



Level
3

Sample Work Experience

STUDENT WORKSHEETS



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Refer to the Work Experience Diary.



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Assessment Brief 1

Course:	Work Experience
Course Code:	3N0587
Assessment:	Collection of Work
Title:	Preparing for Work Experience
Weighting:	Collection of Work 100%

Guidelines

You will be expected to:

1. Describe the basic principles underpinning work experience, including preparation, planning, participation, and evaluation
2. List a range of local employers including their business activities
3. Compile a personal profile appropriate to the workplace to include personal details, education and qualifications, vocational skills, personal qualities, strengths, interests, career ambitions and relevant work experience
4. Plan for a duration of work experience, identifying a work placement to match your own personal profile and agreeing a time period and terms of work with the employer

Assessment criteria

- ★ Exercises and tasks must be complete and correct.
- ★ Answers must be set out in a clear way.
- ★ Describe the benefits of work experience for the participant.
- ★ Find a possible work placement, e.g. by speaking to people in the community, looking in the newspaper and looking at the community noticeboard.
- ★ List companies or workplaces in your local area where you could potentially do your work placement.
- ★ As part of planning for your work experience, decide which job categories you are most interested in.
- ★ Look at jobs online.
- ★ Write a curriculum vitae.
- ★ Contact at least one employer.

- ★ Practise interviews.
- ★ Once you have organised where you will do your work placement, write up a company profile.
- ★ Write a personal profile, e.g. personal details, personal qualities and interests, strengths, education and career goals, etc.
- ★ Discussions may be recorded.
- ★ Photographic and/or video evidence may be required.

Submission date:

I confirm that this is my own work.

Signed:

Date:



3. Complete the sentences:

important, exciting, career, skills, experience, punctual,
asked, environment, learn, face

- a) After doing work experience, you will have a better understanding of the _____ path you want to follow.
- b) You will _____ about the different work roles in the work environment.
- c) You will learn to work more on your own initiative, completing tasks without having to be _____.
- d) You will learn to manage your time and workload, thinking about how to complete the most _____ tasks first.
- e) You will get _____ of working with others.
- f) You will become more confident when communicating face to _____, over the phone and in writing (e-mails, letters etc.).
- g) You will learn to apply yourself to work, even if you don't always find it _____!
- h) You will learn the importance of being polite and helpful to all in your work _____.
- i) You will understand the importance in the workplace of being cheerful, _____, efficient, flexible, honest and trustworthy.



- j) You will be able to develop a range of _____ which will apply to your classwork, and your future career.

9. Make a list of companies / workplaces in your local area that you could call or visit. Fill in the table.

Workplace Name	Type of Workplace	Phone Number	Website	Will you phone or visit?

Always arrange a visit – don't just rock up!



14. Write about one job you found online:



Title of the job:

Location:

Distance from home:

Hours:

Salary:

Skills required:

How to apply:

Website you used:

Other information given:

6. Choose 4 local employers where you may do a work placement. Compile a range of business activities for each employer listed.

Employer 1: _____

Business activities:

1. _____

Employer 2: _____

Business activities:

2. _____

Employer 3: _____

Business activities:

3. _____

Employer 4: _____

Business activities:

4. _____



F. PREPARING FOR INTERVIEW

1. As a group, discuss good ways of answering these questions if you were in an interview:

- ★ What can you tell me about yourself?
- ★ Why do you want to work for this company?
- ★ Why have you chosen this job?
- ★ Did you work before, if so, where?
- ★ What salary do you expect?
- ★ What are your career plans five years from now? Ten years from now?
- ★ What do you think your strong points are?
- ★ What weak points do you have?
- ★ Which subjects did you enjoy most in school?
- ★ Have you had trouble with any courses in school? Why?
- ★ How would you describe yourself?
- ★ What do you think success means?
- ★ Would you like to do more courses?
- ★ What things do you enjoy doing in your spare time?
- ★ Are you more comfortable working in a large group or with just a few people?
- ★ How do you think you work under pressure?
- ★ What do you know about this company/job?
- ★ Are you willing to work overtime?
- ★ How well do you get along with other people?
- ★ Why should I hire you?
- ★ Have you ever had a conflict at work? How did you handle this conflict?

