

# STUDENT ORIENTATION MANUAL

*Discover Your Career Path*

Student's Name \_\_\_\_\_

School: \_\_\_\_\_

Work Station: \_\_\_\_\_

Work Station Address: \_\_\_\_\_

## Introduction

Are you looking forward to entering the world of work?

Are you wondering whether you are ready for the world of work?

Do you want to see the connection between what you are doing in school and real world jobs?

Through the Ministry of Education's Work Experience Programme (WEP), you will spend time in a workplace, get guidance and support from professionals in your area of interest, learn relevant skills and demonstrate competencies you are acquiring in school. You will be able to establish a network of professional contacts that will be useful when you go out into the world of work. You may even develop new friendships. Certainly, it will be an exciting and satisfying experience and you will return to school energised and more confident and committed.

## **What is the Work Experience Programme?**

The work experience programme (WEP) is a component of the technical vocational education and training (TVET) curriculum designed to help you to bridge the gap between school and work. It exposes you to real jobs as you seek to make career decisions.

## **How does the programme operate?**

Based on your area of interest, you will be assigned to a work station where you will obtain on-the-job experience



## How will the work experience programme benefit me?

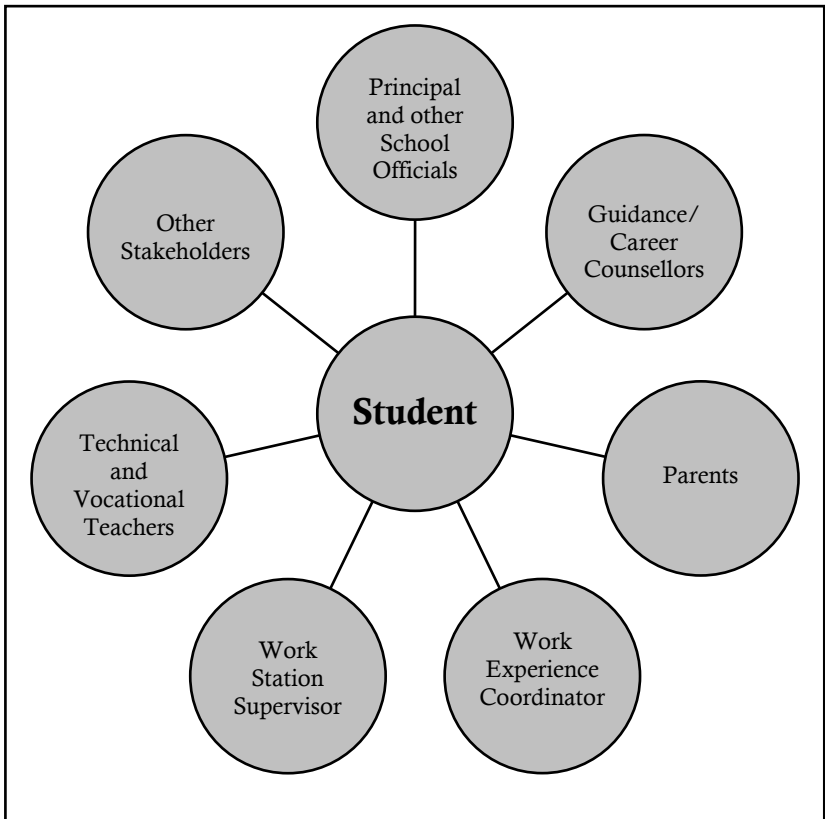
This experience will help you to:

- Learn specific skills on real jobs and under actual working conditions.
- Understand and participate in teamwork
- Learn about business operations through actual experience
- Assess your vocational choice after being exposed to practical experience
- Understand how school work prepares you for the world of work.
- Cultivate habits of punctuality and regular attendance
- Get along with fellow employees
- Follow instructions
- Complete tasks in a timely manner
- Accept criticism
- Solve problems



## Who are the persons involved in this programme?

The work experience coordinator is responsible for the day to day management of the WE programme. He/she is supported by a team of persons from within and outside of the school. All these persons help to make your work experience safe, enjoyable and meaningful.



**Diagram 1: Work Experience Programme Relationships**

## What will I learn about my technical and vocational area during this work experience?

You will be exposed to:

1. The general operations of the organisation
2. Authentic tasks in your area of specialisation
3. Relevant health and safety practices
4. Relevant technology tools and equipment utilised in the workstation
5. The operation of tools and equipment
6. Tasks that will provide you with the skills, attitudes and habits required to be successful on the job. These include:
  - Meeting deadlines
  - Problem Solving
  - Interpersonal communication
  - Teamwork
  - Punctuality
  - Reliability



## **Who can participate in the work experience programme?**

To earn the privilege of participation you must:

1. Be on a TVET Career Pathway
2. Be in good academic standing
3. Have a satisfactory behavior, attendance and punctuality
5. Participate in the school family insurance programme

# Preparing for the Work Experience

## Keeping up with schoolwork

- Complete all outstanding assignments prior to going out on Work Experience
- Make arrangements to get notes and other assignments while you are on Work Experience

## Miscellaneous

- Retire early to bed in order to be well rested in the mornings

## Finances (transportation etc.)

- Develop a savings plan (from grade 9)
- Advise Work Experience Teacher/Guidance /Career Counsellor of any financial challenges you maybe experiencing

## Grooming

- Ensure that you have the necessary protective clothing
- School uniforms must be worn on the Work Experience
- Uniforms should always be clean and pressed
- Hair should be neatly combed and conservatively styled



## What are my rights?

You:

- Do not have to work in any environment that is unsafe or unhealthy
- Must have access to bathroom/washroom and other prescribed facilities
- Are entitled to break and lunch time
- Must be free from sexual harassment or any other discriminatory actions or conduct

## What are my responsibilities?

### You will be expected to:

- Attend WE orientation sessions
- Uphold the good reputation of the WE programme and your school
- Maintain punctuality and regular attendance in school and at workstation
- Comply with school regulations regarding WE
- Adhere to rules and regulations of work station
- Complete required tasks and maintain satisfactory performance
- Follow health and safety rules and procedures, and other company regulations
- Adhere to safety symbols and signs
- Operate machines only with permission and/or under supervision
- Adhere to safety procedures when operating equipment/tools
- Follow established procedures for handling problems or grievances
- Maintain a respectful relationship with work station supervisor and regular employees
- Use the appropriate channels to address any violations of your rights.

