

# Work Experience 2, 3 and 4

# Aims

Set personal **goals**  
in relation to  
your work placement.



# Aims

To **plan for** and actively **participate** in a work placement and **review** your learning.



# Aims

Experience **different** work environments by working in a **variety** of work places.





# Aims

**Broaden your understanding  
of work values.**



# Aims

Develop interpersonal skills.



# Aims

**Apply and develop** specific  
work related **skills**



**New Skills  
Training**



# Aims

Increase your  
responsibility &  
competence in your work  
placements.





# Aims

Make career **decisions** by taking into account your personal attributes, aspirations and careers available.



# Aims

Establish **contact** with possible future **employers.**



# UNITS

- Unit 1: Pre-Placement Planning Unit
- Unit 2: Placement Unit
- Unit 3: Operational Unit
- Unit 4: Review Of Experience





# KEY ASSIGNMENT 1

I reviewed my previous experiences of work & prepared an **action plan** identifying the personal, social & vocational **skills & knowledge I want to develop** through this specific work placement.



# KEY ASSIGNMENT 2

I completed a **report** on this particular work placement. In this report I **included** new **knowledge** & understanding gained. I also **recorded**, on a daily basis, reflections of my **experiences** while on work placement.



# KEY ASSIGNMENT 3

I discussed my workplace performance with a teacher & prepared a personal career path chart.





# KEY ASSIGNMENT 4

As part of a group I prepared a **visual presentation** of what I have learned about the world of work.



# Unit 1: Pre-placement Planning Unit



# In This Unit You Will Cover

- Skills You Already Have
- Targets For Your Next Placement
- Getting Your Next Placement
- Areas For Self Improvement
- Basic Information Recording





*I reviewed my previous experiences of work & prepared an action plan identifying the personal, social & vocational skills & knowledge I want to develop through this specific work placement.*

## **KEY ASSIGNMENT 1**

# Previous Work Placements

- Hold a **short discussion** about any previous experiences of work you have had.
- Review how you felt during these experiences.

# Skills You Already Have

- List the personal, social & vocational skills you have already acquired from these placements / experiences.



Personal  
Qualities

Social Skills

Work Skills

*Make sure you include  
these in your C.V.*



# Display

- Create a poster / collage of your previous experiences.
- You could include different aspects of work, Health & Safety in the work place and/or pay.
- Email completed work to your teacher.



*I reviewed my previous experiences of work & prepared an action plan identifying the personal, social & vocational skills & knowledge I want to develop through this specific work placement.*

## KEY ASSIGNMENT 1

# Areas For Improvement

- Name **skills / quality** you want to improve in your next placement:



Area	Quality or Skill
Personal Quality	<input type="text"/>
Social Skill	<input type="text"/>
Work Skill	<input type="text"/>

- How will **you** get **better** in these areas?

# Your Next Placement

- With the skills you listed previously in mind, think about what **type of placement** you now want to **experience**.
- Type it out and give your reason for choosing it..



# Update Your C.V.

- Make sure you have an **up to date** C.V. for your next employer.

A yellow sticky note is pinned to a dark grey background with a red pushpin. The word "Update" is written in a large, black, cursive font on the note.

Update



# Jobsearching

- **Practice the job search skills** you used in previous modules to **find a suitable work placement.**



# Contacting Your New Employer

- **Before** you make initial **contact** with your new employer, **type** four questions that you will ask.

# Visiting Your New Employer

- If you can, **visit** your work place **before** your placement. **Meet** your **supervisor** & discuss **arrangements** for your placement.
- Try to find out what your employer expects from **you**. Discuss this with your teacher.



# Work Placement Skills

- Write down:
  - The **work** you will be **required** to do.
  - The **skills** you **need** to do these jobs well

Work You Will Be Doing In Your Placement	Skills Needed
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

# Before Your Placement

- **Think** about how you **feel** **before** you go on your **placement**.
- Are you, for example:  
Nervous? Excited?  
Hopeful? Worried?  
Uninterested?
- **Write** down how you feel and why.



