WORK EXPERIENCE DEBRIEF & LETTER OF THANKS

**Teachers' notes**

**Outcome**
Report on experiences in the workplace and write letters of thanks to employers.

**Rationale**
Through analysis of work experience, students might identify their likes and dislikes, which will assist them in future career planning.

Reporting on the experience will provide all students with the opportunity to become aware of situations to which they may not previously have been exposed.

Students will demonstrate courteous behaviour by writing letters of thanks to employers for participating in the school’s work experience program.

**Task description**
1. Students complete the ‘Student evaluation form’ on their work experiences and present their logbooks for assessment in the classroom. Students submit the final page of their logbooks regarding conditions and use as a discussion point.
2. The teacher facilitates a whole-class sharing of experiences on work experience or placement.
3. Each student should be provided with an opportunity to speak about his or her experiences and to discuss any changes in their career plans as a result of that experience.
4. In question-and-answer sessions following each speaker, the teacher discusses and clarifies issues that might arise.
5. The teacher distributes the ‘Letter of thanks’ and ‘Student evaluation form’ to each student to individually complete and explains the importance of and reason for the evaluation process.
6. The teacher facilitates whole-class discussion on the importance of properly thanking participating employers.
7. In small groups, students discuss and list the details that should be included in the letters.
8. Each student individually writes a letter of thanks to his or her employer for accepting the student on work experience, and uses the ‘Letter of thanks’ sheet as a guide.
9. Students should have their letter checked by a peer and the teacher, and then produce a final copy for mailing.

**Extension activities and Local Standards**
- Invite some of the participating employers to speak to the class about their attitudes to having work experience students in their workplaces.
- Students could write a letter to Year 9 students or develop a publication advising them of work experience processes and advice.

**Suggested resources**
- Copies of ‘Letter of thanks’ and ‘Student evaluation form’ worksheets for each student

**Career competencies**
This activity links to the Exploring step in [http://myfuture.edu.au](http://myfuture.edu.au).
Work Experience Debriefing Worksheet 1: Letter of Thanks

Your letter of thanks should include:

<Your name>
<Your address>
<Today's date>

<Employer's name>
<Name of organisation>
<Address of organisation>

Dear <contact person's name>

(First paragraph – general thank you)
   Thank you for the opportunity you have given me to find out what is involved in ...
   Thank you also for the time and effort you have devoted to me ...

(Second paragraph – comments on the experience. Include some of these points.)
   I will probably take up that occupation because ...
   OR
   What I learned about this occupation was ...
   What I gained from this experience was ...
   I particularly liked ...
   What I learned about myself which will help me in future employment was ...
   What I found different about your workplace was ...

(Third paragraph – conclusion)
   My general feeling about my work experience with your organisation is ...
   I would like to thank you once again for having me on work experience.
   Yours sincerely

<Your signature>
<Your name>
Work experience debriefing Worksheet 2: Student evaluation form

Your answers to the following questions will assist us to improve the program for those students participating next year. Please write clearly and use full sentences.

Name: ____________________________________ Teacher __________ Home class: __________

Employer’s name: __________________________________________________________

Dates worked: From ____________________________ To: __________________________
Total hours worked per day: ______________ Total hours for the week: _____________

1. Did you enjoy the week? [ ] Yes [ ] No
   Why/why not? ____________________________________________________________

2. Were you able to find out things you wanted to know about the job? [ ] Yes [ ] No
   ______________________________________________________________________

3. What types of things did you do? (refer to your log book and list some key tasks)
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

4. Was the work you did interesting? (Explain) [ ] Yes [ ] No
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

5. Were the people you worked with friendly and helpful, or did you feel unwelcome?
   ______________________________________________________________________

6. What did you like most about the job?
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

7. What did you like least?
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

8. What would have made the experience a better one?
   ______________________________________________________________________
   ______________________________________________________________________

9. Would you like to do this job permanently? Give reasons.
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

10. Have you changed your mind about your job preference? Give reasons.
    ______________________________________________________________________
    ______________________________________________________________________
    ______________________________________________________________________

11. Are you now more sure of the career you want and the course you want to do in Year 11?
    [ ] Yes [ ] No
    ______________________________________________________________________
    ______________________________________________________________________

12. General comments:
    ______________________________________________________________________
    ______________________________________________________________________

Adapted from ReCaP
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