

Work Experience

(Placement Log & Reflection)

WEX 12A

Student Name: _____

Sponsor / Supervisor Name: _____

Sponsor Company Name: _____

WEX 12A



Complete during Work Placement after Application Package has been submitted
Submit to Ms. Carlson, Career Pathways Coordinator or email Kerri.Carlson@sd47.bc.ca



Career Pathways

Work Experience Education

Work Based Training Log

Week 1:		
Start Date: <u> </u> / <u> </u> / <u> </u> dd mm .yyyy	End Date: <u> </u> / <u> </u> / <u> </u> dd mm yyyy	Hours Worked:

Description of Work Duties: _____

Week 2:		
Start Date: <u> </u> / <u> </u> / <u> </u> dd mm .yyyy	End Date: <u> </u> / <u> </u> / <u> </u> dd mm yyyy	Hours Worked:

Description of Work Duties: _____

Week 3:		
Start Date: <u> </u> / <u> </u> / <u> </u> dd mm .yyyy	End Date: <u> </u> / <u> </u> / <u> </u> dd mm yyyy	Hours Worked:

Description of Work Duties: _____



Career Pathways

Work Experience Education

Week 4:		
Start Date: <u> </u> / <u> </u> / <u> </u> dd / mm .yyyy	End Date: <u> </u> / <u> </u> / <u> </u> dd / mm / yyyy	Hours Worked:

Description of Work Duties: _____

Week 5:		
Start Date: <u> </u> / <u> </u> / <u> </u> dd / mm .yyyy	End Date: <u> </u> / <u> </u> / <u> </u> dd / mm / yyyy	Hours Worked:

Description of Work Duties: _____

Week 6:		
Start Date: <u> </u> / <u> </u> / <u> </u> dd / mm .yyyy	End Date: <u> </u> / <u> </u> / <u> </u> dd / mm / yyyy	Hours Worked:

Description of Work Duties: _____



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Work Experience Education

Week 7:		
Start Date: <u> </u> / <u> </u> / <u> </u> dd mm .yyyy	End Date: <u> </u> / <u> </u> / <u> </u> dd mm yyyy	Hours Worked:

Description of Work Duties: _____

Week 8:		
Start Date: <u> </u> / <u> </u> / <u> </u> dd mm .yyyy	End Date: <u> </u> / <u> </u> / <u> </u> dd mm yyyy	Hours Worked:

Description of Work Duties: _____

Week 9:		
Start Date: <u> </u> / <u> </u> / <u> </u> dd mm .yyyy	End Date: <u> </u> / <u> </u> / <u> </u> dd mm yyyy	Hours Worked:

Description of Work Duties: _____



Career Pathways

Work Experience Education

Week 10:		
Start Date: <u> </u> / <u> </u> / <u> </u> dd / mm .yyyy	End Date: <u> </u> / <u> </u> / <u> </u> dd / mm / yyyy	Hours Worked:

Description of Work Duties: _____

Week 11:		
Start Date: <u> </u> / <u> </u> / <u> </u> dd / mm .yyyy	End Date: <u> </u> / <u> </u> / <u> </u> dd / mm / yyyy	Hours Worked:

Description of Work Duties: _____

Week 12:		
Start Date: <u> </u> / <u> </u> / <u> </u> dd / mm .yyyy	End Date: <u> </u> / <u> </u> / <u> </u> dd / mm / yyyy	Hours Worked:

Description of Work Duties: _____



Work Experience Education

Student Self Reflection #1 After 50 hours

Personal Qualities and Interpersonal Skills	Emerging	Developing	Proficient	Extending	Not Applicable
Cooperative and able to work with others					
Accepting of constructive criticism					
Adaptable to new tasks and/or situations					
Respectful of others					
Appropriately groomed					
Demonstrates a positive attitude					
Shows interest and enthusiasm					
Communication Skills					
Uses appropriate communication for the worksite					
Speaks clearly					
Listens well					
Asks appropriate questions					
Uses appropriate body language					
Writes clearly and legibly					
Communicates appropriately using cell, text and email					
Quality of Work and Work Habits					
Reliable					
Punctual (including after breaks)					
Attends regularly					
Shows good work ethic					
Able to follow directions					
Completes assigned tasks on time					
Completes assigned tasks thoroughly					
Shows initiative					
Utilizes and is aware of safety practices					
Utilizes technology and/or other tools effectively					

Describe the most important lesson/skills you have learned at your current work experience placement and explain how it will help you as you move forward in the workplace.

