



NAME

CLASS.....

NAME OF FIRM

ADDRESS.....

.....

TELEPHONE.....

On arrival I will report to:

NAME.....

POSITION IN FIRM.....

IMPORTANT THINGS TO REMEMBER

There are several things that you need to remember before you start work. Here are some of them.

1. Contact the employer a week before you start your work experience placement. This can be done in writing or by phone. Confirm the time at which you are expected to arrive at your workplace. Get the name of the person to whom you should report.
2. Make sure that you know exactly where your workplace is. If you are unsure make a trial visit before your first day!
3. You will be expected to dress in a manner that is acceptable to your employer. Clothes may have to be formal or casual, but always neat. If you are not sure about what to wear, choose fairly formal clothes for the first day or ask the employer when you phone to confirm the placement.
4. You are expected to attend the place of work on ALL the days during working hours. If you are ill and cannot attend, telephone your employer and apologize for your absence. Also notify the school.
5. If you get into difficulties, telephone your Class Tutor or Mr Dempsey at the school {Tel: 803 8056}. Remember that you are expected to be independent and you should try to solve your own problems.
6. You will be working with adults and so your behaviour should be mature and responsible.
7. Collect as much information about the company/business that you can.

AND FINALLY....

Enjoy the placement.

WHAT IS WORK EXPERIENCE?

As part of the Transition Year, Portmarnock Community School operates a Work Experience Scheme. This means that during November and March students spend two full working weeks, in a local firm, office, factory or business. During this period of Work Experience you do not come to school but go to your place of work every day and work the hours stated by the firm.

The school believes that this scheme is very important for many reasons. We think that you as a student, can learn a great deal about a variety of things by going on Work Experience. Below you will find a list of some of the things you could learn.

WHAT CAN WORK EXPERIENCE DO FOR ME?

1. You have an opportunity to learn about working conditions.
2. You can find out about particular jobs and careers by working with people who are doing those jobs.
3. You could discover something about your own skills, talents and interests.
4. It could help you to see the connection between subjects you study at school and skills you may need in working life.
5. It can give you responsibility and help you to gain more confidence in yourself.
6. It can help you to prepare for the transition from school to work.

COMPLETING THE WORK EXPERIENCE DIARY

The purpose of the Work Experience Diary is to help you to record some of the things that you will learn over the next ten days. It is important that you complete the relevant section of the diary at the end of every working day. Try to give as full an account of your experience as you can.

DAY ONE:

1. Who did you meet on arrival?
2. How did you introduce yourself?
3. Did you feel welcome?
4. Were you assigned a supervisor Yes No
If not with whom did you work?
5. How many people did you work with?
6. What jobs were you given on your first day?
7. What times are your breaks and how long are they?
8. Is there food available at this workplace?
9. What did you do at lunchtime?

10. What was the best thing about the first day?
11. Did you find anything difficult about the day?

Anything you would like to record about the first day that will help you with the following 9 days.

DAY TWO OF YOUR WORK EXPERIENCE

1. What time did you start/finish work today?
2. How are your travel arrangements working out?
3. What new jobs were you given today?
4. Which jobs did you find easy?
5. Which jobs did you find difficult?
6. Describe the section your work in? (use words or pictures)
7. In what way is this job different to what you had expected?
8. What things surprised you?

9. What equipment/machines have you used so far?

What are your feelings at the end of Day 2?

DAY THREE OF WORK EXPERIENCE

1. What hours do people work in this organisation?
2. How is attendance and timekeeping checked?
3. What happens if workers are late?
4. What have you done to get to know the people you are working with?
5. Write an account of what you did and learned today.

DAY FOUR OF WORK EXPERIENCE

1. Hygiene is very important for people's comfort and health.
How do you ensure that your personal hygiene is good every day?
2. What is the dress code? Are you required to wear any particular type of uniform?
3. Describe any health and safety notices or signs displayed in this workplace.
(Use words or diagrams or pictures)
4. What are the rules for evacuation of the building in the case of fire or other emergency?
5. In a new situation we often need to ask questions for information or to make things clearer.
List some questions you have asked so far?

6. How did you feel about asking questions?
7. How did you feel about the answers you were given?

DAY FIVE OF WORK EXPERIENCE

LOOK BACK ON YOUR FIRST FIVE DAYS AND SAY:

1. What was the most enjoyable part of the experience?
2. What was the least enjoyable part of the experience?
3. What skills have you used so far?
4. List the new skills you have learned so far?
5. In order to get the greatest benefit from the rest of this placement
 - (1) List the skills you would like to develop
 - (2) List the information you want to gather
 - (3) List the personal qualities you want to develop

6. How are you doing so far? Tick the box to show how you feel.

	Very Good	Good	Fair	Poor
Attendance				
Time Keeping				
Working with other people				
Working on your own				
Ability to do the job				
Dealing with instructions				

DAY SIX – NOW INTO SECOND WEEK OF WORK EXPERIENCE

1. How did you feel starting the second week of your work experience?
2. Have you had any problems so far? Yes No
If yes how have you dealt with them?
3. Describe the product or service of this organisation.
4. List the different sections or departments within this organisation.
5. Name some of the jobs which people do in this organisation.
6. How many people are employed in this organisation?
7. What jobs in this organisation do you think you are suited to?

Write a brief description of the person/persons you are working with. What have you learned from working with them or observing them.

DAY SEVEN OF WORK EXPERIENCE

1. What is expected of an employee who works in this organisation?
2. What do you think is expected of you while on work experience?
3. What have you learned about working conditions during this work experience?
4. What are the main differences between this work experience placement and work in school?
5. What jobs did you do today?
6. Look back on at the jobs you were doing on Day 1 and 2
How have you progressed since then?
7. Are you doing many jobs on your own now?

DAY EIGHT OF WORK EXPERIENCE

You are now more than two-thirds through your work experience. You have given your employer an Evaluation form and asked him or her to fill it in.

Perhaps you could work out for yourself how you think you are managing at this stage. Fill in the specimen report below as honestly and fairly as you can. In areas where you give yourself a poor mark you could try to improve during the days left.

EMPLOYERS REPORT ON WORK EXPERIENCE

Punctuality and time keeping.....
Learning ability.....
Relationship with Supervisor.....
Relationship with Employees.....
Ability to complete tasks well.....
Attitude towards work.....

Ratings: 1. = Unsatisfactory
 2. = Acceptable
 3. = Good
 4. = Very Good
 5. = Exceptional

It would be interesting to compare your assessment with the one your employer will write about you.

DAY NINE OF YOUR WORK EXPERIENCE

1. Give an account of a typical day's work for you in this organisation.
2. What personal qualities are needed for this job?
3. How do you feel you are getting on with the other workers?
4. How would you apply for a job in this organisation?
5. What are the main differences between work experience placement and paid employment?

DAY TEN OF WORK EXPERIENCE

Well that's it! It's finished. What have you discovered about your own skills, talents and interests?

How has your Work Experience given you responsibility and helped you to gain confidence in yourself?

Describe the best experience while on this placement.

Describe the least enjoyable part of the work placement.

What have you learned about yourself during this placement?

Has this period of Work Experience helped you to decide about a permanent career?

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