Report accidents or anything you feel unsafe about to your workstation supervisor

Act responsibly and do not anything to endanger others

## **What are the responsibilities of the workstation supervisor?**

The supervisor's responsibilities are to:

- Provide work station orientation on your first day
- Outline the duties that you will be expected to perform
- Ensure that you receive training in job specific skills
- Provide guidance and support for the duration of your WE
- Advise you of all relevant rules and regulations of the work station
- Evaluate your performance at the work station
- Address any concerns you might raise regarding the workstation



## Code of Conduct

You must abide by the rules and regulations of your school, the WE programme and the workstation. Noncompliance will result in your termination and will be documented on your school record. Violations that could lead to your termination include:

- Habitual lateness or absenteeism
- Insubordination
- Ignoring safety rules and procedures
- Using expletives on the job
- Using illegal drugs and/or weapons
- Idling on the job
- Stealing or damaging the organization's property
- Sexual misconduct of any kind
- Sharing confidential information with unauthorised personnel
- Soliciting for personal gain or profit
- Fighting
- Sleeping on the job
- Negligence
- Indiscriminate use of cellular phones on the job
- Violation of company rules and regulations

## Where to Go for Help

What should I do if:

- A co-worker solicits my participation in theft?  
***Respectfully indicate your objection to the coworker. If the requests persist, inform your WE coordinator.***
- Sexual advances are made towards me by supervisor, co-worker or customer?  
***Report any sexual advances by coworkers or customers to your workstation supervisor. Advances made by supervisors should be reported immediately to your WE coordinator.***
- I have to be late or absent?  
***You must notify your workstation supervisor before your regular starting time if you will be absent or late. Repeated absences and/or tardiness may result in your termination.***
- I am repeatedly assigned tasks contrary to my workstation duties?  
***Discuss such concerns with your WE coordinator who will have dialogue with the workstation supervisor.***

- I am verbally abused?  
***Respectfully indicate your objection. If the offence persists, inform the supervisor or in the case where the supervisor is the offender, inform the WE teacher.***

- I observe violations of health/safety regulations?  
***Advise the WE teacher of your observations.***

- I should become ill while on the job?  
***Inform your workstation supervisor.***

- I should have an accident on the job?  
***Immediately report any accident to the workstation supervisor or any other coworker who is present. If you have to receive medical attention, inform your WE teacher.***

- I am asked to work for more than the prescribed hours?  
***Report any violation of your rights to your WE teacher.***

- I experience any problem in the workplace that I don't know how to deal with?  
***Seek the advice of your WE coordinator***

## Statement of Commitment (Pledge)

**I have read** and understood the contents of the Student Orientation Manual.

**I see** that the opportunities provided by this experience will help me with my personal development and career exploration.

**I promise** to explore this opportunity to the fullest while abiding by the rules and regulations governing the WE Programme.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Glossary

**Work Experience** - This is an opportunity for practical on-the-job experience at a setting outside of the regular classroom. This practical job experience is related to your technical and vocational area of specialisation and is intended to help prepare you for employment.

**Work Station** - This is the agency (or department of an agency) where you receive the practical on-the-job experience. It is the actual place where you do your work experience.

**Workstation Supervisor** - This is the person directly responsible for the supervision of your learning activities at the work station.

**Work Experience Coordinator** - This is the manager of the Work Experience programme in your school



## Reflections

Use the following pages to record the tasks you did on each day of your work experience. You should also record what you learned on each day. Avoid describing the same activities each day

# Day 1

## Reflection

**What did you do on the first day?**

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**What were you told about health and safety?**

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# Day 2

## Reflection

**What new tasks did you do?**

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**Briefly describe what your employer does?**

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# Day 3

## Reflection

**What did you do?**

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**List the different types of occupations at your place of work?**

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# Day 4

## Reflection

What tasks did you do?

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What are the qualifications and experience needed for this job?

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# Day 5

## Reflection

**What tasks did you do?**

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**What have you learned about yourself?**

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# Summary of Week 1

**What have been high points of your first week?**

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**What have been low points of your first week?**

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**Would you pursue a career path in this field? Please give reasons to support your answer.**

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**What more have you learned about the world of work?**

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# Day 6

## Reflection

Continue to record your new tasks and experiences learned

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Describe your feelings as you begin the second week in the WE Programme?

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# Day 7

## Reflection

**What tasks did you do?**

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**What more have you learned about the organisation?**

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# Day 8

## Reflection

Continue to record your new tasks and experiences learned

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What other businesses does your employer work with?

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# Day 9

## Reflection

What tasks did you do?

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What other careers could this job lead to?

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# Day 10

## Reflection

What tasks did you do?

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How is this week different from the first week?

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# Summary of Week 2

**What have been high points of your second week?**

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**What have been low points of your second week?**

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**Would you pursue a career path in this field? Please give reasons to support your answer.**

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**What more have you learned about the world of work?**

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## Contact Numbers

Work Experience Teacher \_\_\_\_\_

Work Station Supervisor \_\_\_\_\_

School \_\_\_\_\_

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## Notes