Student Signature: _____ **Date:** _____

Student Self Reflection #2 After 100 hours

Personal Qualities and Interpersonal Skills	Emerging	Developing	Proficient	Extending	Not Applicable
Cooperative and able to work with others					
Accepting of constructive criticism					
Adaptable to new tasks and/or situations					
Respectful of others					
Appropriately groomed					
Demonstrates a positive attitude					
Shows interest and enthusiasm					
Communication Skills					
Uses appropriate communication for the worksite					
Speaks clearly					
Listens well					
Asks appropriate questions					
Uses appropriate body language					
Writes clearly and legibly					
Communicates appropriately using cell, text and email					
Quality of Work and Work Habits					
Reliable					
Punctual (including after breaks)					
Attends regularly					
Shows good work ethic					
Able to follow directions					
Completes assigned tasks on time					
Completes assigned tasks thoroughly					
Shows initiative					
Utilizes and is aware of safety practices					
Utilizes technology and/or other tools effectively					

Student Signature: _____ **Date:** _____

Now that you have completed 100 hours, answer the WORK TERM REPORT questions. The work term report counts for 40% of your final grade so be sure to write a detailed reflection of your experience and show growth in your thinking.



Work Experience Education

EMPLOYER FEEDBACK FORM

STUDENT NAME: _____

Please complete the following form by assessing this work experience student as you would a novice worker. Employer feedback provides educators with valuable information when assessing learning outcomes of a student performance on the worksite. Feel free to discuss your feedback directly with the student.

Personal Qualities and Interpersonal Skills	Emerging	Developing	Proficient	Extending	Not Applicable
Cooperative and able to work with others					
Accepting of constructive criticism					
Adaptable to new tasks and/or situations					
Respectful of others					
Appropriately groomed					
Demonstrates a positive attitude					
Shows interest and enthusiasm					
Communication Skills					
Uses appropriate communication for the worksite					
Speaks clearly					
Listens well					
Asks appropriate questions					
Uses appropriate body language					
Writes clearly and legibly					
Communicates appropriately using cell, text and email					
Quality of Work and Work Habits					
Reliable					
Punctual (including after breaks)					
Attends regularly					
Shows good work ethic					
Able to follow directions					
Completes assigned tasks on time					
Completes assigned tasks thoroughly					
Shows initiative					
Utilizes and is aware of safety practices					
Utilizes technology and/or other tools effectively					

Additional Comments: _____

Employer/Supervisor Signature: _____ Date: _____



Employability Skills Developing and Describing Your Employability Skills

The soft skills you gained through the completion of work experience are relevant to graduate positions. To increase your opportunity of success when applying for graduate jobs it is important to effectively incorporate relevant examples into your job applications and interviews. When deciding which examples to use, take in to account the job responsibilities and the industry you are applying to. Use business language to demonstrate how you developed the soft skills relevant for the workplace environment.

The examples in the table show how, for example, retail work can develop employment skills. Do not copy the examples but use the format to identify and describe the employability skills you have developed through your experience.

Task/Responsibility	Appropriate Terminology	Employability Skill Set
Attending Retail Training	-Used active listening and learning skills to successfully complete training seminars and certificates.	-Learning
Balancing and cashing up registers, banking	-Ensured all financial items were accounted for and organized according to store policy. -Kept accurate records of sales, refunds and appropriate financial documents.	-Time Management -Problem solving
Cleaning and daily tasks	-Identified tasks to be completed, set deadlines and worked within constraints to complete tasks in a timely-fashion.	-Planning and Organizing -Self Management
Closing the store	-Ensured the store was securely closed at the end of trading, and all requirements met by staff before leaving.	-Leadership -Teamwork
Filling out forms	-Read, interpreted and understood workplace communications and accurately completed documents.	-Communication
Handling difficult customers	-Demonstrated respect and sensitivity towards customer needs and concerns. -Anticipated problems in advance and acted to avoid them.	-Problem Solving
Inducting new staff	-Used leadership skills to familiarize new staff with procedures and training programs. -Ensured occupational health and safety regulation were understood by new members.	-Leadership -Teamwork
Informing the manager of problems	-Acted in accordance with store policy to clarify and identify customer service issues for resolution.	-Problem Solving -Teamwork
Marking-down stock	-Identified merchandise to be reduced and worked with store guidelines to determine price and positioning.	-Planning and Organizing
Meeting budgets and targets	-Identified daily, weekly and monthly goals and developed strategies to best meet expectations and deliver excellent customer service.	-Planning and Organizing
Ordering stock	-Planned and organized inventory needs for set periods and ensured all appropriate stock levels were met.	-Planning and Organizing -Time management
Packing items for transport/delivery	-Planned effective packing methods to ensure safe and timely delivery.	-Planning and Organizing
Performing refunds and credits	-Addressed customer needs and assessed suitability for refund, replacement or credit. -Ensured store policy was met and customer satisfaction.	-Problem Solving
Rostering	-Rostered team members appropriately to meet individual and company needs. -Planned in advance for scheduled needs and requirements to resolve any conflicting needs of team members.	-Planning and Organizing -Problem Solving



