

My job exploration!



Student:

Class:

JOBS

Jobs Booklet No.

6



PROGRAMUL DE COOPERARE ELVEȚIANO-ROMÂN
SWISS-ROMANIAN COOPERATION PROGRAMME

**PROJECT CO-FINANCED BY SWITZERLAND
THROUGH A GRANT FROM THE SWISS ENLARGEMENT CONTRIBUTION**

The Romanian-Swiss project called Job Orientation Training in Businesses and Schools - JOBS combines the world of labour market and school. The programme prepares students in the lower secondary or first years of the upper secondary education through a yearlong cross-curricular course. They evaluate and develop their own competences and life skills and become acquainted with the real working world.

The Romanian Ministry of National Education and the Centre for International Projects in Education at the PH Zurich carried out the co-ordination of production, design and editing of these teaching and learning materials in co-operation. The publication was co-financed by Switzerland.

An important specificity of the JOBS project was the close co-operation of all stakeholders. The teachers, pedagogues, psychologists, principals of the two pilot schools from Brasov (Technical College Transylvania, Gymnasium School No. 25), the representatives of the School Inspectorate of Brasov County and all the highly engaged specialists from National Centre for VET Development and academics of the University of Bucharest have not only contributed to an innovative set of learning material, but were part of a very democratic and participatory process of school development. The most sincere thank you goes to all of them.

Zürich, Bucharest, Brasov, 2014

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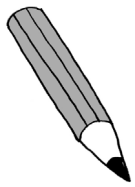
PH Zürich

My job exploration!

Students booklet

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My data

My address:

Date of birth:

Phone:

My doctor/hospital:

Address of school:

Phone:

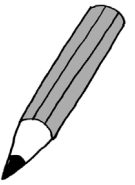
Fax:

E-mail:

Contact teacher:

Contact person in the business:

A short presentation of my chosen business



Name of business:

Address:

Professions:

Size of business:

Number of workers:

Number of staff in training:

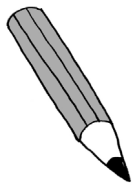
What is done, which products are produced?

How long has the business existed?

Working hours:

Break time:

Driving/walking time to business:



Tips for conduct during the business visit

☒ You are only a guest in a company, so you have to adhere to the rules. Be polite!

☒ If you are sick, you have to inform the company in advance.

☒ If you have any problems: talk to the contact person in the company or your teacher.

☒ If there is something you don't understand, ask directly. This shows your interest.

☒ Always ask before you take pictures or leaflets, information materials etc.

What is additionally important for the business you visit?

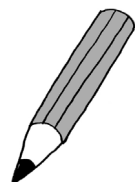
☒

☒

If have understood these rules of conduct.

Date/signature

Visiting plan: Day 1

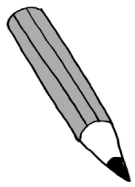


Names of team members:

Visiting business/company

Date/hours

Task no.	Title of task and short description (we will...)	Materials we need. Time we will need. People involved. Open questions.



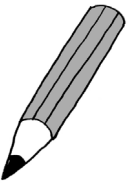
Day 1 – Visiting protocol: Tasks

No.	Title of task	Signature of business representative

Short report about my impressions of the day:

- I have learned, that..
- I have met...
- I want to find out how...
-

Visiting plan: Day 2

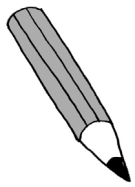


Names of team members:

Visiting business/company

Date/hours

Task no.	Title of task and short description (we will...)	Materials we need. Time we will need. People involved. Open questions.



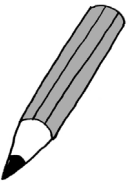
Day 2 – Visiting protocol: Tasks

No.	Title of task	Signature of business representative

Short report about my impressions of the day:

- I have learned, that..
- I have met...
- I want to find out how...
-

Visiting plan: Day 3

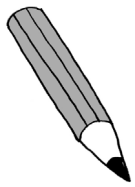


Names of team members:

Visiting business/company

Date/hours

Task no.	Title of task and short description (we will...)	Materials we need. Time we will need. People involved. Open questions.



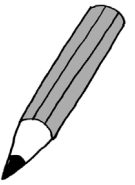
Day 3 – Visiting protocol: Tasks

No.	Title of task	Signature of business representative

Short report about my impressions of the day:

- I have learned, that..
- I have met...
- I want to find out how...
-

Visiting plan: Day 4

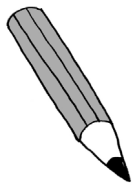


Names of team members:

Visiting business/company

Date/hours

Task no.	Title of task and short description (we will...)	Materials we need. Time we will need. People involved. Open questions.



