**North East School Division**

**Unpacking Outcomes**

Module 80A, B: Work Study Preparation (Optional)

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| **Unpacking the Outcome**  |
| Prepare --> work placement  |
| **Outcome**(circle the verb and underline the qualifiers)  |
| Prepare for the work placement. |
| **KNOW**  | **UNDERSTAND**  | **BE ABLE TO DO**  |
| Vocabulary: | That  | 1. Explain the roles and responsibilities of each partner (e.g., student, parent, teacher or other school staff, employer) involved in the work placement.
2. Research the business/organization to become familiar with its operations.
3. In collaboration with all partners, develop personal and learning goals for the work placement.
4. Develop a procedural guide for the work placement that includes items such as:• transportation to and from the work placement;• hours of work;• guidelines for absence and tardiness;• dress code;• job description; and,• conflict resolution
5. Compile an employer information package that includes documents needed for the work placement (e.g., personal career documentation such as a resume or portfolio, permission forms, logs, self- and employer evaluation forms)
6. Brainstorm a list of questions to ask the employer before beginning the work placement; these may include:

• What is my schedule of work hours?• Who is my supervisor?• What should I wear?• When will I be provided with safety training?• What potential hazards might I encounter in the work placement?• Where do I find fire extinguishers, first aid kits and emergency assistance?• What type of safety gear am I expected to wear? Is it provided?• What should I do if I get injured or have an accident in the workplace?• How can I contact my health and safety committee or representative?• Are there any health and safety procedures I should follow?• Who is the first aid person?Accounting 10, 20, 30 65• Where are safety notices posted?• What should I do in case of a fire or emergency?1. Develop a list of questions that could potentially be asked by the employer/work placement in an interview situation as well as answers to the questions.
2. Participate in an interview with the employer prior to beginning the work placement.
3. Reflect upon one’s performance during the interview.
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| **ESSENTIAL QUESTIONS**  |
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