REFLECTIONS ON YOUR WORK EXPERIENCE OR STRUCTURED WORKPLACE LEARNING PLACEMENT

1. NAVIGATING THE WORLD OF WORK
   - Managing a career and work life
   - Working with roles, rights and protocols

2. INTERACTING WITH PEOPLE AT WORK
   - Communicating for work
   - Connecting and working with others
   - Recognising and responding to people’s differences

3. GETTING THE WORK DONE
   - Planning and organising
   - Making decisions
   - Identifying and solving problems
   - Thinking creatively
   - Working in a digital world
REFLECTING ON YOUR WORK EXPERIENCE OR STRUCTURED WORKPLACE LEARNING PLACEMENT

The reflections you are about to document in this booklet are a personal record of your experiences on your Work Experience or Structured Workplace Learning placement. This is a tool to help you reflect upon your observations and responses to situations while you were on your work placement.

PURPOSE
Reflecting is a way of thinking about your learning (and learning experiences) in different ways. The activities in this booklet will allow you to explore situations from a personal perspective and are designed to help you learn from your experiences. Common themes are:

■ What did you do?
■ What did you learn?
■ What did you struggle with?
■ How can you use what you have learned?

INSTRUCTIONS
The following tips are designed to help you complete this series of reflection activities.

■ Choose a time and space where you won’t be interrupted.
■ Think deeply about the questions you are being asked.
■ Your reflections should cover your time on your work placement.
■ Your answers should be based on your own experience.
REFLECTION AREA 1: NAVIGATING THE WORLD OF WORK

This section is all about making decisions in life about work:
Will you work? What field, job or role suits you best? How will you find suitable work? How will you keep learning to advance in your career?

First, let’s get thinking about managing your career and work life.
How well do your personal goals and interests match with the work you did on your work placement?

**Step 1.** List up to five of your personal interests and goals in the spaces below.

1. 
2. 
3. 
4. 
5. 

**Step 2.** List below the main activities that your work placement involved.

Step 3. Draw lines connecting any boxes where some of your goals and interests matched with the work you did.
What do you notice about the number of matches between your goals and interests and the kind of work you did on your placement?

Why do you feel that your work placement was a good or a bad match for you?

What needs to change for your goals and interests and the work you do in the future to be a better match?
Take some time to consider what you know about finding work that you’d like to do.

What are 3 ways that you know about to find work opportunities? This could come in the form of support from others or through your own initiative.

1. 

2. 

3. 

Based on what you have written here, how ready are you to find work?

What don’t you know about finding work that you need to know?
Your approach to learning can be very important. Answer the questions below to show what you have discovered about learning for work.

What were 3 things you already knew about the kind of work you did on your placement?

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

What were 3 new things that you learned about this kind of work while on your placement?

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____________________________________________________________________

____________________________________________________________________

What were 3 ways that you found out what you needed to know?

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

What would you need to learn about to go further in this job and make it your career?

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____________________________________________________________________

____________________________________________________________________
Every workplace has roles, rights, responsibilities and certain ways that things should be done (these are called protocols).

Tick any of the following that were covered by protocols at your work placement.

- starting and finishing time
- who you can talk to
- health and safety rules
- dress code
- personal phone calls
- what to bring for lunch

Provide two examples of how you met these protocols

1.

2.

What were some of the main tasks associated with the role that you had on your work placement?

1.

2.

3.

4.

Did you feel like you took on personal responsibility for completing any of these tasks? Why or why not?
REFLECTION AREA 2: INTERACTING WITH PEOPLE AT WORK

This section is all about getting on with people at work so the job gets done.

How well do you communicate with others to get the job done? Are you a good team player? Do you appreciate different kinds of people at work?

First, let’s get thinking about some times where you had to communicate* with others on your work placement.

**COMMUNICATION* = LISTENING, SPEAKING, READING AND WRITING

What was one instance when you communicated well in order to get the job done? (eg. I asked for more information when I didn’t understand something.)

What are some ways that you could improve your communication in order to get the job done? (eg. I could ask more questions when I don’t understand something.)

Give an example of a time when you had to think about the best way to communicate with a co-worker. What happened?
How well did you connect and work with others?

Tick any of the following statements that describe things you did while on work placement.

