

Work Experience

Minimum number of hours: 80 hours

Planning & Preparation before you go on Work Experience

- Letter of Application
- Curriculum Vitae
- Company list you wish to contact (company name, address, telephone, url, email)
- Log telephone calls or evidence of email contact
- Details of research/Job finding Strategies (www.goldenpages.ie, www.google.ie, newspapers, magazines, etc)
- List qualities/skills you possess
- Signed Student Contract
- Detail your learning goals before you go on Work Experience (what do you expect to learn/get out of your W.Exp)
- Insurance letter (available from Main Reception/Coordinator)
- Give details of your understanding of Health & Safety issues relevant to Work Placement

During your Work Experience

- Diary/log of dates/times/duties/tasks/any difficulties you encountered/Learning challenges/Evaluation of own participation
- Review of Learning Goals

Personal and Vocational Experiences when finished Work Experience

- Career Aspirations
- Future Plans (on course completion)
- Further Study
- Company Profile

Skills Demonstration

- Your supervisor will fill in this form
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Assignment (2 A4 pages approximately)

You are required to research the vocational area in which you plan to do your work experience. You also need to give a description of the company you worked with outlining number of employees, hierarchy of jobs in the company and qualifications required for those jobs.

You are also required to provide information regarding employment prospects. Any other information, which would enhance your knowledge of the vocational area in which you worked, should be included.

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Prior to going on Work Experience

List your preparation plans prior to work experience (C.V., company list, research

Skills Audit (list a number of skills you possess present)

Learning Goals (list your goals and what you expect to get out of work experience)

Plans (Identify any plans you aim to make in order to achieve these goals)

Details of your understanding of Health & Safety issues relevant to Work Placement

During/After Work Experience

Detailed and comprehensive account of activities during the day

Outline critical evaluation of experiences/challenges/positive aspects of Work Experience

Review of Learning Goals

Evaluation own progress/participation during work experience

From learning experiences list your future career plans & aspirations