



My Rock and My Fortress

MASADA COLLEGE

Early Learning Centre
Kindergarten to Year 12

9-15 Link Road St Ives NSW 2075

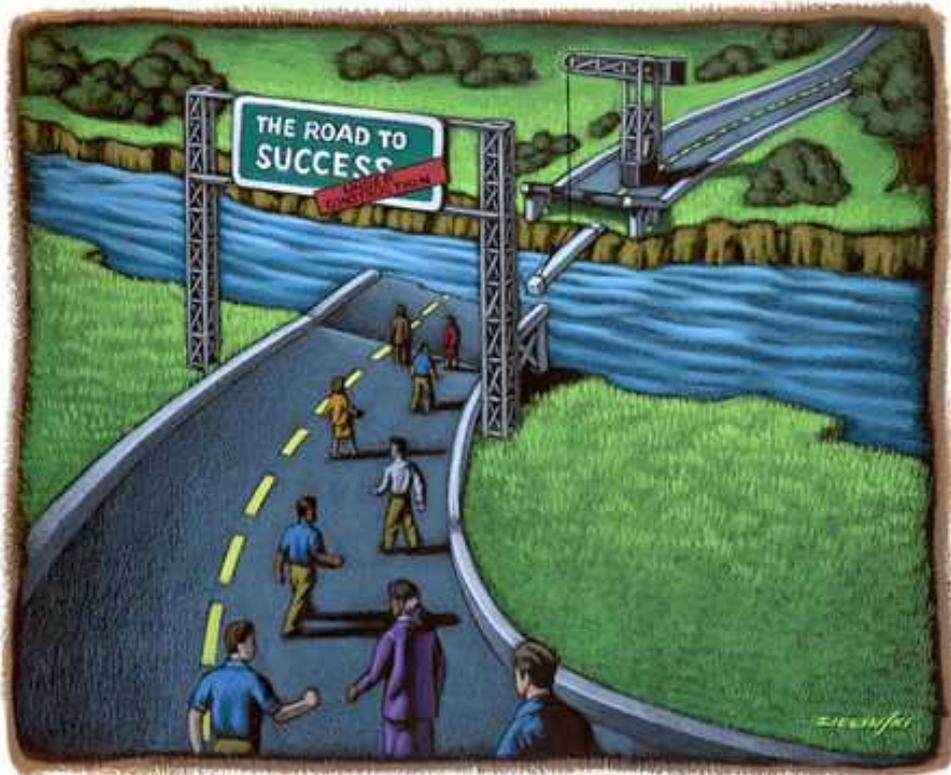
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WORK EXPERIENCE LEARNING JOURNAL



**[ATTACHMENT E]
WORK EXPERIENCE PROGRAM 2017
STUDENT WORK EXPERIENCE LEARNING JOURNAL**

Student's Name: _____

Host Organisation: _____

Supervisor's Name: _____

Dates Attended: _____

Before you start- HAVE A PLAN

Start with the End in Mind *Habit Two*

Think Win-Win *Habit Four*

It is worth investing some time prior to starting work experience to consider what you hope to gain and how you can make the most of your time there. Set goals and have an idea of your expectations, so you can have a plan a strategy to help ensure your expectations are met.

What do I hope to achieve whilst on work experience?

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What are my expectations of work experience?

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What are my host employer's expectations of me?

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During Work Experience- MAKE CONNECTIONS

SYNERGISE *Habit Six*

As a record of your activities/achievements whilst on work experience, enter your daily activities and learning experiences in the space provided for each day of your work experience. You may want to include reference to who you worked with, the tasks you worked on, new experiences/ insights you gained and questions you asked.



Day 1 (Date: _____)	Start time:	Finish time:
Day 2 (Date: _____)	Start time:	Finish time:
Day 3 (Date: _____)	Start time:	Finish time:
Day 4 (Date: _____)	Start time:	Finish time:
Day 5 (Date: _____)	Start time:	Finish time:
General Comments:		

During Work Experience- DO YOUR RESEARCH

Seek First to Understand and then be Understood *Habit Five*

Use your time on work experience to find out more about the career area/s you are interested in and the working lives of people at the organisation. Interview at least one of the team you are working with by asking them the following questions:

Name:

Current Job Title:

How did you get your job? What jobs and experiences have led you to your present position?