A large, empty white rectangular box intended for writing down feelings and reasons.



# Basic Information

Fill in the following:

- **Name & address** of the workplace.

- **Telephone** number of the work-place and **name** of your **supervisor**.

- Departure **time** from home.



# Basic Information

- Time Keeping procedures
- Dress code
- Lunch arrangements
- Procedures for illness or absence.



# In This Unit You Covered

- **Skills** You Already Have
- **Targets** For Your Next Placement
- Getting Your Next **Placement**
- Areas For Self **Improvement**
- Basic **Information** Recording





# Unit 2: Placement Unit

# In This Unit You Will Cover

- Looking at your **company** in more **detail**.
- A personal work experience **diary**.





*I completed a report on this particular work placement. In this report I included new knowledge and understanding gained.*

*I also recorded on a daily basis, reflections of my experiences while on work placement.*

# KEY ASSIGNMENT 2

# Background Research

Detail:

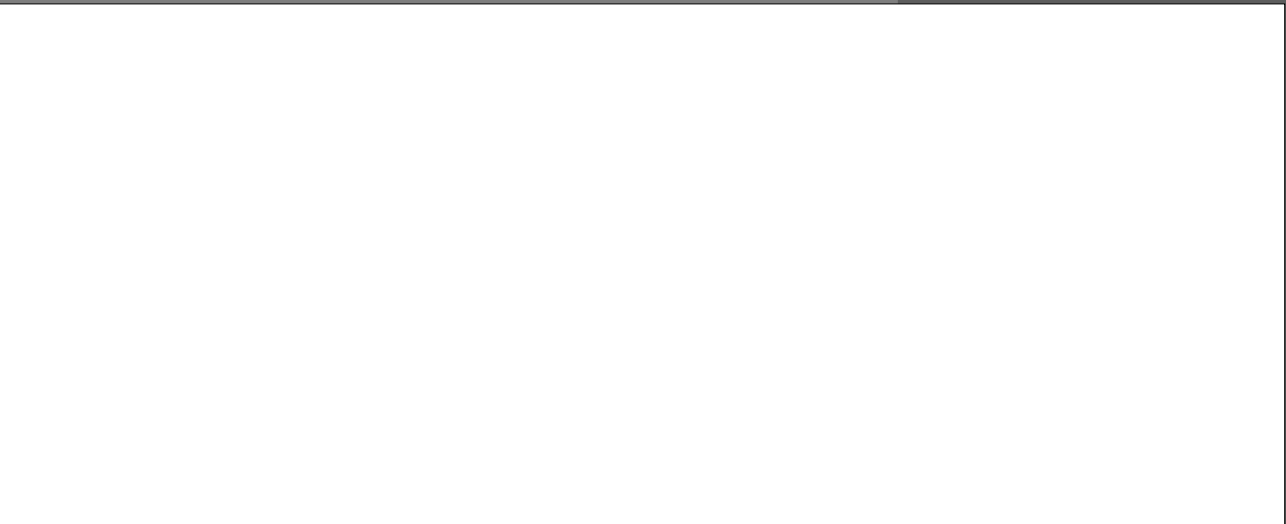
- 1.The company's **name**.
- 2.When the company was **founded**.
- 3.**Why** it is based in its **location**.



# Background Research

1.The number of **branches**, if any.

2.The **number & type** of **people** employed (e.g. male, female, old or young)



# Types Of Working Arrangements

• Describe the different **types** of working arrangements e.g.:

- contract work
- part-time
- job sharing
- shift work



# Marketing

- The **type** of product or service **produced** in the workplace.
- Where** & how the product / service is **marketed**.