Day 4 – Visiting protocol: Tasks

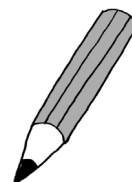
No.	Title of task	Signature of business representative

Short report about my impressions of the day:

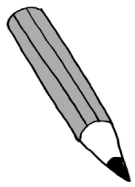
- I have learned, that..
- I have met...
- I want to find out how...
-

Safe on my mission 1

(Tick the ones that are important in the business you visit!)



 <p>First aid</p>	 <p>Use safety gloves</p>
 <p>Emergency exit</p>	 <p>Use ear protection</p>
 <p>Emergency meeting point</p>	 <p>Use a safety helmet</p>
 <p>Emergency escape</p>	 <p>Use eye protection</p>
	 <p>Use safety shoes</p>

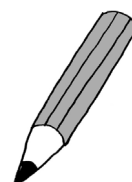


Safe on my mission 2

(Tick the ones that are important in the business you visit!)

	No smoking		Beware of laser beam
	No fire, open flames or smoking		Beware of fire sensitive materials
	No extinguishing with water		Beware of explosive materials
	No drinking water		Beware of poisonous materials
	No entry		Beware of corrosive materials
	No eating or drinking		Beware of floating loads
			Danger zone

Profession 1



1. What do you know about this profession?

1.1 Duration of training:

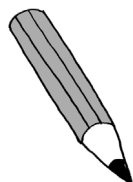
1.2 Related professions

1.3 Tasks and functions in this profession:

1.4 Ask the workers in the business about this profession.

2. Which special skills do you need for this profession? Make a tick where applicable:

2.1 Thinking skills	2.2 Physical Skills	2.3 Social Skills
<input type="checkbox"/> Accuracy and diligence	<input type="checkbox"/> Physical capacity	<input type="checkbox"/> Responsibility
<input type="checkbox"/> Written expression	<input type="checkbox"/> Long time standing	<input type="checkbox"/> No shyness
<input type="checkbox"/> Fast reactions	<input type="checkbox"/> Carrying heavy loads	<input type="checkbox"/> Self evidence
<input type="checkbox"/> Calculation	<input type="checkbox"/> Withstanding strong smells	<input type="checkbox"/> Emotional capacity
<input type="checkbox"/> Drawing	<input type="checkbox"/> Withstanding dirt	<input type="checkbox"/> Consideration of others
<input type="checkbox"/> Imagination	<input type="checkbox"/> No allergies	<input type="checkbox"/> Presentation skills
<input type="checkbox"/> Memory	<input type="checkbox"/> Exposed to wind and wheather	<input type="checkbox"/> Leading a conversation
<input type="checkbox"/> Design	<input type="checkbox"/> Withstanding uncomfortable temperature	<input type="checkbox"/> Friendliness, good manners
<input type="checkbox"/> Spelling	<input type="checkbox"/> Withstanding noise	<input type="checkbox"/> Teamwork
<input type="checkbox"/> Oral expression	<input type="checkbox"/> Seeing colours properly	<input type="checkbox"/> Individual work
<input type="checkbox"/> Observation	<input type="checkbox"/> Practicability	<input type="checkbox"/> Interest and empathy
<input type="checkbox"/> Technical understanding	<input type="checkbox"/> No fear of heights	<input type="checkbox"/> Persuading others
<input type="checkbox"/> Rich in ideas	<input type="checkbox"/> Good eyesight	<input type="checkbox"/> Listening skills
<input type="checkbox"/> Logical thinking	<input type="checkbox"/> Good health	<input type="checkbox"/> Assertiveness
<input type="checkbox"/> Concentration	<input type="checkbox"/>	<input type="checkbox"/>



Profession 2

1. What do you know about this profession?

1.1 Duration of training:

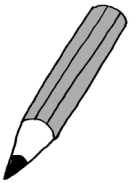
1.2 Related professions:

1.3 Tasks and functions in this profession:

1.4 Ask the workers in the business about this profession.

2. Which special skills do you need for this profession? Make a tick where applicable:

2.1 Thinking skills	2.2 Physical Skills	2.3 Social Skills
<input type="checkbox"/> Accuracy and diligence	<input type="checkbox"/> Physical capacity	<input type="checkbox"/> Responsibility
<input type="checkbox"/> Written expression	<input type="checkbox"/> Long time standing	<input type="checkbox"/> No shyness
<input type="checkbox"/> Fast reactions	<input type="checkbox"/> Carrying heavy loads	<input type="checkbox"/> Self evidence
<input type="checkbox"/> Calculation	<input type="checkbox"/> Withstanding strong smells	<input type="checkbox"/> Emotional capacity
<input type="checkbox"/> Drawing	<input type="checkbox"/> Withstanding dirt	<input type="checkbox"/> Consideration of others
<input type="checkbox"/> Imagination	<input type="checkbox"/> No allergies	<input type="checkbox"/> Presentation skills
<input type="checkbox"/> Memory	<input type="checkbox"/> Exposed to wind and wheather	<input type="checkbox"/> Leading a conversation
<input type="checkbox"/> Design	<input type="checkbox"/> Withstanding uncomfortable temperature	<input type="checkbox"/> Friendliness, good manners
<input type="checkbox"/> Spelling	<input type="checkbox"/> Withstanding noise	<input type="checkbox"/> Teamwork
<input type="checkbox"/> Oral expression	<input type="checkbox"/> Seeing colours properly	<input type="checkbox"/> Individual work
<input type="checkbox"/> Observation	<input type="checkbox"/> Practicability	<input type="checkbox"/> Interest and empathy
<input type="checkbox"/> Technical understanding	<input type="checkbox"/> No fear of heights	<input type="checkbox"/> Persuading others
<input type="checkbox"/> Rich in ideas	<input type="checkbox"/> Good eyesight	<input type="checkbox"/> Listening skills
<input type="checkbox"/> Logical thinking	<input type="checkbox"/> Good health	<input type="checkbox"/> Assertiveness
<input type="checkbox"/> Concentration	<input type="checkbox"/>	<input type="checkbox"/>

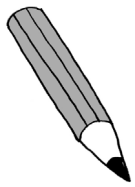


Requirements for one of the jobs

Create a profile of requirements for one of the jobs you analysed.

Tick only after thinking carefully!

Profession	Low	Middle	high
Thinking skills			
Accuracy and diligence			
Written expression			
Fast reaction			
Calculating skills			
Drawing			
Imagination			
Memory			
Design			
Spelling			
Rich in ideas			
Logical thinking			
Concentration			
Physical skills			
Physical capacity (total)			
Long time standing			
Carrying heavy loads			
Withstanding strong smells			
Withstanding dirt			
No allergies			
Exposed to wind and wheather			
Withstanding uncomfortable temperatures			
Withstanding noise			
Seeing colours properly			
Practicability			
No fear of heights			
Good eyesight			
Good health (good immune system, no colds etc.)			
Social skills			
Responsibility			
No shyness			
Self evidence			
Emotional capacity			
Consideration of others			
Presentation skills, secure appearance			
Leading a conversation			
Friendlyness, good manners			
Teamwork			
Individual work			
Interest and empathy			
Persuading others			
Listening skills			
Assertiveness			

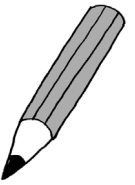


You will use the following pages for interviews, notes, sketches, drawings, photos etc.

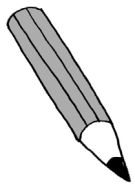
Take enough time for your notes.

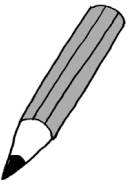
Share them if necessary with people in the business.

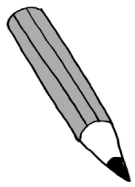
Always write down the names of the people you talk to, take pictures of etc.

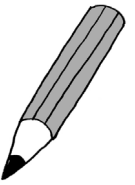


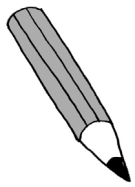
(Always note day, task, specifics...)











Evaluation of the booklet

Which business do you answer the questions for?

Did you get a good insight into this business?

☐ yes

☐ partly

☐ hardly any

If not, why do you think this was the case?

What would you have liked to find out more about?

Did the visit fulfill your expectations?

☐ yes

☐ partly

☐ hardly

If not or partly, why do you think this was the case?

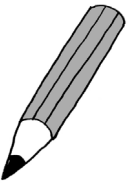
Did you prepare well at school for visiting the business?

☐ yes

☐ no

If not, what would you have liked to do differently?

Where did you notice gaps in your knowledge during the visit that you can now close?



What I should acquire:

How I should improve my approach to work:

What I should improve about my personal appearance:

JOBS