Continuous Module: Goal Setting and Reflection
Module overview

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Module overview: This is a guided resource to ensure students consider what they want to achieve from their work experience encounters with employers. Students are encouraged to reflect on learning as they complete modules and are able to share feedback at the end of their experience with the employer.

Employer outcomes:

- Ensure there is a structured process for students to set goals and provide feedback at the end of experience

Student outcomes:

- Understand the importance of goal setting and reflecting on experiences with employers
- Record continuous reflection to enable further development of transferable employability skills in the future

Educator outcomes:

- Opportunity to highlight the importance of goal setting and working towards targets
- Opportunity to highlight the importance of regularly reflecting on learning and skills more widely during school / college
- Ability to easily gather student data on success of work experience placements

Suggested duration:

Activity 1: (30 minutes) at the start of experience

Activity 2: (10-15 minutes) daily or upon completion of modules – in line with delivery timelines

Activity 3: (30 minutes) at the end of experience

Location:

School/ College/ Workplace/ Home

Employer resources:

- Facilitator's guide
- Student resource pack

Student resources:

- Activity resource pack

Educator resources:

- Facilitator's guide
- Student resource pack

Continuous Module: Goal Setting and Reflection
Facilitator's guide

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

It is suggested that students can work individually but may wish to discuss in groups where possible. Student activities may be downloaded and completed on the PDF form or you may wish to print the accompanying student resource pack.

Introduction

This module aims to support students to consider what they want to achieve from their work experience then reflect on learning as they complete modules over time. Students are encouraged to share feedback with employers and educators at the end of their experience.

Activity 1 (30 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 personal goals to achieve through their work experience.

Activity 2 (10-15 minutes regularly)

Students should be encouraged to spend time (10-15 minutes) regularly throughout their work experience, reflecting on what they learn from modules they complete and identifying what they would like to find out as they progress through remaining modules. Students can either reflect daily or after they complete modules, this may be impacted by the delivery timeline of the entire encounter.

Activity 3 (30 minutes)

At the end of the experience, students should consolidate and summarise their achievements and progress. It is suggested that students incorporate feedback to employers as part of their final presentation, however students and facilitating educators may wish to share this activity with employers for additional feedback at the end of the experience.

Continuous Module: Goal Setting and Reflection
Student resource

Activity 1 (30 minutes)

To help you identify what you would like to get out of your experience, rate your current skills against the characteristics below:

Rate from 1-5 (1 being not very, 5 being very)

	1	2	3	4	5
I am comfortable in meeting new people					
I work well as part of a team					
I can manage my own time effectively					
I am confident in making my own decisions					
I enjoy trying to solve problems and finding solutions					
I am able to communicate my views and ideas with others					

Reflecting on your answers above, identify some personal goals you would like to achieve during your experience in each of the categories below.

I would like to develop my communication by…

For example

- Presenting ideas to a new audience
- Meeting new people and finding out what they do

Skill(s) I would like to develop…

For example

- Working as part of a team
- Managing people in my team
- Working to deadlines

What I would like to find out about career pathways…

For example

- What exams do I need to pass to get this job?
- Will university help me get into this career pathway?

Activity 2 (10-15 minutes regularly)

Reflecting on your experience is important as it allows you to consider what you have gained from the experience and further information you may wish to find out. It will also enable you to provide valuable feedback to the employer so they can continue to offer work experience and improve their offer over time.

It is suggested that you complete this record daily or after completing each module when you can best reflect on what you have achieved in each section of your experience.

Reflection record

Module	Key things I have learned / achievement against my goals	What do I still need to do / want to find out
Company research		
Travel Plan		
Company Induction		
Teamwork		
Effective project management		
Being a good employee		
Problem-solving		
Recruitment		
Company workplace challenge		
Pitching and presenting		
Employer feedback		

European Union
European
Social Fund

Activity 3 (30 minutes)

It is important to recognise the input and time the employer has given. Employers need feedback to help identify how much value they provide in the time they allocate to providing encounters and experiences for young people.

Summarise to the employer what you feel you achieved from your work experience and the benefits of working with them.

Don't forget the things you learn during this experience can be used when writing your CV and / or during a job interview