# Job Investigation

- Choose a specific **job** within your company & **identify**:

- The **tasks** done each day

- **Qualifications** needed

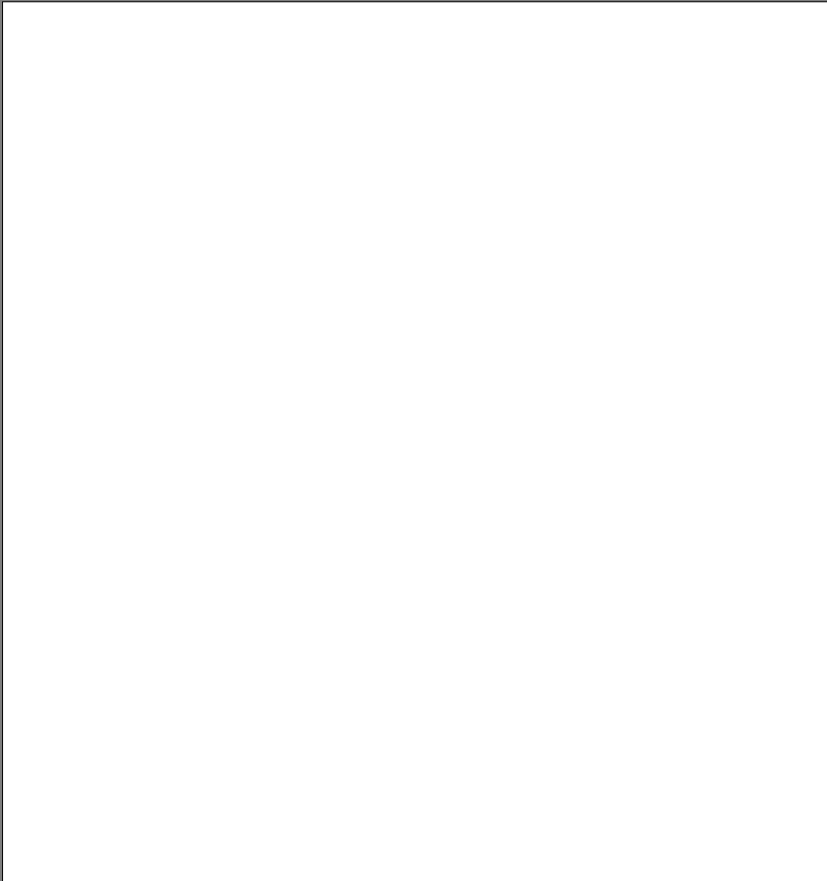
- **Training** required



# Job Investigation



- **Skills** & qualities needed
- Any **rights & responsibilities**?  
E.g. maternity leave, care of equipment etc.
- Any **other** requirements?



# Health & Safety

- Describe **any** Health & Safety regulations in your workplace.



# School Subjects That Help

- List some **subjects** you take at **school** which can be **applied** in **work**. Explain.



A large white rectangular area for writing the answer to the prompt.

I discussed my  
workplace  
performance  
with my teacher  
& prepared a  
personal career  
path plan chart

## **KEY ASSIGNMENT 3**

# Career Plan

- Prepare a basic **three year career plan** for yourself if you were to work in **this organisation**.



# Career Plan (Cont...)

Then answer the following questions:

Are there job  
**opportunities available**  
in this area?



Where they are  
**advertised?**

# Career Plan (Cont....)



What are the **application** procedures?

What is the **selection** procedure?

*I completed a report on this particular work placement. In this report I included new knowledge and understanding gained.*

*I also recorded on a daily basis, reflections of my experiences while on work placement.*

# KEY ASSIGNMENT 2

# The Diary

- You need to *complete* your personal reflection diary *daily* while on your work placement.
- You should *focus* in particular on:  
Your *thoughts* and *feelings* about the day.



# The Diary

**Plans** for the next day, especially what you can do **differently** to **improve** your work experience.

You will also need to take photographs of your work place to include in Key Assignment 4.

- *Remember to ask your employer's permission*



# The Diary

## Day 1

- Who did I meet on arrival?
- Were you given a supervisor?
- How many people are you working with?
- What jobs did you do on the first day?
- What were the break times?
- What did you do at lunchtime?
- What were your thoughts and feelings about the day?
- What could you do differently to improve your work experience?



