



my-work-experience.com

The leading provider of resources for work experience

For the attention of
 Work Experience Coordinators
 Enterprise Coordinators
 Careers Coordinators
 SENCOs and teachers of children
 with learning difficulties
 Assistant Headteachers

my-work-experience.com is delighted to present its comprehensive range of resources to support work related learning and enterprise learning. All the resources described in this pamphlet may be ordered using the Order Form found on the back page, by telephone or online @ www.my-work-experience.com



Diplomas at Work



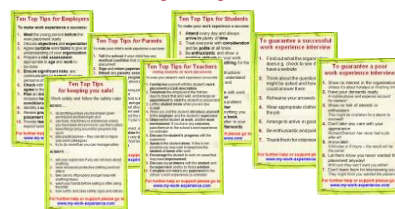
A comprehensive three part resource to support L3 Diploma students on work experience . . . more **Page 2**

Data book and website



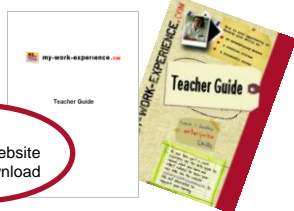
Our unique booklet for recording work experience, supported by website learning activities . . . more **Page 3**

Ten Top Tips Cards



Credit card sized cards for students, teachers, parents and employers to make work experience a success . . . more **Pages 4&5**

Teacher Guide



FREE for registered website users to download

Everything you need to know about using the data book and my-work-experience.com website . . . more **Page 3**

my-work-experience Plus!



FREE for registered website users to download

Level 2 accreditation for students' work experience using our new portfolio evidence booklet approved by **NCFE** . . . more **Page 6**

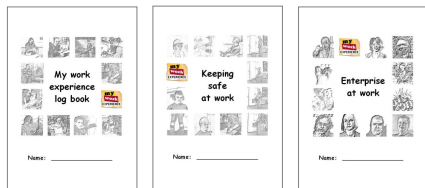
Guide to Finding a Work Experience Placement



Use this guide to help your students be successful in finding their own work placements . . . more **Page 5**

Resources for students with learning difficulties

Work booklets



Set of three work booklets for students with learning difficulties to support work related and enterprise learning . . . more **Page 4**

Certificates CD ROM



Six certificates supplied as Word documents for you to customize for your students . . . more **Page 5**

My work experience in a flash



All materials for students with learning difficulties, and more, provided on a USB flash pen in various electronic formats so that you can adapt them to suit the particular learning needs of your students . . . more **Page 5**

my-bizidea



An online software resource that allows students to explore and shape a business idea then show and share their idea on a webpage . . . more **Page 7**

Register **FREE** at www.my-bizidea.com

Work Experience Certificate



Follow our quality work experience programme and reward the hard work and achievement of your students with our impressive Certificate . . . more **Page 7**

Report sheets



FREE for registered website users to download

Forms for students, teachers and employers to report on work experience . . . more **Page 3**

Diplomas at Work

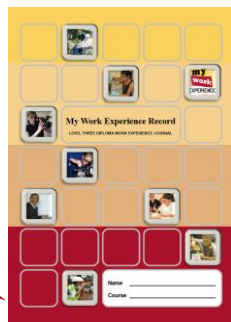
The complete package to support LEVEL 3 Diploma work experience

Work experience is a compulsory part of the Diploma. All learners must undertake 10 days of work experience. This work experience should support work related learning, provide opportunity for the collection of evidence for Principal Learning, particularly personal learning and thinking skills, enhance the learning experience and support the development of both sector specific and employability skills.

Make sure your students get the best possible support for this essential part of their Diploma study by giving them the my-work-experience.com **Diplomas at Work** package of **My Work Experience Record** booklet, **My Diplomas Activities in a Flash** USB memory stick and **My Diploma Activities Portfolio** folder with Student, Tutor and Employer evaluation sheets.

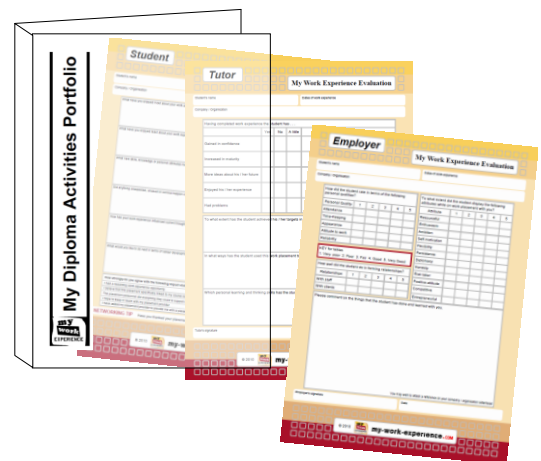
Package price: £14.50 + VAT

My Work Experience Record is a 32 page A4 booklet for students to keep a diary of their work experience and record work based learning and research during their placements. Fitted with wire loops for easy storage in **My Diploma Activities Portfolio** folder



view sample pages at www.my-work-experience.com

The **My Diploma Activities Portfolio** folder is supplied with student, tutor and employer evaluation sheets and has space to build a unique record of work based activities and employability skills. Students can store hard copies of their latest Curriculum Vitae, references, evaluation reports, contacts and research documents etc. The folder is also designed to provide for safe storage of **My Work Experience Record** booklet.



