MOUNT COMPASS AREA SCHOOL

PERSONAL LEARNING PLAN

WORK EXPERIENCE REFLECTION AND EVALUATION

PURPOSE

This task provides an opportunity for you to evaluate your work experience or work placement and reflect on your communication skills and understanding of work.

TASK DESCRIPTION

In this task you will need to demonstrate your capacity to reflect upon your skills and abilities in the workplace and demonstrate your understanding of the Communication and Work Capabilities and their development through your work placement.

Using your work experience, the information you recorded in your work experience handbook and the passport to safety program when answering the following questions

1. Describe the activities that you were involved in that provided you with learning opportunities.
   - Reflect on what you learned, and how well you achieved in these areas.
   - Provide examples of how this experience developed your employability skills (teamwork, communication, problem solving, self management, planning, organising and technology)
   - What further study/training is required to work in this field?

2. Provide examples (phone calls, email, in person) of how you interacted and communicated with a range of people in the workplace.
   Reflect on how effective your communication was in these situations.

3. Reflect on why/why not you would consider pursuing this job as a career.
   How has this experience guided you in making decisions regarding future goals/careers?

4. Describe the process, in detail, that you used to get your work placement and your reason for choosing this particular placement (visits, phone, internet, phonebook, in person).

5. Describe how the tasks and learning completed (passport to safety, OHSW, harassment) prepared you for work experience.
   What does a good worker do in the workplace to stay safe and look after fellow employees and customers?

6. Describe the nature of the work, the structure of the organisation (services to the community, goods, employees, location) and the types of work that you did at your chosen workplace.

7. What existing skills and abilities did you have that were useful on your work placement?
   How were they useful and developed?

Form/Audience
You may choose to present this task in a spoken or written form. Written tasks should not exceed 1,000 words and spoken tasks should not exceed 5 minutes. If you wish to present this task in another form you must negotiate an equivalent length or time with your teacher and provide recordings of spoken tasks.