# The Diary

## Day 2

- List the jobs you did.
- Are you practicing any of your skills in these jobs? Yes? No? Why?
- What equipment did you use?
- What were your thoughts and feelings about the day?
- What could you do differently to improve your work experience?





# The Diary

## Day 3

- List the **jobs** you did.
- Are there any **Health & Safety** rules?
- What were your **thoughts** and **feelings** about the day?
- What could you do **differently** to **improve** your work experience?



# 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 were your **thoughts** and **feelings** about the day?
- What could you do **differently** to **improve** your work experience?





# The Diary



## Day 5

- List the **jobs** you did.
- How are you **getting on** with the **people** you work with?
- What was the **best** part of 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?  
What were your thoughts and feelings about the day?  
What could you do differently to improve your work experience?

# The Diary

## Day 7

- List the **jobs** you did.
- What were your **thoughts** and **feelings** about the day?
- What could you do **differently** to **improve** your work experience?



# The Diary

## Day 8 - The Interview

Interview **one** person **from** your **workplace** and ask them about:

- The **demands** of the **job**.
- What is **important** to them in their **work**.
- Their **relationships** with their **colleagues**.
- What **impact** the company has on the local **community**.



# The Diary

- Are the employees in a **trade union**?
- Has there ever been an **industrial relations problem**? If Yes, **why**?
- Are there **opportunities** for in-house **training**?
- Can you get **promotion** easily?





# The Diary

## Day 9

- What personal **qualities** are **needed** for your job?
- What were your **thoughts** and **feelings** about the day?
- What could you do **differently** to **improve** your work experience?



# The Diary

## Day 10

- What have you **learned** about **yourself** during the ten days?
- Can any of the **skills** you **learned** be **transferred** to other jobs in the future? Yes? No? Why?
- What was the **best** thing about the ten days?
- What was the **worst**?



A large white rectangular area for writing, intended for the user to record their diary entries for Day 10.

*I discussed my  
workplace performance  
with my teacher &  
prepared a personal  
career path plan chart.*

(This is just a discussion;  
there is no written work  
required)

## **KEY ASSIGNMENT 3**

# Workplace Performance

- To **complete** Key Assignment 3, make sure you **discuss** your workplace **performance** with your **teacher**.



feedback

# In This Unit You Covered

- Looking at your **company** in more detail.
- A personal work experience **diary**.



# Unit 3:

# Operational

# Unit

Evaluation of student					Any additional comments you would like to make
At the end of the placement please rate the student by placing a <input checked="" type="checkbox"/> 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"/>	
					Signed _____ Date _____



# In This Unit You Will Cover

Good **advice** on how to **approach** work experience.





# Employer's Report

- Look over the following employer's report.
- Then **discuss** what is **expected from you** on your **placement**.



# 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			

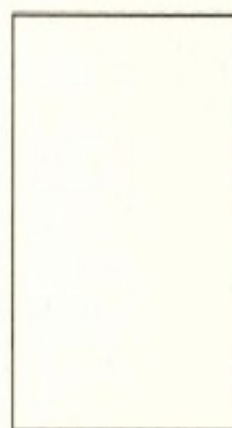
## Leaving Certificate Applied

### Work Experience Placement

#### Employers Record of

- student attendance
- student evaluation

Students Name \_\_\_\_\_



*Students Photograph*

School/Centre \_\_\_\_\_

### Evaluation of student

*At the end of the placement please rate the student by placing a*

☒ in the appropriate boxes

Any additional comments you would like to make

This image shows a single page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or printed text on the page.

