

# ERASMUS+

## MAXIMISING THE POTENTIAL OF WORK EXPERIENCE PROGRAMMES – OTC14

### Course Ref:

**OTC14**

### Entry Levels

CEFR English B1

### Daily Teaching Sessions

Monday to Friday

### Total course contact hours 20

One week course: 20 morning hours (including company visit)+ afternoon social programme

Maximum class size 14

### Course Provider:

#### Twin English Centre

Dublin (formerly Alpha College of English)

**OID 10161024**

**PIC 909 168 391**

4 North Great George's Street  
Dublin 1

Ireland

Tel: + 353 1 8747 024

Email: [admin@twinireland.com](mailto:admin@twinireland.com)

[www.twinenglishcentres.com](http://www.twinenglishcentres.com)

### in association with:

**Shadows Professional  
Development Ltd**

**OID E10070815**

**PIC 949086219**

**ERASMUS+**

**This course is of significant benefit to Principals, Head Teachers, Teachers, Career Advisers, Subject Teachers and Trainers who:**

- plan, organise and execute work experience programmes for their students
- wish to share ideas on best practice in the field with colleagues from across Europe thereby improving the overall approach to raising awareness of the value of Work Experience programmes in their schools and, as a result, the learner outcomes for their students.

### Objectives

- to familiarise participants with key concepts and issues relating to Work Experience programmes
- to increase participants' skill and confidence in developing and planning work experience programmes and in integrating the knowledge acquired by their students into their future careers
- increase participants' awareness of the requirements of host companies
- to establish contacts between Work Experience Organisers from a variety of European backgrounds and facilitate future networking among these professionals

### Preparation

#### Pre-course Preparative Modalities:

- Needs Analysis
- Pre-course information on free on-line resources
- Pre-course cultural information
- Pre-Course general arrival information

### Practical Arrangements

#### Intra-Course Modalities offered by the Course Provider

- Course Tutor
- Learning Materials
- Individual formative assessment
- Setting of learning objectives
- Feedback on progress and areas needing special attention
- Guidance and advice on homework exercises
- 24 hour emergency contact number
- Accommodation service
- Optional cultural visits

### Follow up provided

#### Post-Course Modalities

- A Certificate of Attendance and Achievement
- Europass Mobility
- Post-Course Forum

## MAXIMISING THE POTENTIAL OF WORK EXPERIENCE PROGRAMMES

### Course Topics

Creating a Digital Portfolio to record material covered and facilitate dissemination of skills acquired

Company requirements

CV Essentials/Preparation

Preparing students for interviews.

Attitudes to work

Google products

Google classroom

Visit to Company; preparation and review of visit

### Course Content

This is a practical, hands-on, participative course which focuses on maximising the value of a work experience programme for organising teachers and their students. The input sessions are a blend of lecture format and practical activities. Throughout the course participants are encouraged to reflect on their own practice and consider alternative practices. Participants will build up a portfolio of ideas and practices which may be implemented on their return to their own countries.

### Format

This **1-week** course on Maximising the Potential of Work Experience Programmes is a one-week course consisting of 20 morning contact hours, including a Company visit, as well as an afternoon cultural visits programme. Advice is provided on opportunities for extended Informal Learning and Personal Research related to their course on Saturday and Sunday

### Sample Programme

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-10:50	Induction, orientation and Information dissemination Creating a digital portfolio.	What companies require. Interview preparation.	Google products relevant to Work Experience Programme	Preparation for Company Visit.  Company Visit	Google classroom
Coffee Break					
11:10-13:00	Creating a programme plan. CV essentials, , templates	Attitudes to Work. Strategies to help get the most from the work experience programme	Mini Workshop Using Google Products.	Company Visit (ctd) Review of visit, plans to meet ideals outlined during visit	Course review and evaluation. Establishing guidelines for future contact and networking
Lunch					
p.m. Visits	Orientation tour of Dublin	Visit to National Museum	Visit to a local Enterprise Centre	Visit to GAA Museum/Stadium	Self guided excursion in city centre
Saturday	Informal Learning. Self-guided research and cultural activities along guidelines from Twin English Centre, Dublin				

### Outcomes

- Increased confidence in helping students to benefit optimally from work experience programmes
- Increased awareness of and competence in the judicious use of technology in developing and monitoring a work experience project
- Increased competence in developing strategies to optimise programme preparation, manage expectations and plan to integrate the skills acquired by students into their future career plans
- Increased skills in the areas of preparing students to consider their strengths and present themselves by CV and interview to potential host companies
- Increased awareness of what companies ideally look for in a work experience student as well as increased knowledge of the work environment in Ireland
- Creation of a digital portfolio to record work done and facilitate dissemination of knowledge and skills acquired on the course
- Enhancement of personal English Language skills
- Sharing of experience and knowledge with professionals from a range of European countries
- Knowledge of Erasmus+ potential for professional development
- Greater awareness of Irish history and culture