

# ERASMUS+

## ENGLISH LANGUAGE then MAXIMISING THE POTENTIAL OF WORK EXPERIENCE

### Course Ref:

TED 14.2

### Minimum Entry Level

CEFR English B1

### Daily Teaching Sessions

Monday to Friday

### Total course contact hours

Two weeks course: 40 hours

Maximum class size 15

### Week 1 English Language

### Week 2 Maximising the

Potential of Work Experience

### Course Provider:

### Twin English Centre

Dublin (formerly Alpha  
College of English)

OID E10161024

PIC 909168391

4 North Great George's Street

Dublin 1

Ireland

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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

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**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 consolidate participants' English language skills
- 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 for
- Pre-course cultural information
- Pre-Course general arrival information

### Practical Arrangements

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

- Course Tutor
- Learning Materials
- On-going assessment and evaluation
- 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

## ENGLISH LANGUAGE AND MAXIMISING THE POTENTIAL OF WORK EXPERIENCE

### Course Topics

#### ENGLISH LANGUAGE

- speaking, listening, reading and writing as well as pronunciation, vocabulary and grammar activities. Class work includes individual, pair and group work, discussions, debates, project work, presentations, written tasks and listening exercises.

Each week a project topic is introduced to the class and students present their project work to the class at the end of the week

Areas for improvement are addressed through revision sessions and progress tests.

#### MAXIMISING THE POTENTIAL OF WORK EXPERIENCE

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

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## Course Content

All the language skills - speaking, listening, reading and writing as well as pronunciation, vocabulary and grammar activities. Class work includes individual, pair and group work, discussions, debates, project work, presentations, written tasks and listening exercises.

This is a practical, hands-on, participative course 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.

### Sample Programme

WEEK 1	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 - 10:50	Placement Test/Evaluation of Speaking Skills. Induction	Building linguistic, strategic and pragmatic competences.	Building linguistic, strategic and pragmatic competences	Building linguistic, strategic and pragmatic competences	Review & progress test. Consolidation of language/ further skills
Coffee Break					
11:10 - 13:00	Introduction to class project. Building linguistic competences	Building linguistic, strategic and pragmatic competences	Building linguistic, strategic and pragmatic competences	Building linguistic, strategic and pragmatic competences	Public presentation of project. Feedback on learner outcomes.
Lunch					
p.m. Visits	Self-guided cultural activities	Self-guided cultural activities	Self-guided cultural activities	Self-guided cultural activities	Self-guided cultural activities

<b>Sat and Sun</b>	<b>INFORMAL LEARNING:</b> Informal Learning. Self-guided research and cultural visits with guidelines from Twin English Centre, Dublin
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WEEK 2	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 - 10:50	Induction, orientation and Information 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 Enter-prise Centre	Visit to GAA Museum/Stadium	Self guided excursion in city centre

### Outcomes

- Enhancement of personal English Language skills
- Increased confidence in helping students to benefit from work experience
- 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 for 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 work experience
- Creation of a digital work portfolio facilitation of dissemination of course skills
- Sharing of experience and knowledge with professionals from a range of European countries
- Knowledge of Erasmus+ potential for professional development