

MODEL FOR THE S4 WORK EXPERIENCE REPORT

If you lose this document you should be able to download another from Pronote. It is also going to be sent through My School.

You must follow the given outline. If at all possible type your answer in a plain type such as Times New Roman or Calibri and stick to a font size of 11 or 12 for the text (other than the titles of course, where you should make the size appropriate to their importance).

Below you will find a layout to follow. This will ensure that you produce a report with everything you need in it! If you use each underlined title as a guide to a new page, and each bullet point as a guide to a new paragraph, that will help you by guiding you in your construction.

We are expecting to see well produced document from you, so once you have printed it, present it nicely in a folder / book format etc. Don't put it in a 'portevue' or plastic wallets as then we cannot write on the pages easily! At the very least, staple it together in the top left hand corner (- but that is the most likely thing to collapse! It does not cost much to buy a simple presentation wallet.)

When you are on your work experience, you could use a dictaphone or notebook each day to help you record interesting and useful information.

If you work at your report as you go along then you will not be left with a last minute panic at the end of the holiday – and everything will be fresh in your mind as well.

COVER PAGE

So, first of all you will need a **cover page**. Make sure that you include the information shown on this small example here! You should include the name of the person in charge at the establishment you will be in, as well as the name of the teacher who is responsible for you during the experience.

You can also add an appropriate picture!

CONTENTS:

Create a new page and for the title you put 'CONTENTS'. This will be just one page on which you have the different headings in your report along with the page

number where they can be found. So, obviously, you need to fill this page in at the end!

Name & Class	Ecole Internationale PACA
TITLE (INCLUDING THE LOCATION OF YOUR WORK EXPERIENCE)	
Person in charge:	
Teacher Responsible:	
Date : dd/mm/yyyy	

INTRODUCTION:

Again, start a new page. You should have one or more paragraphs for:

- An explanation of your choice of location
- To explain how you found your placement – and any difficulties you encountered.
- Describe your first meeting with the enterprise and the setting up of your placement.
- To relate your feelings regarding beginning your placement.

1) **PRESENTATION OF ...THE BUSINESS.....**(put the name of the business !)

A) LOCATION :

Insert a map – use something like ‘mappy’ or ‘viamichelin’ for this.

- Mark the position of the business with an arrow and explain how to find it and how you got there each day.

B) **THE COMPANY-** write the name again!

1) **Business activity.** Write a paragraph or more.

- Present the activity of the business and give examples of what they do.
- Quickly explain the history/background of the company and mention whether it is part of a larger company or whether it is independent.
- State the objective, perspectives and projects of the company.
- Explain who works for the company and explain who its clients are (customers, suppliers etc).
- Explain how this company finds its customers or clients, or how they find out about the company.

2) **Organisation of the company.**

- Explain how the business is organised – you can use a diagram to support what you write – but don’t just use a diagram!
- Give details about the number of staff and their different roles.
- How does the company find and recruit its staff?
- If the company is willing to give you details, explain what the turnover is and how the company has developed over the years. Is any expansion planned in the future?

II) PRESENTATION OF A JOB: (THEN GIVE THE JOB TITLE, e.g. Mechanic)

Insert a picture representing the job you are going to describe – a mechanic working on a car engine, the baker making loaves etc...Don't forget that you need to have written permission to take their photographs and use them in your report! Add a title or comment to the picture. (If you cannot use a photograph of an individual, then you will have to do without, but you could still include photographs of the workplace.)

- Write a paragraph or more:

Give the name of the trade observed, explain the training, the necessary studies; explain how the person observed was recruited; - give the range of pay (salary).

- Write a paragraph or more:

Describe the variety and working conditions (his equipment, his schedule ...); Present their role in the company including their working relationships with other company employees and superiors.

III) Write a **Daily Report:** for example

*Monday: Today I swept the floor of the garage and watched as they changed the tyres on a **jeep**. Watching the tyre change was interesting as it was more complex than I expected. The tyres used were called run-flat tyres. I did not know that such a thing existed! They are designed to prevent damage to the wheel if you have a flat tyre.*

You should try and look for positive things to write about your day – that way you will learn more, but it is also okay to talk about things that you found a little boring or repetitive. Write about the things you see and do, and your response to them.

A NOTE FROM THE EMPLOYER.

You should include a space in your report for your employer to comment. Show him/her your report on the last day and ask them to make a comment in the space you have provided.

CONCLUSION: My opinion of the work experience.

You should start this on a new page. You should write several paragraphs.

- Explain what you thought of the experience, what interested you, what you disliked.
- Present your opinion on the world of work which you have observed.

- Explain the differences between what you expected about the experience, and what it was actually like.

ANNEXES: Once again, you should start a new page with a title. You can include here 2 or 3 annexes of interesting information if you like – but do not include company documents or advertising.

LETTER OF THANKS: Once you have completed your placement, you should write a letter of thanks to the employer. You can handwrite it, or type it, but be sure to include a copy in your report and give one to the person in charge at your 'place of work'.

Along with your letter of thanks, you can send also a copy of your final report so that they can see what you learnt from the experience.

Permission for photographs. You must include this document in your report if you include photographs of any one at the business. It should be completed and signed by the person whose picture you are including. You must make it clear that the picture will only be used for your Work Experience Report.

Evaluation: Before the end of the second week of term (2nd to 11th September 2020) you should **arrange an appointment with your tutor** who was responsible for you during your work experience week **and give them your report**. At this appointment you will 'present' them your report. The tutor will complete an evaluation (of your 'investment', your interest and your participation, as well as your actual report) and then pass it back to Mrs Palmer or Secondary Secretariat. The marks will be included next term on your 'Semester 1' report. You need to ensure that you achieve all this process by **Friday 25th September 2020**.