### Rating

Excellent

Good

Fair

Poor

## 1 Attendance

☐ ☐ ☐ ☐

## 2 Time Keeping

□ □ □ □

3 *Ability to follow instructions and learn new skills and procedures*

☐ ☐ ☐ ☐

4 *Level of competence in completion of tasks given*

☐ ☐ ☐ ☐

## 5 Initiative

□ □ □ □

6 Overall attitude towards the job

□ □ □ □

7 Ability to communicate with staff, supervisors and the public

□ □ □ □

8 *Suitability for this type of work*

☐ ☐ ☐ ☐

Signed

Date \_\_\_\_\_

# Attendance

Attend **regularly** & **punctually** at the specific workplace.



# Dress

Dress **appropriately** for the type of work to be performed.



# Follow Instructions

**Understand & follow  
instructions.**



# Good Attitude

Complete tasks willingly & carefully.





# Competence

Display an **appropriate level** of competence in relation to tasks given.





# Accept Responsibility

**Accept** responsibility for your **own** work.



# Advice

**Accept** instruction,  
criticism or **correction**.

A woman with long brown hair, wearing a bright blue blazer over a black top, is holding a white rectangular sign with both hands. The sign has the word "Really?" written on it in a black, cursive script font. The background of the image is white, and the entire scene is set against a dark gray background.

*Really?*

# Stay Interested

Try to **stay interested**  
in **all aspects** of your  
work.



# Adapt

Adapt to the workplace environment and **deal** with different **situations** as they arise.



# Communicate Effectively

Communicate  
**effectively** with  
workplace  
colleagues.





# Health & Safety

**Observe the Health & Safety regulations of the workplace.**



# Initiative & Suitability

Your employer will also rate you on your initiative and how suitable they think you are for this line of work.



# Reflection

Write down **five areas**  
in this unit that **you**  
think are **most**  
**important.**



# In This Unit You Covered

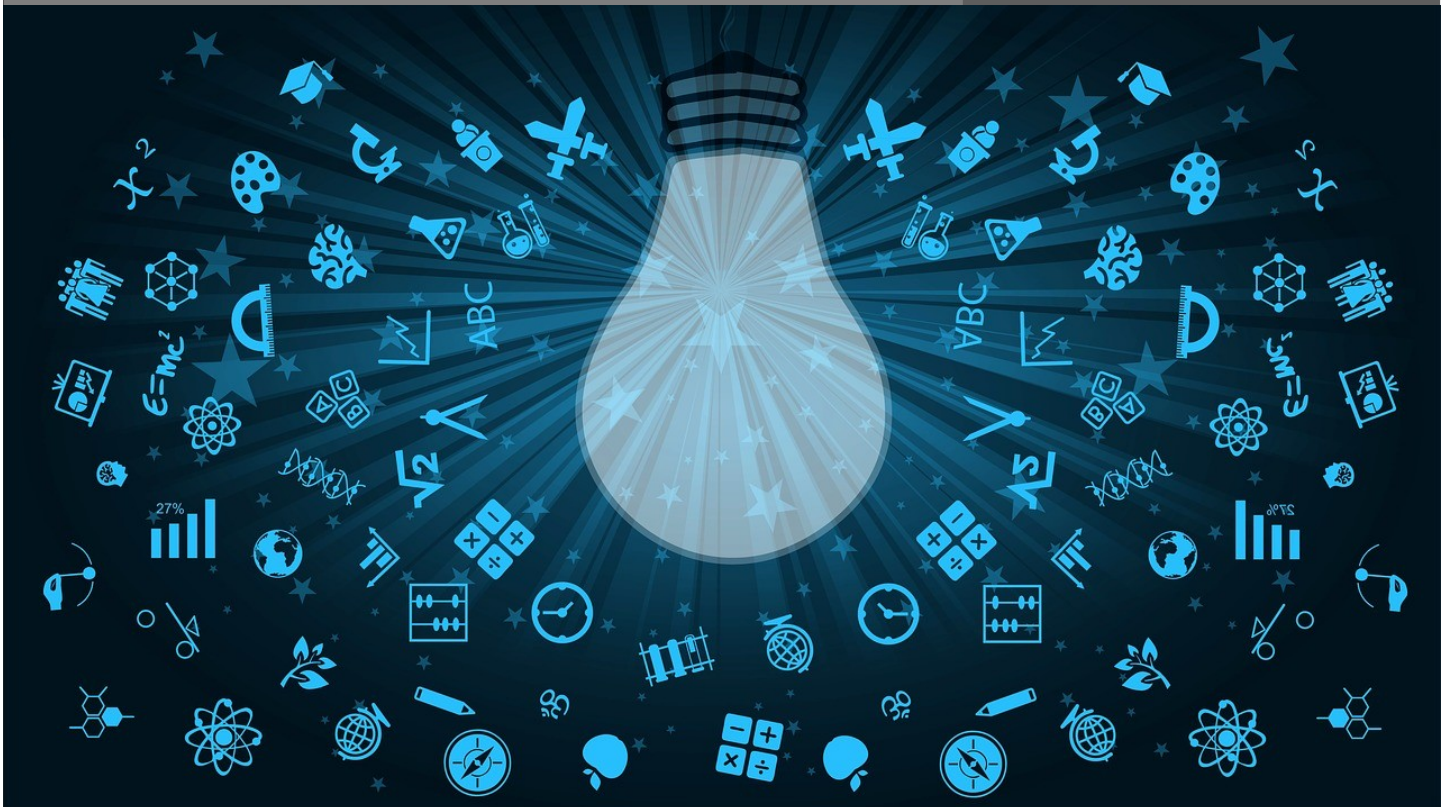
Good **advice** on how to **approach** work experience.



