

# Work Experience

W20008

## Summary of Final Requirements 2005/6

In order to achieve the maximum marks in your Work Experience module you are required to complete a folder of material that shows your awareness of the real workplace, as well as evidence (via a diary) that you have been on Work Placement. Below is a summary of the marking scheme.

<b>Summary</b>	<i>Learner Record 50%</i>
	<i>Skills Demonstration 30%</i>
	<i>Assignment 20%</i>

### **Learner Record (50%)**

This comprises a number of elements:

- 1 A letter of application
  - 1.1 Make one up if one is not actually sent and include that instead as a sample
  - 1.2 Include replies received.
  - 1.3 Document the process by which you achieved your placement.
- 2 A CV – Use the one you made in communications; just print it again.
- 3 Preparatory Assignments
  - 3.1 List of 10 Local Employers (Preparatory Study 1)
  - 3.2 List of 10 National Employers (Preparatory Study 2)
  - 3.3 Current Legislation: Organisation of Working Time Act (Preparatory Study 4)
  - 3.4 Social Partnership (Preparatory Study 5)
- 4 Targets you have set yourself during placement
  - 4.1 Things you'd like to do
  - 4.2 Things you'd like to see
  - 4.3 Things you'd like to learn
- 5 A workplace diary
  - 5.1 This must document all of the *minimum* of 10 days placement.
  - 5.2 A personalised, chatty diary is often the best – but don't forget the facts.
- 6 A review of your experiences

- 6.1 Assess your experiences under the targets you set yourself earlier
- 7 A comparison of your employment/educational/career *goals* before and after placement
  - 7.1 List what you believe to be your strengths as well as areas of weakness.
  - 7.2 How does your experience affect your plans for yourself

It is highly advisable to spend some time making sure you meet all the headline requirements above. Failure to produce suitable paperwork will lead to loss of marks; this loss of marks can lead to failure in the module and therefore failure to achieve the full award as this is a mandatory module.

Each item from 1 to 7 should be a separate section with a heading, even if it is only part of a page used for the section.

### **Skills Demonstration (30%)**

This is a standardised sheet, listing categories under which the employer may rate you from *Excellent* to *Unsatisfactory*. Where inappropriate to your workplace, the employer may dismiss a category as *Unable to Assess*.

This sheet may be found in the module descriptor under the title *Supervisors Report*. It's well worth being highly familiar with this as it is the single largest allocation of marks, and indicates areas under which you are assessed in the workplace.

### **Assignment (20%)**

You are required to carry out a project entitled:

#### **“The IT industry in Ireland”**

Under this heading you are required to explore the industry and document the range of occupations in the sector. Remember that there is a very wide range of employment generated, not all of which actually requires IT skills.

Further details are in the assignment brief.

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**Deadline for submission of all items: 20060428**

All items should be presented **bound** (stapled & punched with 'My Own Work') cover sheet.