**Module 7: My Work Experience**

**Student Resource**

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**To use this resource digitally, you must download a copy to your own area before making any changes to the resource.**

**Introduction**

Whilst on your work experience, you should look back on what you have learned each day. Your work experience is your opportunity to learn about the world of work, develop your own skills and achieve your own goals.

By completing this module, you will:

* Set yourself 3 goals to work towards on your work experience.
* Track the progress you make during your work experience.
* Record what your work experience has taught you.
* Ask your employer for feedback on your progress.

**Activity 1**

Setting goals for your work experience is essential. Having goals will give you something to work towards and achieve. Your goals need to be personal to you and specifically linked to the place you are going to for your work experience, for example if your experience is in a hair salon:

* Being on time every day.
* Being able to make drinks for customers.
* Sweeping the floor without being asked.

When writing your goals, remember to think about the place that you are going to, and the things you want to learn to do the most. Agree these goals with your work experience employer so they can help you work towards them.

Goal 1:

Goal 3:

Goal 2:

**Activity 2**

This activity should be completed after each day of your work experience.

How was I feeling about going to my work experience this morning?

Today’s date:

How do I feel about my day?

What did I do today?

What did I learn today?

**Activity 3**

This activity will help you keep track of all of the skills, knowledge, and passions that you develop during your work experience. List all of the skills you have used on your work experience and how you practiced them.

Example:

* I used my problem-solving skills when the bus was late on my second day.
* I used my communication skills when talking to customers.

Write down the things you enjoyed most about your work experience and why you enjoyed them.

Example:

* I really enjoyed speaking to new people every day because this helped me practice my communication skills.

Write down the things you didn’t enjoy as much and what you could do differently.

Example:

* I didn’t enjoy travelling by myself because it felt lonely. When I have a job, I would like to try travelling with a colleague.

Write down the new knowledge you have about the company or industry you did your work experience in.

Example:

* I worked in a shop that sold different types of games consoles and learned about the different cables needed to link them to the television.
* I worked in a café and learnt how to make a panini and use the panini press.

**Activity 4**

The people you worked with are an important part of your progress. They teach you things that you did not already know and can inspire you to be like them.

Make a profile of 2 different people you worked with.

**Person 1**

**How long have they worked there?**

**Name:**

**Job Title:**

**What do they have to do for their job?**

**How did they get their job?**

**What skills do they use in their job?**

**Person 2**

**Name:**

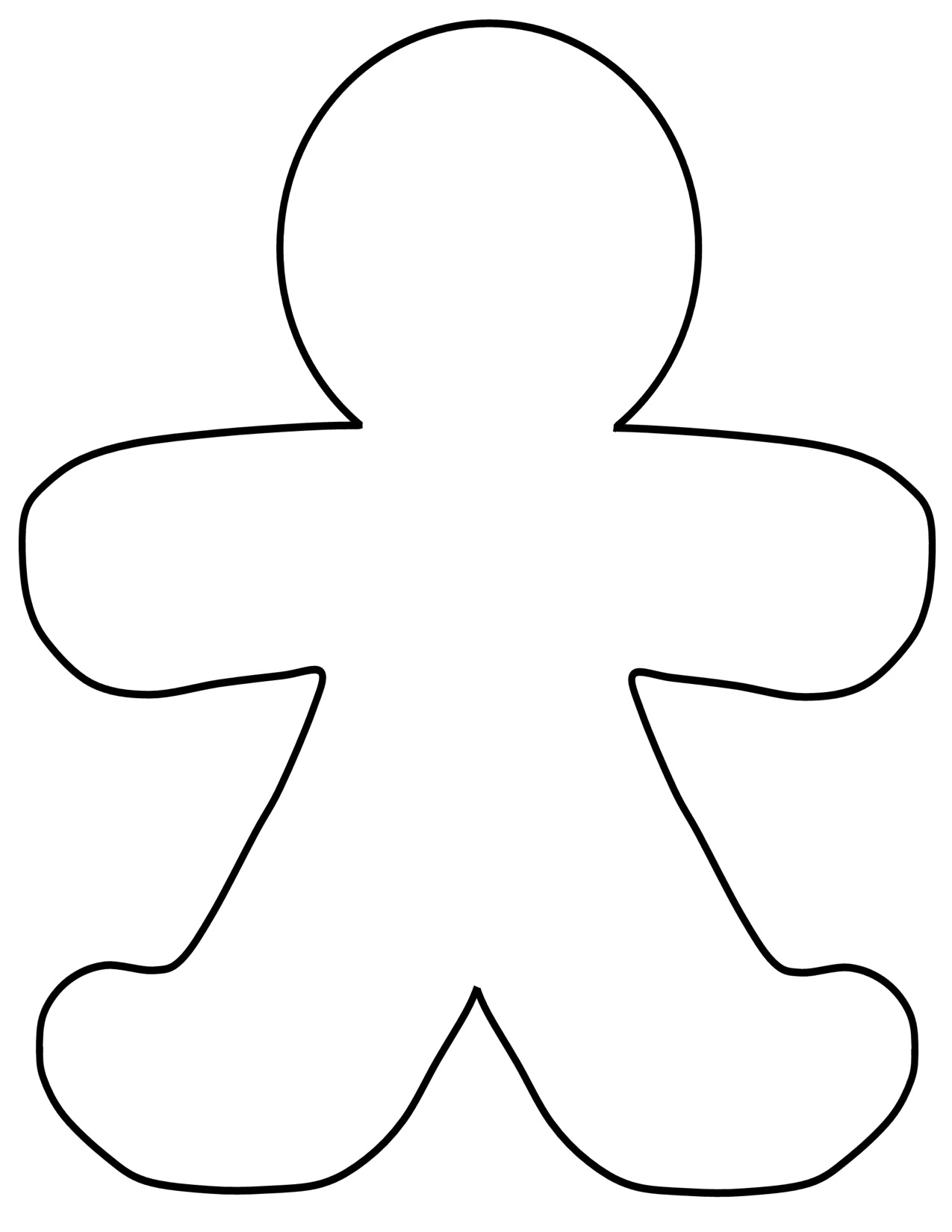
**Job Title:**

**How long have they worked there?**

**What do they have to do for their job?**

**How did they get their job?**

**What skills do they use in their job?**

**Activity 5**

In the legs, list the things you liked about your work experience.

In the arms of this outline, list all of the skills you have developed.

In the head of this outline, write about something you learnt.

In the body, write about a person who inspired you.

**Activity 6**

Your employer has a form they will fill in at the end of your work experience to record your progress. After they have filled in it, ask them to discuss your 3 goals with you and write down the most important parts of their feedback. You can ask them to give you the filled in form.

Goal 1 Feedback:

Goal 2 Feedback:

Goal 3 Feedback:

**Activity 7**

Think about the things you have done in this module. Answer the questions below by circling the answer you think is most like how you feel.

1. Has this module helped you learn about yourself?

No A bit A lot

1. Has this module helped you learn about jobs?

No A bit A lot

1. Has this module helped you learn about teamwork?

No A bit A lot

1. Has this module helped you learn about being a good employee?

No A bit A lot

1. Has this module helped you learn about the ways you could get to your work experience?

No A bit A lot