While on work placement, I:

- Listened carefully to what I had to do
- Followed directions that were given to me
- Didn’t need any help
- Introduced myself to people
- Waited my turn to speak
- Told people what I thought about them
- Knew when people accepted me
- Gave ideas when I was asked
- Didn’t know if people liked me or not
- Helped out when asked
- Felt criticised by others
- Was happy to receive help
- Asked for help when I needed it
- Found feedback useful
- Told them how they could do the job better
- Knew how to act in meetings
- Was shy with a lot of people
- Could see who to trust
- Got annoyed by people at times
- Wasn’t sure whether people liked me
**How well do you interact with people at work when they are different to you?**

For each of these areas of difference indicate where you sit on the following scale by circling the position that best matches you.

<table>
<thead>
<tr>
<th>Area of Difference</th>
<th>Strongly disagree</th>
<th>Disagree</th>
<th>Not sure</th>
<th>Agree</th>
<th>Strongly agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am comfortable working with people of <em>Different Ability</em> (eg: Able-Bodied, Disabled)</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>I am comfortable working with people of <em>Different Cultures</em> (eg: European, Aboriginal, Islander, African, Arabic, etc)</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>I am comfortable working with people of a <em>Different Age</em> (eg: people younger or older than you)</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>I am comfortable working with people of <em>Different Beliefs</em> (eg: Moslems, Christians, Jewish, Pagans, Atheists, etc)</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>I am comfortable working with people with <em>Different Ideas</em> (eg: someone who thinks another way to you)</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>I am comfortable working with people with <em>Different Behaviours</em> (eg: someone who does things different to you)</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>I am comfortable working with people with a <em>Different Opinion</em> (eg: someone who disagrees with you)</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
</tr>
<tr>
<td>I am comfortable working with people of <em>Different Sexuality and Gender</em> (eg: Male, Female, Straight, Gay, Lesbian, etc)</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
<td>•</td>
</tr>
</tbody>
</table>
REFLECTION AREA 3: GETTING THE WORK DONE

This section is all about the planning and organising needed to get the work done.

How is each piece of work accomplished? What if there are problems along the way? How does being organised help us at work?

Below is a step by step procedure for how to ‘bake cookies’. After you have read it, give clear instructions for one procedure you had to follow on your placement.

<table>
<thead>
<tr>
<th>How to bake a cookie</th>
<th>How to</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Beat the butter and sugar together until creamy.</td>
<td>1)</td>
</tr>
<tr>
<td>2) Add the egg and keep beating until well mixed.</td>
<td>2)</td>
</tr>
<tr>
<td>3) Mix the 2 cups of flour into it until smooth.</td>
<td>3)</td>
</tr>
<tr>
<td>4) Roll out your dough on a floured surface and cut shapes using a cookie cutter.</td>
<td>4)</td>
</tr>
<tr>
<td>5) Place the cookies onto a greased baking tray.</td>
<td>5)</td>
</tr>
<tr>
<td>6) Bake at 180 degrees Celsius for about 10 minutes.</td>
<td>6)</td>
</tr>
<tr>
<td>7) Remove from the oven and leave the cookies on the tray to cool.</td>
<td>7)</td>
</tr>
</tbody>
</table>
In every life situation, problems can arise. This is also true in the workplace.

**Think about a problem that happened while you were at your work placement.**
**Answer these questions about that problem.**

What was the problem?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

How was the problem solved?

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________________________________________________________________________

________________________________________________________________________

What did you learn from this experience that was new or interesting?

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________________________________________________________________________

________________________________________________________________________

How did this experience of dealing with a problem change your thinking about problems?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Many young people use and adapt to the latest technology easily. Similarly, many workplaces have to adapt to new technologies for doing things like:

- Communication
- Information Management
- Creativity
- Planning
- Problem Solving
- Decision Making
- Design
- Operation

**Answer these questions about technology on your work placement.**

List the technologies that you use at home or school.

__________________________

__________________________

__________________________

Were any of these technologies used at your work placement and what were they used for?

__________________________

__________________________

__________________________

What technologies at work were new to you?

__________________________

__________________________

__________________________

How will you learn more about any new technologies required for your work?

__________________________

__________________________

__________________________
Now, that you have had some time to think about your work placement experience, complete this ‘SO, WHAT.............’

So, what did you do on your placement?

__________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

So, what will that help you with in the future?

__________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

So, what did you learn?

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So, what can you do now?

__________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

So, what next?

__________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________