Sensible	<input type="text"/>	<input type="text"/>
Good at practicals	<input type="text"/>	<input type="text"/>

## 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. \_\_\_\_\_





## 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/s
  
  
  
  
  
  
  
  
  
  
- c. What time do I attend and where do I arrive on the first day?

**3. If you were placed for work experience in a 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 have the chance to do something different

☐

Go because one place is as 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 \_\_\_\_\_

## What you will gain from work experience



### My Final List

- 1            The opportunity to interact with other nationalities.
- 2            The opportunity to be treated as adults.
- 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 to you expect to 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: .....

.....

.....

.....

.....

Team tasks: .....

.....

.....

.....



## 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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