

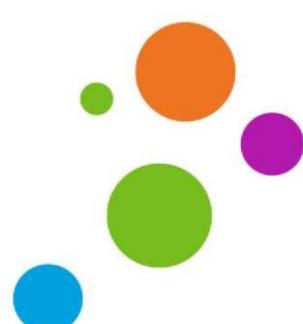
**Name** .....

**Class** .....

When I finish studying Preparing for Work I will have learned to:

- ✓ Be able to set goals for learning
- ✓ Find out about work
- ✓ Prepare for a work related activity
- ✓ Develop an awareness of health and safety in using equipment
- ✓ Take part in a work related activity

These are called Elements. Each element has steps (the teacher calls them learning outcomes) for me to follow. I can show my progress on the next pages. I can use a pen, stickers or colours to do this.



My Element: **BEING ABLE TO SET GOALS FOR LEARNING**

	My learning outcome	I've started	I still need help	I can do it!	Location of Evidence
5.1	Set learning goals, e.g. <i>by the end of this week I will finish my book</i>				
5.2	Create a learning plan which includes the necessary steps and timeframe to complete it. Link the plan to an IEP, e.g. <i>each night I am going to read a page of my book</i>				
5.3	Implement the plan, e.g. <i>for a week</i>				
5.4	Express opinions on how performance could be improved, e.g. <i>next time I will give myself more time to reach the target</i>				

I have achieved this element!!

Student: \_\_\_\_\_

Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Photographs	
Teacher designated tests	
Work portfolios	
Field trips	
Visiting speakers	
Concrete activities	



My Element: **FINDING OUT ABOUT WORK**

	My learning outcome	I've started	I still need help	I can do it!	Location of Evidence
5.5	Identify different jobs that people do in their school, e.g. <i>the role of the teacher, caretaker and the school secretary</i>				
5.6	List three local employment opportunities				
5.7	Describe one way in which people get a job or course of their choice, e.g. <i>from a newspaper, information from a college</i>				
5.8	List possible jobs that they are interested in and find information on the requirements for the jobs				
5.9	Visit a local employer and review the visit, e.g. <i>name two new things learned</i>				
5.10	Use a variety of ways to check for the advertisement of jobs, e.g. <i>local newspapers, websites, TV ad</i>				

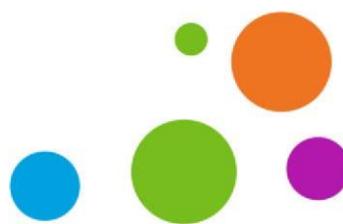
I have achieved this element!!

Student: \_\_\_\_\_

Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

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My Element: **PREPARING FOR A WORK-RELATED ACTIVITY**

	<b>My learning outcome</b>	<b>I've started</b>	<b>I still need help</b>	<b>I can do it!</b>	<b>Location of Evidence</b>
<b>5.11</b>	Identify and list their own talents				
<b>5.12</b>	Create a curriculum vitae including personal profile, education and work experience details				
<b>5.13</b>	Participate in a short interview, e.g. <i>mock job interview with a teacher</i>				
<b>5.14</b>	Keep a punctuality and attendance record for a month, e.g. <i>using a scale 1-10, students can record if they are on time for school, class and if they attend school regularly</i>				
<b>5.15</b>	Carry out specific tasks in a range of roles in school, e.g. <i>bringing attendance registers to the office, arrange classroom materials appropriately</i>				
<b>5.16</b>	Keep a record of tasks completed in a journal, e.g. <i>start and finish times for a task, describe what the steps are in the task</i>				

I have achieved this element!!

Student: \_\_\_\_\_

Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

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My Element: **DEVELOPING AN AWARENESS OF HEALTH AND SAFETY IN USING EQUIPMENT**

	My learning outcome	I've started	I still need help	I can do it!	Location of Evidence
5.17	Give examples of safe practices in three distinct workplaces, e.g. <i>wearing protective eyewear in metalwork class</i>				
5.18	Use all tools and equipment correctly and safely in a range of practical classes, e.g. <i>replace the lid on any liquids</i>				
5.19	Describe and use electrical equipment correctly and safely in a range of practical classes, e.g. <i>use a mixer in home economics</i>				
5.20	Store all tools, materials and equipment safely				
5.21	List the different procedures for self-protection at work, e.g. <i>wearing protective clothing or a hair net</i>				
5.22	Identify the fire exits in a school, e.g. <i>draw a map of the school, locating the fire exits</i>				
5.23	Follow the instructions for a fire drill, e.g. <i>participate in a fire drill</i>				

I have achieved this element!!

Student: \_\_\_\_\_

Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Photographs	
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Concrete activities	



My Element: **TAKING PART IN A WORK- RELATED ACTIVITY**

	<b>My learning outcome</b>	<b>I've started</b>	<b>I still need help</b>	<b>I can do it!</b>	<b>Location of Evidence</b>
5.24	Gather background information to help plan and participate in the activity				
5.25	Sequence a number of steps to be taken to successfully complete the activity				
5.26	Assume a role in the activity and identify tasks linked with the role				
5.27	Use key words associated with the activity correctly				
5.28	Identify safety procedures and/or permissions required for the activity				
5.29	Learn how to use tools or equipment associated with the activity safely and correctly				
5.30	Participate in the activity				
5.31	Review the activity to evaluate its success				
5.32	Assess effectiveness of own role in the activity				

I have achieved this element!!

Student: \_\_\_\_\_

Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

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