Career Pathways

Work Experience Education

Serving customers	-Used questioning and active listening to ascertain and respond to customer needs.	-Communication
Setting up new Stores	- Worked efficiently with fellow team members to achieve set objectives within specific time-frames.	-Teamwork -Initiative and Enterprise
Stacking shelves	-Merchandised products to maximize sales and visual appearance. - Worked effectively with team members to complete all tasks efficiently and to meet store/industry standards	-Planning and Organizing -Teamwork
Supervising junior staff	-Delegated tasks and responsibilities to appropriate team members. - Motivated team members to achieve set goals and deadlines. - Identified problems and appropriately addressed them according to store policy.	-Leadership -Management
Talking with sales representatives	-Interacted with sales representatives from a variety of companies and identified the needs of the store and customers.	-Communication -Interpersonal
Taking deliveries	-Worked within store safety policies to efficiently and safely take delivery of goods. -Worked with team members to ensure all stock was stored correctly and in appropriate location. -Alerted management when incorrect stock had been delivered to initiate appropriate response.	-Teamwork -Problem Solving
Using technology	- Recorded accurate information using bespoke database booking system - Registered all transactions accurately using specialist cash till	-Technology - Planning and Organization
Writing signs, setting up displays	-Merchandised stock for maximum marketability. -Ensured all signage and displays were presented in accordance with company policy and procedures.	-Initiative -Planning and Organizing

Your Personal Attributes

In addition to the development of employability skills, work experience can help you gain evidence of how you have demonstrated your personal attributes. While thinking of the examples showing your skills don't forget personal attributes.

Persistence	Motivated	Reliable
Common sense	Loyalty	Positive self esteem
Sense of humor	Professional Presentation	Adaptability
Honesty and integrity	Ability to deal with pressure	Enthusiasm
Commitment	Hard-working	



Work Experience Education

Employability Skills 2000+

The skills you need to enter, stay in, and progress in the world of work—whether you work on your own or as a part of a team.

These skills can also be applied and used beyond the workplace in a range of daily activities.

Fundamental Skills

The skills needed as a base for further development

Personal Management Skills

The personal skills, attitudes and behaviors that drive one's potential for growth

Teamwork Skills

The skills and attributes needed to contribute productively

You will be better prepared to progress in the world of work when you can:

Communicate

- read and understand information presented in a variety of forms (e.g., words, graphs, charts, diagrams)
- write and speak so others pay attention and understand
- listen and ask questions to understand and appreciate the points of view of others
- share information using a range of information and communications technologies (e.g., voice, email, computers)
- use relevant scientific, technological and mathematical knowledge and skills to explain or clarify ideas

Manage Information

- locate, gather and organize information using appropriate technology and information systems
- access, analyze and apply knowledge and skills from various disciplines (e.g., the arts, languages, science, technology, mathematics, social sciences, and the humanities)

Use Numbers

- decide what needs to be measured or calculated
- observe and record data using appropriate methods, tools and technology
- make estimates and verify calculations

Think & Solve Problems

- assess situations and identify problems
- seek different points of view and evaluate them based on facts
- recognize the human, interpersonal, technical, scientific and mathematical dimensions of a problem
- identify the root cause of a problem
- be creative and innovative in exploring possible solutions
- readily use science, technology and mathematics as ways to think, gain and share knowledge, solve problems and make decisions
- implement solutions
- evaluate solutions to make recommendations or decisions
- check to see if a solution works, and act on opportunities for improvement