2. Pair work: Practise your interview skills, using these questions and some of your own! Mix up the order of the questions so the interviewee does not know what's coming next. Fill in the **Interview Rating Sheet** over the page.



3. Listed below are some qualities used to rate potential employees during an interview. After interviewing your partner, fill in the form below and discuss with them.

INTERVIEW RATING SHEET				
First Name of Person you Interviewed:				
	Below Average	Average	Above Average	Comment
Ability to Talk				
Aggressiveness				
Appearance				
Courtesy				
Enthusiasm				
Intelligence				
Maturity				
Personality				
Poise				
Other:				
Other:				

General Comment/s:

Your Signature: _____

6. Choose 3 possible work placements that match your interests, preferences and capabilities. Write about them below.

WORK PLACEMENT 1

Job title: _____

Name of company / organisation where you can apply for placement:

Contact information of the company / organisation:

Describe how this work placement matches your personal profile.



D. COMMUNICATION

1. In pairs, have this conversation and then continue it.

A: Hi! How's it going?

B: Fine, thanks — and you?

A: Just fine. Where are you going?

B: To the library. I've got a science test next week and need to start studying. Ugh.

A: Oh, no. Well, what are you doing later?

B. Um,.....

2. In pairs, have a conversation – tell your partner a little about yourself. Ideas: your family, hobbies, class or work, eating and drinking habits, regular activities, travel, your home, the weather etc.



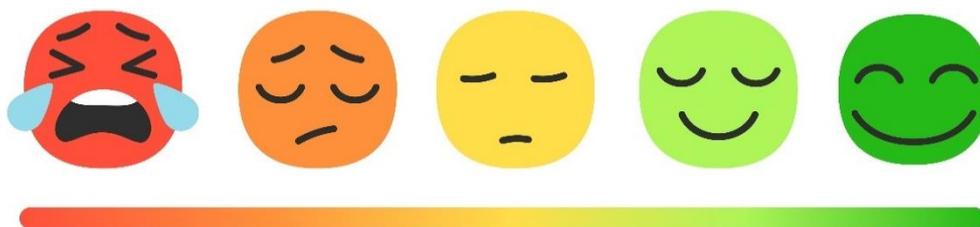
3. Get your partner to comment on your conversation skills.

Partner's Name: _____

Fill in the table:

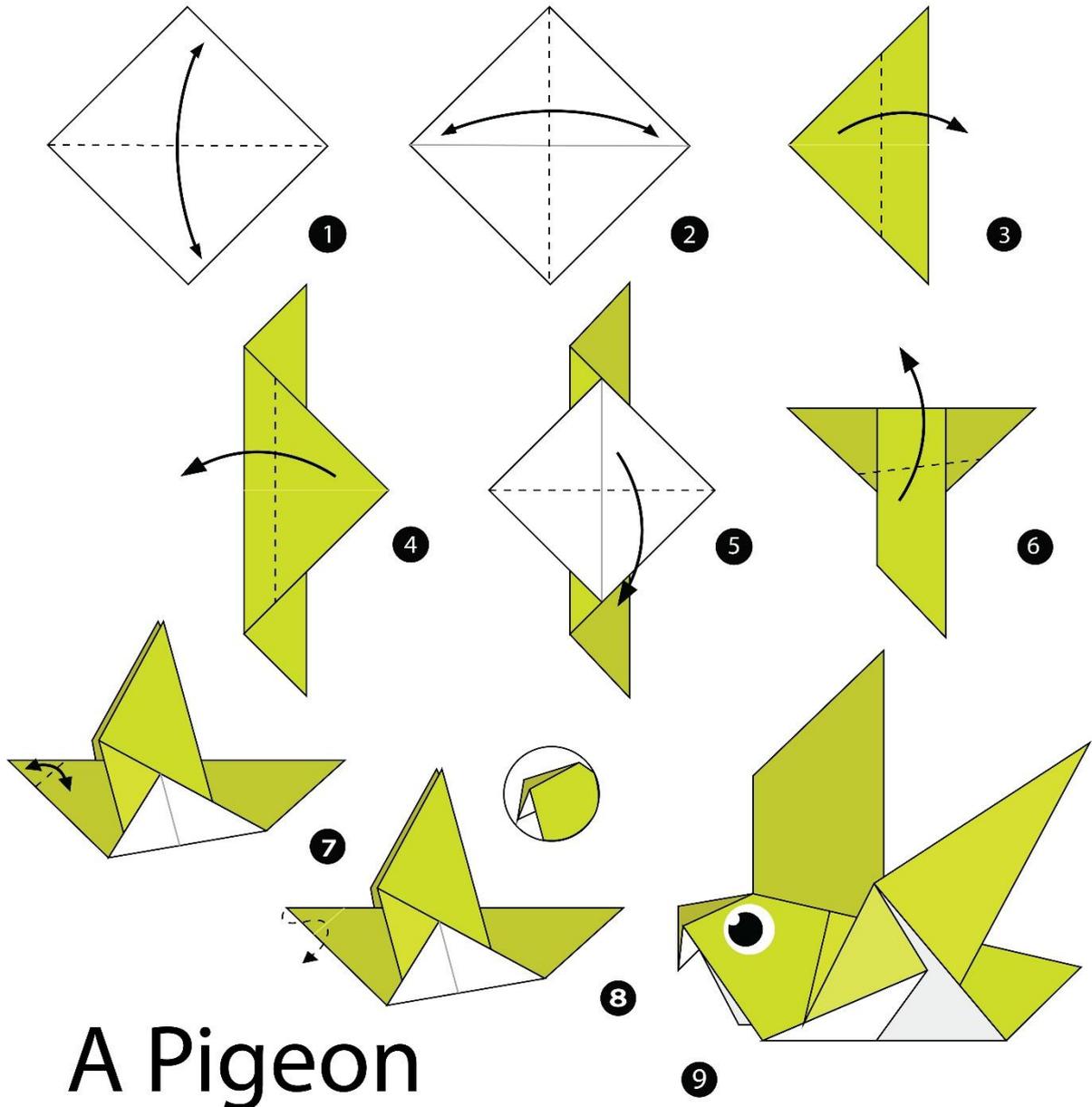
	Poor	Fair	Good	Excellent
Starting a conversation				
Getting listener's attention				
Making eye contact				
Using appropriate body language				
Maintaining a conversation				
Staying on topic				
Speaking clearly				
Showing confidence				
Ending a conversation				

4. Review the conversations:



Partner's signature: _____

8. Follow the instructions to make the bird.



A Pigeon

9. How well did it turn out? Shade the stars.



*Include your craft in your Portfolio.

7. Here are some ideas on how to be more assertive:

(For the role-play scenarios, make up details as necessary!)

A. When you don't want to do something, say a "nice no".

Sometimes, you may feel pressured to go along with other people's ideas or invitations. You can say 'no', with a smile and say something like, "Thanks for asking me, but I'm not interested." Sometimes a simple "No, thanks" does the job.



Role-play this scenario: Your friend has asked if they can lend €50 from you as they have no money and they need to buy food. You don't have a lot of money and you've lent money to them before, and it was never paid back. You can't afford to do this.

B. Set a boundary.

Sometimes you might be asked by peers to do things that are outside your comfort zone, such as "Can I copy off your test?" An assertive technique you can use is to set a clear and firm boundary by saying, "No, I'm not comfortable with that." You don't need to explain why or negotiate about it—set your clear boundary and hold to it.