# Unit 4: Review of Experience



# Describe your learning from this work experience.



# New Learning

List the **skills** / qualities / knowledge **you** now have to **offer** as a **result** of this **placement**.



Skills

--

Qualities

--

# Compare & Contrast



- Write down how this work experience **compared** to **previous placements**.
- i.e. Was it better or worse?
- Why?

# General Learning

Describe what you learned about:

- 1. Work values*
- 2. Attitudes to work*
- 3. Relationships in the workplace*



# Rate Yourself

**Rate** how well you **think** you did in this **placement** by filling in the below table:



	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"/>

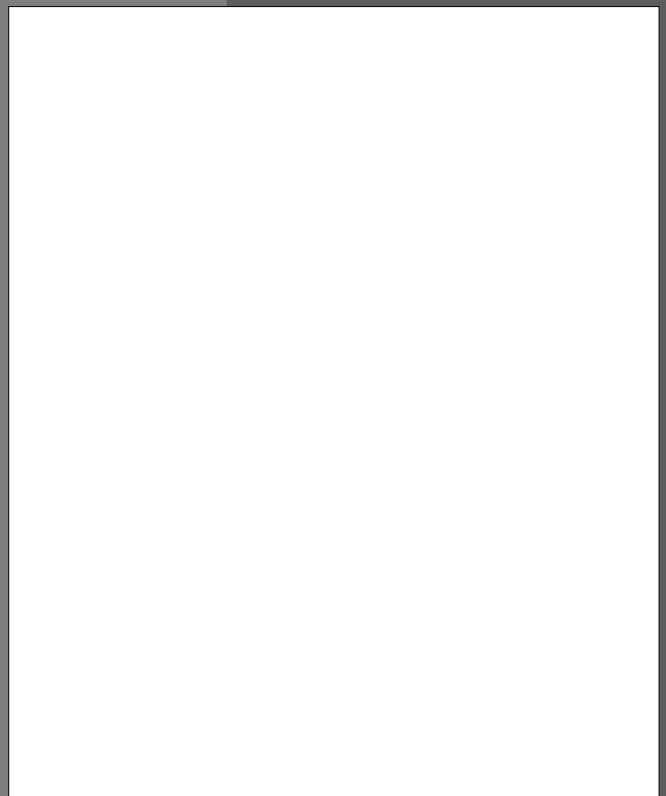
# Discussion

**Discuss** your work placement with a **class mate** and see if they had any similar or different **experiences**.

**Similarities**



**Differences**





# The Future

State if this work  
experience had any  
**relevance** to your **future**  
**plans**.



