

**NURIOOTPA HIGH SCHOOL**

**PERSONAL LEARNING PLAN**

**TASK: Workplace learning Reflection and Evaluation**

**Purpose**

This task provides an opportunity for you to evaluate your workplace learningplacement and reflect on how it has impacted on your Personal Learning Plan.

**Task Description**

During this semester you have completed several activities aimed at identifying and understanding your strengths, weaknesses and interests. This has lead to you selecting a place for workplace learning. In this task you will need to use the information you collected at work experience, to demonstrate your capacity to reflect upon your skills and abilities in the workplace and therefore review your Personal Learning Plan.

**You will need to demonstrate your understanding of the Communication and Work Capabilities and their development throughout your work placement.**

**You may use the following information as a guide in structuring your work.**

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|  | **Task** | **Performance Standards** |
|  | **Section 1. Completed During Work Experience -**  Workplace learning-Journal  You are required to keep a daily log of activities, including thinking about the Employability skills you are developing whilst on Work Experience. | UC1  DP2 |
|  | **Section 2. Completed After Work Experience**  Reflection and Evaluation-  You are required to reflect on your Work experience and the Development of the Work Capability | RL1 |
|  | **Work Experience Report**  Include the Gold Employer report from Work Experience in your folder | DP3 |

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|  |  | **A** | **B** | **C** | **D** | **E** |
| **Understanding the Capabilities** | 1 | **Clearly** **explains** understanding of the five capabilities, with insightful and detailed examples. | **Explains** understanding of the five capabilities, with some detailed examples. | Gives **some explanation** of what the five capabilities are, with brief examples. | Describes **some, but not all,** of the capabilities, with limited examples. | **Attempts** to describe at least one of the capabilities. |
| **Developing Personal and Learning Goals**  **DP** | 2 | **Effectively develops** the selected capability or capabilities relevant to achieving his or her goals**, in well-planned, insightful, and/or creative ways.** | **Develops** the selected capability or capabilities relevant to achieving his or her goals, in a way that is **mostly effective,** and **generally organised or creative.** | **Develops** the selected capability or capabilities relevant to achieving his or her goals, in a way that has **some effectiveness, and some organisation or creativity.** | **Develops an aspect** of the selected capability or capabilities, with **partial effectiveness**. The relevance to the goal(s) may not be clear. | **Attempts to develop** an aspect of the selected capability or capabilities, with **limited effectiveness** or relevance to the goal. |
| c | Interacts **purposefully** with others to identify and refine goals. | **Generally** interacts **effectively** with others to identify and refine goals. | **Interacts with others** to identify and make some refinement to goals. | Interacts with others with **limited effectiveness**, to talk about possible goals. | Gives **limited responses** to questions from others about possible goals. |
| Reflection on Learning | 2 | Reflects on the development of the selected capability or capabilities, **with insights into how this helps to achieve his or her goals**. | Reflects on the development of the selected capability or capabilities, **with some ideas** about how this helps to achieve his or her goals. | Reflects on the development of the selected capability or capabilities, **with an idea** about how this helps to achieve his or her goals. | **Describes** own participation in an activity to develop the selected capability or capabilities, with a vague link to goals. | Gives **limited responses** to questions about own participation in an activity to develop the selected capability or capabilities. **Makes a superficial statement** about a selected capability in attempting to identify a link to a goal. |

NURIOOTPA HIGH SCHOOL



Work Experience Journal

2012

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| **Student Name:** |  |
| **Home Group**  **Home Group Teacher:** | **10\_\_\_** |
| **PLP Teacher** |  |

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| EMPLOYER INFORMATION | |
| **Name of Employer** |  |
| **Address** |  |
| **Telephone Number** |  |
| **Work Experience Dates** |  |
| **Type of Employment** |  |

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| SECTION ONE: WORK PLACEMENT JOURNAL |

