



Facilitator Guide

Module 7: My Work Experience

Delivered by



Module 7 – My Work Experience

Facilitator's Guide

Follow this guide to facilitate delivery of this module with young people.

The 'Student Resource' can be printed and completed by hand or may be downloaded and completed on the Word document. If completing on the Word document, students can highlight their selection where it asks for an answer to be circled or ticked.

It is suggested that students work individually on this module.

The document 'Employer Feedback Form' accompanies this module and needs to be given to the employer to complete during the student's placement.

Introduction (10 minutes)

This module focuses on goal setting and tracking progress whilst on work experience. The activities aim to support students to consider what they want to achieve from their work experience then reflect on how they felt and what they learnt each day. Students are encouraged to gain feedback from employers and share this with educators at the end of their experience.

Activity 1 (15-45 minutes)

Where possible, encourage students to reflect and discuss their current strengths and weaknesses in preparation for identifying goals to achieve as part of their work experience. Students use Activity 1 to articulate 3 personal goals to achieve through their work experience.

Once the student has completed their goal, a copy should be taken and provided to their employer along with the 'Employer Feedback Form'.

Activity 2 (30-60 minutes)

The 2 page student resource for this activity needs duplicating for the number of days that the student is on their work experience placement. Whilst on placement, students complete this activity at the end of each day, or in school the day after, by answering the questions in the table to record and reflect on how they have felt and what they have learnt.

Activity 3 (45-90 minutes)

Students use the box to record the skills, knowledge, and passions they develop during work experience. They complete the boxes on the next page to record the things they enjoyed or did not enjoy and what they can do differently. In the final box students write down the new knowledge they have found out about the company or industry. This activity could be completed after each day at their work experience placement or completed at the end of the placement.

Activity 4 (30-120 minutes)

The aim of this activity is for students to learn about the people they work with that may inspire them. Students are tasked with talking to 2 people in their workplace, asking the questions from the form and recording their answers in the boxes provided to create profiles on their colleagues. This can be completed as a reflection activity at the end of their placement.

Activity 5 (10-30 minutes)

This is a visual and simplified way of recording the information from activities 1 to 3. Students may complete this activity instead of activities 1 to 3 or they may complete this after completing the activities to produce a more visual version of their answers. If completing this as a printed document, it may be best to print A3 to give more space to complete the activity.

Activity 6 (30-60 minutes)

The document 'Employer Feedback Form' should be completed by the employer at the end of work experience to record the student's progress. After they've filled in it, students should ask their employer to discuss the progress made towards their 3 goals and use the boxes in Activity 6 to write down the most important parts of their feedback.

Activity 7 (5-15 minutes)

Students work individually on this activity to reflect on what they have learnt. The same questions are asked at the end of each module and are designed to help learners identify which key areas of learning this module has helped them with.