# Skills For Success

- List three skills that you think are needed for success in work. Explain why?

- Make a **chart** of the **top 10** skills needed.

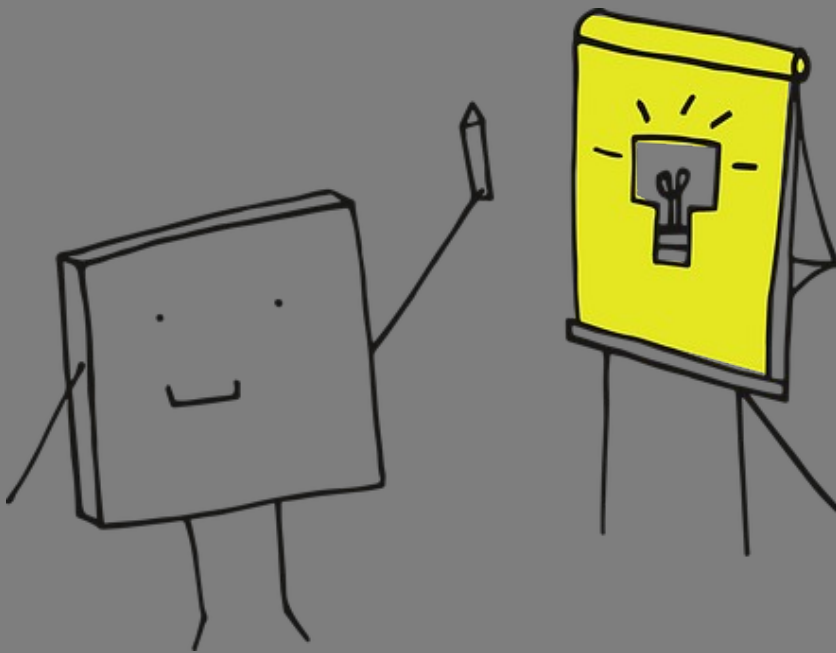


*As part of a group I prepared a visual presentation of what I have learned about the world of work.*

# KEY ASSIGNMENT 4

# Visual Presentation

Using your knowledge from Units 3 & 4, create a visual **presentation** about what you have **learned about** the world of **work**.



# Visual Presentation

- Use the **photographs** you took **during** your work **placement**.
- Remember to **save** the presentation on a USB stick or online.

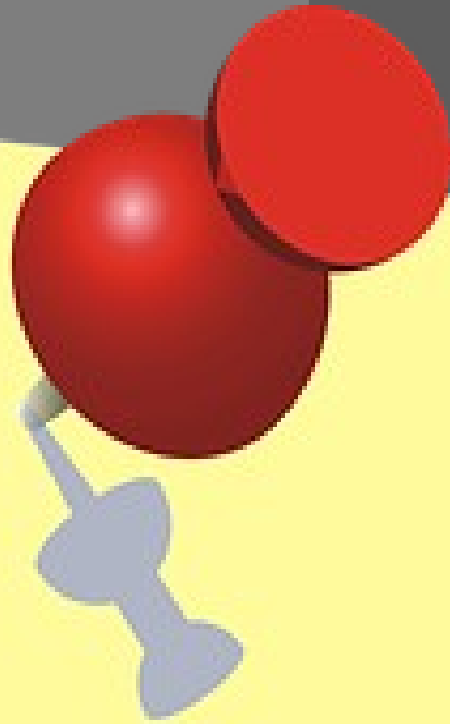


# Thank You Letter

- **Write a thank you letter** to your employer / supervisor.
- **Type it neatly and send it.**



# Don't Forget...



**To update your C.V.**  
with your new  
**experiences at the end**  
of your placement.



# In This Unit You Have

**Described** your learning from this  
work experience.