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| **Monday** | | |
| **Work Capability: Employability Skills**  Describe your induction today. Describe the OHSW, emergency, training were you shown or taught today. | | |
| **Provide detailed examples of the Work Capability.** Describe the tasks you completed today. Categorise the skills you did under the employability skills you have been taught about. Tick how many times you were required to use these skills in one day. *There is no need to fill in every skill.* | | |
| **Employability Skills:** | **Tasks I completed on Monday** | **Tick** |
| Communication Skills |  |  |
| Teamwork Skills |  |  |
| Problem-Solving Skills |  |  |
| Initiative and Enterprise Skills |  |  |
| Planning and Organisation Skills |  |  |
| Self Management Skills |  |  |
| Learning Skills |  |  |
| Technology Skills |  |  |
| **Reflect on your employability skill development:** Which one of these employability skills do you believe you could develop further during the rest of your Work Experience week.  **Employability Skill I can try and develop this week.** | | |

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| **Tuesday** | | | |
| **Work Capability: Communication in the Workplace**  List the people you worked with today and their role in the organisation. | | | |
| **People I worked with today** | | **Their role / job in the organisation / business** | |
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| **Provide detailed examples of the Communication Capability** by describing how you developed your Communication skills today. Describe tasks which required you to use the following communication skills today. Rate how effective you believe your communication skills were today.  OK \_\_\_\_\_\_\_\_\_\_\_\_\_ Good \_\_\_\_\_\_\_\_\_\_\_\_\_ Excellent | | | |
| **Communication Capability:** | **Tasks I completed on Tuesday** | | **Rating**  OK, Good or Excellent |
| **Verbal Communication**  *talking to people, answering phones, asking questions, sharing information* |  | |  |
| **Written Communication**  *writing letters, taking orders, taking notes,* |  | |  |
| **Reading**  *Reading instructions, booklets, stories, invoices,* |  | |  |
| **Social Communication**  *talking in breaks, at lunch time, asking about peoples interests, showing interest in others work,* |  | |  |
| **Listening & Understanding**  *Following instructions, repeating instructions back to supervisor, clarifying when unsure of instructions,* |  | |  |
| **Reflect on your Communication Capability development**: Which of these communication skills is your strongest skill, and which of these skills do you believe you need to continue develop?  **My Strongest Communication Skill –**  **One Communication Skill I need to continue to develop –** | | | |
| **List any additional tasks / activities / jobs that you did today (different from yesterday)** | | | |

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| **Wednesday** | | |
| Work Capability: interacting with employers and business people to find out about the skills and attitudes they value in young employees  Think about the “Personal Attributes” from the Employability Skills Framework.  **Discuss with your employer today** what the attributes are of the people who work in this work site, and the personal attributes that would make a successful employee in this industry.  **Task:**   1. Rank each of the 13 attributes in order of importance according to the industry you are working in. 2. For 6 of the personal attributes provide an example of how this attribute applies to this industry.   *An example of Enthusiasm has been completed for you* | | |
| **Provide detailed examples of the Personal Development Capability** | | |
| ***Enthusiasm :*** *Rating* ***1***  *For example: Teaching – being able to teach requires lots of enthusiasm to keep students interested in class.* | **Reliability –** *Rating\_\_\_\_\_* | **Balanced Attitude to work and home life -** *Rating\_\_\_\_\_* |
| **Enthusiasm** *Rating\_\_\_\_\_* | **Ability to deal with pressure**  *Rating\_\_\_\_\_* | **Motivation** *Rating\_\_\_\_\_* |
| **Personal Presentation** *Rating\_\_\_\_\_* | **Honesty & Integrity** *Rating\_\_\_\_\_* | **Commitment** *Rating\_\_\_\_\_* |
| **Sense of Humour** *Rating\_\_\_\_\_* | **Adaptability** | **Common Sense** *Rating\_\_\_\_\_* |
| **Positive Self Esteem** *Rating\_\_\_\_\_* | **Loyalty** *Rating\_\_\_\_\_* |  |
| **Reflect on your Personal Development:**  Which one of personal attributes do you believe you are demonstrating the best whilst on Work Experience?  Which one of the personal attributes do you believe you would need to develop if you were to work in this industry? | | |
| **List any additional tasks / activities / jobs that you did today (different from yesterday)** | | |