You will be able to offer yourself greater possibilities for achievement when you can:

Demonstrate Positive Attitudes & Behaviours

- feel good about yourself and be confident
- deal with people, problems and situations with honesty, integrity and personal ethics
- recognize your own and other people's good efforts
- take care of your personal health
- show interest, initiative and effort

Be Responsible

- set goals and priorities balancing work and personal life
- plan and manage time, money and other resources to achieve goals
- assess, weigh and manage risk
- be accountable for your actions and the actions of your group
- be socially responsible and contribute to your community

Be Adaptable

- work independently or as a part of a team
- carry out multiple tasks or projects
- be innovative and resourceful: identify and suggest alternative ways to achieve goals and get the job done
- be open and respond constructively to change
- learn from your mistakes and accept feedback
- cope with uncertainty

Learn Continuously

- be willing to continuously learn and grow
- assess personal strengths and areas for development
- set your own learning goals
- identify and access learning sources and opportunities
- plan for and achieve your learning goals

Work Safely

- be aware of personal and group health and safety practices and procedures, and act in accordance with these

You will be better prepared to add value to the outcomes of a task, project or team when you can:

Work with Others

- understand and work within the dynamics of a group
- ensure that a team's purpose and objectives are clear
- be flexible: respect, be open to and supportive of the thoughts, opinions and contributions of others in a group
- recognize and respect people's diversity, individual differences and perspectives
- accept and provide feedback in a constructive and considerate manner
- contribute to a team by sharing information and expertise
- lead or support when appropriate, motivating a group for high performance
- understand the role of conflict in a group to reach solutions
- manage and resolve conflict when appropriate

Participate in Projects & Tasks

- plan, design or carry out a project or task from start to finish with well-defined objectives and outcomes
- develop a plan, seek feedback, test, revise and implement
- work to agreed quality standards and specifications
- select and use appropriate tools and technology for a task or project
- adapt to changing requirements and information
- continuously monitor the progress of a project or task and identify ways to improve

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Work Term Report

Answer each of the following questions in a point form or paragraph style, typewritten report and hand it in to the Career Pathways Coordinator. Go deep in your thinking here — show growth!

1. What did you learn from this experience? (ie. What did you learn about the job, yourself, working with others)?
2. Describe your approach to taking on new challenges and/or tasks. How do you adapt to change and what problem-solving and/or internal self-talk processes do you use? Feel free to use examples to describe your thought process.
3. What are your current, site specific, workplace expectations (ie. think in terms of work safety, rights & responsibilities of workers, supervisors; employers)?
4. List at least four (4) essential skills that you are required to use in your current role at your worksite. How will these essential skills help you as you transition into future occupations?
5. What are you responsible for in your current role? Provide an overview of what you did in your role (ie. job, tasks, assignments, routine duties and anything else you did).
6. How are others reliant on you?
7. How have/could you approach a problem with a colleague?
8. How have you advocated for yourself on the worksite?
9. What are some strategies you could have used (or did use) to minimize workplace hazards and meet your workplace safety responsibilities?
10. How has this work experience affected your career plans? (How have your future plans changed — or not changed — as a result of this experience)?



Marking Criteria

Name:		PEN Number:	
Work Experience 12A			
	Assessment	Comments	
/10%	First Assignment <ul style="list-style-type: none"> • Training Plan (3) • Workplace Safety Knowledge Test (5) • Safety Checklist (2) 		
/20%	Secure and Maintain Work <ul style="list-style-type: none"> • Resume (10) • Cover Letter (10) 		
/20%	Workplace Application <ul style="list-style-type: none"> • Written Work Log (20) 		
/50%	Work Term Report (40) <ul style="list-style-type: none"> • Thoroughness of answers • Explanation of transferable skills • Connection to career objectives Student / Teacher Interview (10) <ul style="list-style-type: none"> • Self reflection • Knowledge assessment • Workplace skill development • Responsibilities & expectations • Workplace safety • Problem-solving & conflict resolution • Interpersonal Skills 		
Career Pathways Coordinator			
Name			
Signature			
Date			