

# ERASMUS+

## MAXIMISING THE POTENTIAL OF WORK EXPERIENCE

**Course Ref: TED 10.1**

### Minimum Entry Level

CEFR English B1

### Daily Teaching Sessions

Monday to Friday

### Total course contact hours 20

1 week: 25 lessons (18.75 hours)

Maximum class size 15

### Course Provider:

**Twin English Centre Dublin**

### OID E10161024

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Dublin 1

Ireland

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### in association with:

**Shadows Professional  
Development Ltd**

### OID E10070815

# 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 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

# 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

A 1 week course consisting of 18.75 classroom contact hours, plus an optional afternoon cultural and social programme.

## 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	Business Communication	Google classroom
Coffee Break					
11:05-13:00	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.	Non verbal Communication	Course review and evaluation. Establishing guidelines for future contact and networking
Lunch					
p.m. Visits	Please check cultural visits and activities running in the school during your stay				

## 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