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| **Thursday** |
| **Work Capability: Learning in the Workforce**  Think about what you have been Learning this week whilst on Work Experience. |
| **Provide detailed examples of how you can develop the Learning Capability** |
| List the **formal learning**, training or qualifications which are required to be employed in this job?  *(eg University degree, apprenticeship, online training package, TAFE Course, on-the-job training)* |
| Describe the **technology** which is used in this industry and the type of IT *(eg computer software)* or other technology *(eg tools, drills, equipment*) you would need to learn to be employed in this job. |
| Describe **informal** ways of learning in this job.  *Eg Watching others work, practicing at home, on-the-job training, online courses* |
| Describe the types of **on-going learning** that are required in this job  *Eg – keeping up to date with changes in technology, new products, training and development courses, trailling new products.* |
| **Reflect on your Learning**  Describe the **most** **interesting** thing you have learned while you have been on Work Experience |
| **List any additional tasks / activities / jobs that you did today (different from yesterday)** |

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| **Friday** |
| **Provide detailed examples of the OHSW aspect of the Citizenship Capability** Complete the following questions **before you leave work today** regarding OHSW |

##### **OCCUPATIONAL HEALTH, SAFETY**

**AND WELFARE**

Describe your working conditions (eg indoor, noisy, quiet, clean, and tidy)

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Ask your employer to explain to you the safety regulations does the firm has regarding clothing, footwear, using equipment, personal appearance, washing hands?

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Ask your employer to describe the process for OHWS in your work place eg (first aid kit, process if injured, person managing workplace safety, signage

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Discuss your personal, learning or career goals with your employer and note here some of the advice that your employer has given you today, and comment on whether this advice has helped you to refine your goals.

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##### **SECTION TWO: REFLECTION**

##### **MAKING INFORMED DECISIONS ABOUT POSSIBLE**

##### **WORK OPPORTUNITIES AND DIRECTIONS**

SECTION 2 (to be completed AFTER work experience)

#### Describe which tasks that you participated in on Work Experience you found most enjoyable, or were most successful at.

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1. Describe **4** industry specific skills that you would need to develop to be able to be employed in this type of job.

* *Eg: Brick layer needs to learn how to mix cement to an appropriate consistency to ensure it doesn’t set too quickly*
* *Eg: A teacher needs to develop the curriculum knowledge (what they are going to teach)*
* *Eg: A Nurse need to learn how to take temperatures and measure blood pressure to check on patients*

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1. Describe the **positive** aspects of work experience. You may choose to comment on:

* *Things that surprised you about work experience*
* *Relationships you developed at work experience*
* *Working in an adult environment compared to school*
* *Your motivation, passion, interest level in this type of job*

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1. Describe the **challenging** aspect of work experience. You may choose to comment on:

* *Things that you did not enjoy about work experience*
* *Things that disappointed you about work experience*
* *Tasks you found difficult*
* *Hours you had to work compared to 8:45 to 3:30 at school*

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1. Review the Employers Report from the Workplace. Reflect on your suitability / job readiness to enter the workforce. You may choose to comment on:

* *What pleased you or disappointed you about the employers judgments*
* *Which areas you could improve and how you could achieve this before applying for your first job*
* *If you were offered a job in this worksite would you take it?*

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**FINAL REFLECTION ON THE DEVELOPMENT OF THE**

**WORK CAPABILITY**

1. Reflect on how useful this Work Experience has been useful to your in making informed decisions about your Personal Learning Plan. You may choose to reflect on:

* *How work experience has changed your view of the job*
* *Whether you still would like to pursue a career in this industry*
* *Whether you have had any new ideas about a career goal as a result of this work experience*

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1. With regard to the SACE Criteria for the Work Capability, Reflect on your development of this capability. You may choose to:

* *Rate your new knowledge, skills, learning and understanding about the Work Capability out of 10*
* *Explain what the Work Capability means to you about being employable*
* *Describe whether you now have a better idea about the employability skills required to enter the work force.*
* *Explain what you need to work on most or develop over the next 2 ½ years to achieve your career goal.*

Work Capability

* planning for and participating in workplace learning
* discussing and exploring their participation in paid and unpaid work outside school
* gaining generic workplace competencies (e.g. employability skills)
* interacting with employers and business people to find out about the skills and attitudes they value in young employees
* making informed decisions about possible work opportunities and directions.
* *SACE Board of SA PLP Subject Outline*

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