

Introduction

Title:	Link Modules dairy of work experience
Students name:	Your Name
Dates of work experience:	8 th February 2016 – 10 th February 2016
Name of employer:	Business name not the person's name
Address of employer:	Business address line1 Business address line2 Business address line3
Contact details of employer:	090 6412345
Description of employer:	Detailed description of place, this is worth 5 marks so MIN of 5 points, write as a paragraph but ensure at least 5sentences.
Name of supervisor:	Person name who is responsible for you
Position of work placement:	Your job title eg, Teachers assistant, plumber, waitress
Duties carried out:	1. What you did on work exp. name 5 items you did or had responsibility for eg I assisted in teaching art class to junior infants 2. 3. 4. 5.
Reasons for selection:	1. Point linking leaving certificate subject 2. Another point linking leaving another certificate subject 3. Point linking career plan 4. Another point linking career plan 5. Point linking personal interests and aptitudes

Day 1

Day: Monday

Start Time: 9.00 am

Date: 8th February 2016

Finish Time: 4.00 pm

Personal account of day one of work placement:

This is a substantial paragraph worth 10 marks so it should include an outline of your day, detailed description of any training received, details of how different skills were used or developed, information on any new information you learned. Explain any links to Link Modules and describe any links between your day and your knowledge of Employment /Health & Safety Acts. [Should be HALF a PAGE long]

Analysis of day one of work placement:

This is a substantial paragraph worth 10 marks, it is an in-depth evaluation of your day. It should include evidence of analysis in different situations, for example How you mastered unfamiliar tasks; How you overcame problems; How you related to staff; The perception of how others viewed your performance; how you related to customers and/or staff; what you did well/poorly; anything you would do differently tomorrow; did you enjoy the day. [Should be approximately HALF A PAGE LONG, but must not go onto a second page]

Day 2

Day: Tuesday

Start Time: 9.00 am

Date: 9th February 2016

Finish Time: 4.00 pm

Personal account of day two of work placement:

This is a substantial paragraph worth 10 marks so it should include an outline of your day, detailed description of any training received, details of how different skills were used or developed, information on any new information you learned. Explain any links to Link Modules and describe any links between your day and your knowledge of Employment /Health & Safety Acts. [Should be HALF a PAGE long]

Analysis of day two of work placement:

This is a substantial paragraph worth 10 marks, it is an in-depth evaluation of your day. It should include evidence of analysis in different situations, for example How you mastered unfamiliar tasks; How you overcame problems; How you related to staff; The perception of how others viewed your performance; how you related to customers and/or staff; what you did well/poorly; anything you would do differently tomorrow; did you enjoy the day. [Should be HALF A PAGE LONG, but must not go onto a second page]

Day 3

Day: Wednesday

Start Time: 9.00 am

Date: 10th February 2016

Finish Time: 4.00 pm

Personal account of day three of work placement:

This is a substantial paragraph worth 10 marks so it should include an outline of your day, detailed description of any training received, details of how different skills were used or developed, information on any new information you learned. Explain any links to Link Modules and describe any links between your day and your knowledge of Employment /Health & Safety Acts. [Should be HALF a PAGE long]

Analysis of day three of work placement:

This is a substantial paragraph worth 10 marks, it is an in-depth evaluation of your day. It should include evidence of analysis in different situations, for example How you mastered unfamiliar tasks; How you overcame problems; How you related to staff; The perception of how others viewed your performance; how you related to customers and/or staff; what you did well/poorly; anything you would do differently tomorrow; did you enjoy the day. [Should be HALF A PAGE LONG, but must not go onto a second page]

Evaluation

1st Paragraph explaining your suitability to the particular organisation and working environment

I believe I am well suited to a career as a car mechanic as I really enjoyed my placement. The employer was really impressed with my knowledge of cars and engines.....

Should be decent size paragraph; approx one third of page

2nd Paragraph Career possibilities in the area of work experience

Eg. There are many career opportunities in the pharmaceutical industry. Large retail pharmacies offer many jobs including a Pharmacist, a pharmacy technician, a sales assistant or a make-up and skin care expert. With a degree in any pharmacy related discipline there many research labs and hospitals employing people with these skills.....

Should be decent size paragraph; approx one third of page

3rd Paragraph explain the relevance of skills gained to future career goals and will the contacts you made (people you met) help you with your future career goals;

Eg. I developed my team working skills by working with other staff members to stock the shelves in the pharmacy, A supportive team ethos on the shop floor helps to create a good atmosphere for customers. This will benefit me in the future as most pharmacies rely on good team players working together to ensure the completion of day to day tasks in the pharmacy.

My employer has offered to assist me in any way he can in my future studies (Part time job, work placement in college, conduct interview for research project, complete surveys for research projects,)

Should be decent size paragraph; approx one third of page

Application of the experience

Home: a **paragraph** describing how he/she has applied, or will apply, knowledge and skills gained through the placement,

Example: I know realise how hard my parents work and I am going to be more cooperative and clean up after myself at home.

Example: From working with young children in Primary school I have gained skills that will help me assist my younger brothers and sisters in completing their homework.

School: a **paragraph** describing how he/she has applied, or will apply, knowledge and skills gained through the placement.

Example: From my work as a waitress I learned the importance of hygiene in the kitchen, this will benefit me whilst cooking as part of my Home Economics course.

Example: I really enjoyed working with animals during my work placement and I am now committed to working hard in my Leaving Certificate to obtain the pointes needed to become a Vet.

Community: a **paragraph** describing how he/she has applied, or will apply, knowledge and skills gained through the placement

Example: During my work placement in Supervalu grocery store I realised how difficult it is for elderly members of the community to carry their goods to the car, I am now aware of this and I will offer to help my elderly neighbour with his weekly shopping on a Saturday morning

Example: As part of my work placement in Aura Gym I had an opportunity to assist in delivering exercise classes. I really enjoyed this I plan on volunteering to coach at my local GAA clubs summer camp this year.

Try and give at least 2 examples and explain what you are going to do as a result of this experience under each of the above; Home, school & community!

ENSURE YOU SAVE IT AND BACK IT UP ON MEMORY STICK!

PRINT IT AT HOME IF POSSIBLE AND KEEP A HARD COPY SAFE!

If possible please EMAIL a copy to me ASAP

rkelly@rosconvent.ie