Appendice

**INTERNATIONAL STUDENT WORK EXPERIENCE WORKBOOK**

Dear student,

This workbook has been put together to help you get as much as possible out of your work experience project. Your energy, enthusiasm and hard work will be reflected in the employer's report which will be sent to school. Try to make this a good report, as it is a useful source for marking your work experience.

All of this together will form your portfolio which will be marked at the end of your internship.

**But above all: have fun during your adventure!**

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1. Preparation

Before even starting the actual internship, you have already done some work that should be included in your portfolio. The following this should be included first:

* Letter/email of application to the company
* Attach a CV
* Letter of introduction to the host family (if applicable)

Furthermore, you should include some details of the company you’re about to work for and write 150 words with what you expect it will be like there.

1. Your work diary.

Record briefly the tasks you carried out, why you did them and what you learned and experienced. Add as much information as you need but use at least 250 words every day!

|  |  |
| --- | --- |
| Monday |  |
| Tuesday |  |
| Wednesday |  |
| Thursday |  |
| Friday |  |

1. Your working environment – Copy the following chart to your portfolio and fill in the information.

|  |  |
| --- | --- |
| Work location | Factory, shop, office, garage, school, hotel, laboratory, building site, farm, other: |
| Working conditions | Quiet, noisy, dirty, light/dark, clean, smelly, warm/cold, sitting/standing, other: |
| Working hours (from/to) |  |
| Is there any flex-time at your workplace? If yes, what are the rules? |  |
| Which pattern of working hours would you prefer? |  |
| Food and drink | Good, average, poor, own lunch, other: |
| Smoking | Allowed/not allowed |
| Background music | Yes/no |
| General comments |  |
| Good points | - |
| Not so good points |  |
| Would you like to work there permanently? Explain your answer. |  |

By law, employers must make sure that the workplace is safe. Also by law employees must make sure they do things in a safe way.

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| Did you see any safety rules displayed? |  |
| What safety rules did you in particular have to keep to? |  |

Some workplaces have rules about the kind of clothes that workers are expected to wear.

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| --- | --- |
| Are there any rules about clothing at your workplace? |  |
| If there are, what do people have to wear? |  |
| What are the reasons for these types of clothes? |  |
| If there are no rules, what do people usually wear? |  |

1. The Organisation.

Find out about the organisation you are working for. Brochures and sales literature may help you to find some answers. Try to interview some colleagues as well, if their work allows. Again, you can copy the table below and fill the in to suit your own situation.

|  |  |
| --- | --- |
| Who founded it, when and where did it start and who is the current owner? |  |
| Brief history |  |
| How many people are employed? |  |
| What are their backgrounds? Give any breakdown you can, e.g. Age, sex, skills etc. |  |
| What raw materials are used (if any) and where do they come from? |  |
| Who and where are the main customers? |  |
| What is done to get more customers? |  |

Most firms have some way of training new employees about the ways of the firm and how to do the job. There may be a Training Department or new recruits may be sent to a local college or somewhere else for training.

|  |  |
| --- | --- |
| How, where and when are new employees trained? |  |
| How much of the training takes place on-the-job? |  |
| How much off-the-job by following training courses and programmes? |  |
| Does the firm offer youth training or apprenticeships? |  |
| If not, is the workplace unsuitable for this? Why? |  |
| If yes, in what ways? |  |
| What do you think of the firm's training policy, especially in relation to young people? |  |

People in the workplace can be organised in all sorts of different ways, depending on the size of the company and the type of work done. Virtually all organisations have a set of departments (e.g. purchasing, production, sales & marketing, personnel, research and development, IT, finance, maintenance etc.) and a hierarchy of directors, managers, supervisors and staff, depending on each person's abilities and responsibilities.

**Make an organogram and describe how your colleagues work together and how they fit into a chain of command and responsibility.**

The language of the workplace is often very different from that at home and school Many technical words and phrases are used to give orders, instructions and advice.

|  |  |
| --- | --- |
| Give any examples you can of orders or instructions which were given to you.. |  |
| Were you able to make yourself clear in the company with the English vocabulary you have |  |

1. Interviews

We would like you to take the opportunity to talk to two people about their jobs.

Choose people you get on with. People usually like to talk if they feel you are interested in them and in what they do. If you choose your moment carefully and are respectful and tactful in your questioning, the interview should go well.

Most of the interviewing can be done through informal chats, written up later.

Some questions you could ask:

* What job do you do?
* How long have you done it?
* What training have you had?
* Think of some additional questions yourself:

1. Reflection

Work experience is first and foremost about and for you. It is about you as a worker face-to-face with the adult world, having to cope in unfamiliar situations by yourself and learning a lot while doing so.

You have learnt skills on the job and skills in dealing with people. You have also learnt more about yourself and your abilities.

|  |  |
| --- | --- |
| Do you think you made a good or bad choice for your work experience? Explain. |  |
| If you were offered the chance of working full-time in this organisation when you leave school, what would you answer? Explain. |  |
| In what ways do you think you behaved differently compared to how you behave at school? |  |
| What do you think you learned about yourself from the experience? |  |
| What equipment did you learn to use?  use? |  |
| What situations did you handle well? |  |
| What processes/procedures did you learn? |  |
| What did you most enjoy about your work experience? |  |
| In what ways was it different from your normal life at home? |  |