Role-play this scenario: A classmate wants to skip class as they have not completed the work and they want you to go with them.

C. Ask for some thinking time.



People might ask you a question that you're not ready to answer. You might need to think about it, you might need more information, a chance to check your options, or time to reflect on your feelings. An assertive technique is to ask for some thinking time, e.g. "I'm not sure how to answer that right now. Can I get back to you later today?" It's important that you give a specific time period that you need.

Role-play this scenario: A friend wants to come and stay with you for two months as they have nowhere to stay. The problem is you don't know them very well.

1. Carry out a teamwork activity and comment below.

Name of the teamwork activity:

How many people are there in your team? -----

What is the goal of the team?



Comment on your role in the team:

What did the team do well?

What can the team do better next time?

Was the team successful in achieving the goal/s? Explain.

*Photocopy this page for each team activity you do.

MAPPING OF LEARNING OUTCOMES

Students will be expected to:

1. Describe the basic principles underpinning work experience Pages 9 to 11 (what is work experience), Pages 12 to 14 (benefits of work experience)
2. List a range of local employers Pages 15 to 23 (finding a placement), Pages 30 to 33 (types of employment, list of employers), Page 37 (company profile)
3. Compile a personal profile appropriate to the workplace Pages 24 to 29 (curriculum vitae), Pages 38 to 43 (personal profile)
4. Plan for a duration of work experience, identifying a work placement to match own personal profile Pages 34 to 36 (preparing for interview), Pages 38 to 43 (personal profile), Page 44 (your CV and interview), Pages 48 to 53 (work placement match), Pages 63 to 67 (communication), **Work Experience Diary – Page 8 (interview), Pages 9 to 11 (what students need to know about the work placement), Appendix 1: Job Interview Rubric**
5. Prepare a personal learning plan for the work placement Pages 54 to 61 (personal learning plan – goals), Page 62 (action plan), **Work Experience Diary – Pages 13 to 15 (before you start your placement – learning goals etc.), Appendix 2: Learning Goals**
6. Participate in a short work placement **Work Experience Diary – Pages 21 to 23 (on your first day), Pages 25 and 26 (diary – printed for each day of work experience), Work Experience Diary**
7. Apply appropriate health, safety and personal hygiene procedures during placement Pages 84 to 90 (quality standards), **Work Experience Diary – Pages 16 to 20 (health, hygiene and safety), Page 22 (signs in the workplace), Page 23 (emergency exits), Work Experience Diary**
8. Demonstrate a range of personal interactions typical of the workplace Pages 63 to 67 (communication), Pages 68 to 75 (following instructions), Pages 76 to 79 (assertiveness), Pages 80 to 83 (Teamwork), **Work Experience Diary – Pages 9 to 12 (what students need to know about the work placement, who to contact during placement), Work Experience Diary**
9. Carry out tasks in a work experience placement observing employer's procedures and quality standards and maintaining a daily record Pages 68 to 75 (following instructions), Pages 80 to 83 (Teamwork), Pages 84 to 90 (quality standards) **Work Experience Diary – Pages 5 to 7 (work experience**

contract), **Work Experience Diary – Page 37 (Student Punctuality and Attendance Record)**, **Work Experience Diary**

10. Reflect critically on work placement having sought and received written feedback from **employer Work Experience Diary – Pages 27 to 36 (reflection)**, **Work Experience Diary**

11. Explore future training and employment options **Work Experience Diary – Pages (career pathway), Page 36 (steps for future work / learning)**

12. Demonstrate the application of communications, team working and quality awareness in a work environment. **Pages 63 to 67 (communication), Pages 68 to 75 (following instructions), Pages 76 to 79 (assertiveness), Pages 80 to 83 (Teamwork), Pages 84 to 90 (quality standards)**, **Work Experience Diary – Page 8 (interview)**, **Work Experience Diary**