What do you do? What are the duties/functions/responsibilities of your job?

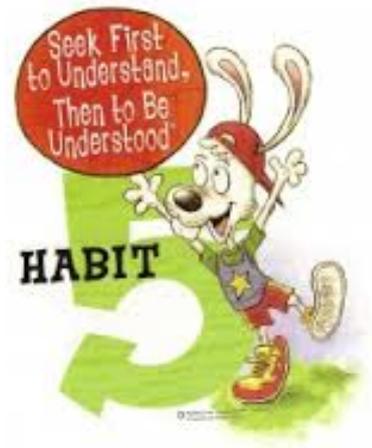
What study and/or training did you do before you entered this occupation?

What other jobs can you get with the same background?

What part of this job do you personally find most satisfying? Most challenging? What do you like and not like about working in this industry?

Can you suggest some ways a student could obtain this necessary experience?

Why did this type of work interest you, and how did you get started?



Remember to say "thank you"

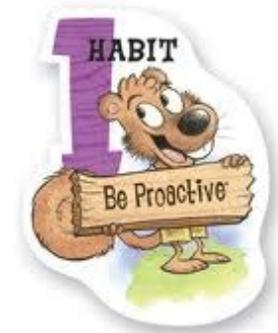
Post Work Experience- SAY THANK YOU

Be Proactive *Habit One*

After the placement, remember to send a thank you letter or email to your supervisor and let them know you appreciated the opportunity and the time they invested in your development. Letting the organisation know you valued the experience maintains good relationships and networks.

In your thank you letter, you should include feedback as to how the placement has helped you, specifically outlining the skills and experience that most impacted on your career development. You can also include “special mentions” of people who you came across that made an impact on your experience.

The letter or e-mail should be sent **within a week** of you completing your work experience, and could look something like the following:



Host Supervisor's Name

Address

Suburb State Postcode

Date

Re: Work Experience Thank you

Dear....

Thank you kindly for providing me with the opportunity to undertake my Masada College work experience with you at (name of organisation). It was an invaluable experience and in particular I learned I also enjoyed.....The experience has been very useful in

Your time and efforts in supervising me during the week were most appreciated.

Yours Sincerely

..... (Your signature)

..... (Print your name)

Your address

Your e-mail

Post Work Experience- REFLECT AND PLAN NEXT STEPS

When you have completed your work experience, think back over it. Reflect on what you gained from the experience and exposure to this career area and what implications it may have for your future.

What did you learn about this career area?

What did you learn about getting along and working with others?

What did you learn about yourself?

Overall, what were the main benefits of your work experience?

Next Steps and Action Planning

Put First Things First *Habit 3*

Career planning is an ongoing, lifelong process. Now that you have reflected on what you have learnt as a result of your recent work experience, it is worth considering these learnings in the context of your overall career plan for Years 11 and 12 and beyond.

You may not have a clear picture of your goals. This is normal and people who do have goals now, quite often change their direction and planning. You may also need to make new plans from time to time, as a result of new information that comes to hand or changing your mind in regard to your career direction. This action plan is a roadmap that will help to get you started in thinking about how you might start to achieve your career goals.

1. Employment and career options I am considering:

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2. Employability skills I need for the employment and career options I am considering:

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-
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3. Qualifications/training I need for the employment and career options I am considering:

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4. Employability skills I have developed are:

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-

5. My achievements so far:

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-

6. My subject selections for Year 11:

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7. The skills I need to develop further:

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8. The information and advice I need to seek out to make an informed career decision:

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-
-

9. The people I can go to for help and advice to assist me in achieving my career goals:

-
-
-

My Career Plan for Years 11 and 12

Start with the end in Mind *Habit two*

My career goals for the next 2 years are:

-
-
-



To achieve these goals I must:

-
-

Steps I need to take to put my plan into action:

What	How	By When	Who
What actions do I need to take?	How will I go about achieving these actions?	What are the deadlines for completion of these actions?	Who is responsible for achieving these actions and who can support me?

Career Plan for Years 11 and 12 cont..



MAKE A COPY OF YOUR CAREER ACTION PLAN AND KEEP IT FOR REFERENCE
BEFORE SUBMITTING IT TO THE CAREERS ADVISER

Please return your completed forms to the, Careers Adviser via the college office, by email
or fax to 02 9144 3722