Diplomas at Work



My Diplomas Activities in a Flash USB memory stick contains a wealth of information designed to support work based Diploma activities. It stores extensive suggestions for work based investigative learning projects, links to key Diploma related websites, unique storage for photographic records and evidence of work based activities, personal learning and thinking skills. Students are asked to present evidence of activities in pre-prepared Word files which can be saved on the memory stick and printed out to add to their **My Diploma Activities Portfolio** folder. Information and documents are accessed through a unique web style interface.

Contents

- ✓ Career development portfolio builder
- ✓ Health, safety and welfare in the workplace
- ✓ Information links
- ✓ Photographic record of achievement
- ✓ Recording personal learning and thinking skills
- ✓ Work based investigative projects
- ✓ Work placement evaluations

Request an inspection copy – phone **0114 2582878** or email sales@my-work-experience.com

Invoiced on sale or return in unused condition within 30 days

ORDER ONLINE @ www.my-work-experience.com

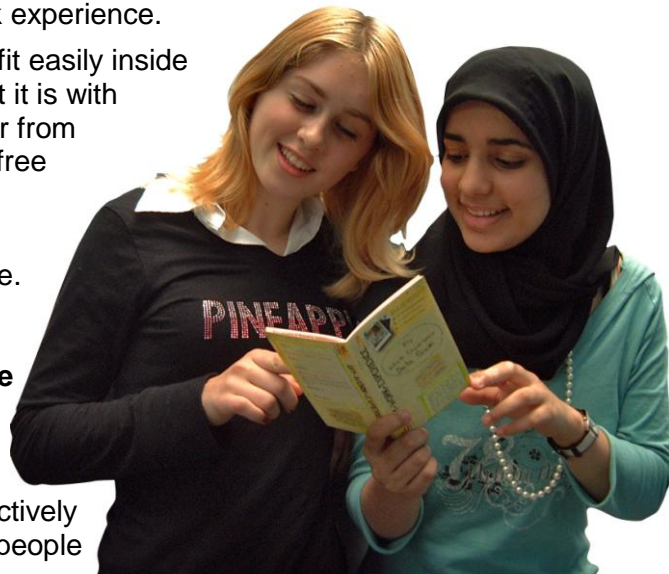
Data book and website

'Gob smacking! So much content in such a small book - it's a brilliant package and it's great value for money.'

Undisputedly the best recording booklet around for work experience.

The **my-work-experience.com data book** is designed to fit easily inside learners' pockets or bags without being screwed up so that it is with them at all times during their working day. Printed on paper from sustainable sources which is untreated to enable smudge free writing, even with a gel pen, data books still only **£1 each!**

The data book contains everything needed to support the preparation, participation and debriefing of work experience. In addition it also takes full advantage of the opportunity to develop the learner's enterprise skills in a work setting. It is linked to **interactive support material on our website**



www.my-work-experience.com



which is fun and attractively designed with young people in mind.

The website style has recently been updated and more activities and information have been added to support students using the data book to gain a Level 2 qualification for their work experience through **my work experience Plus!** (see Page 6)

Now supports a Level 2 qualification

At just **£1 per data book** (sold in packs of ten)

including 12 months registration to the my-work-experience.com website, we believe this represents excellent value for money . . .

. . . and schools purchasing data books now get **my work experience Plus!** absolutely free!

'Thank you so much for your wonderful booklets. Pupils are enjoying them and they so fit with our GCSE Learning for Life and Employability element. Will definitely be recommending them.'

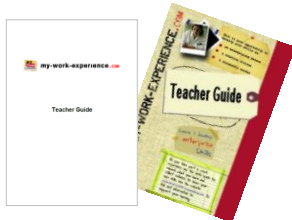
Teacher Guide

This guide provides teachers with everything they need to know about the my-work-experience.com programme. It contains a page-by-page guide to the my-work-experience.com data book and the related materials found on the website, with suggestions for classroom activities and teacher support.

There are two versions of the Teacher Guide available:

23 page A4 booklet
FREE for registered website users to download

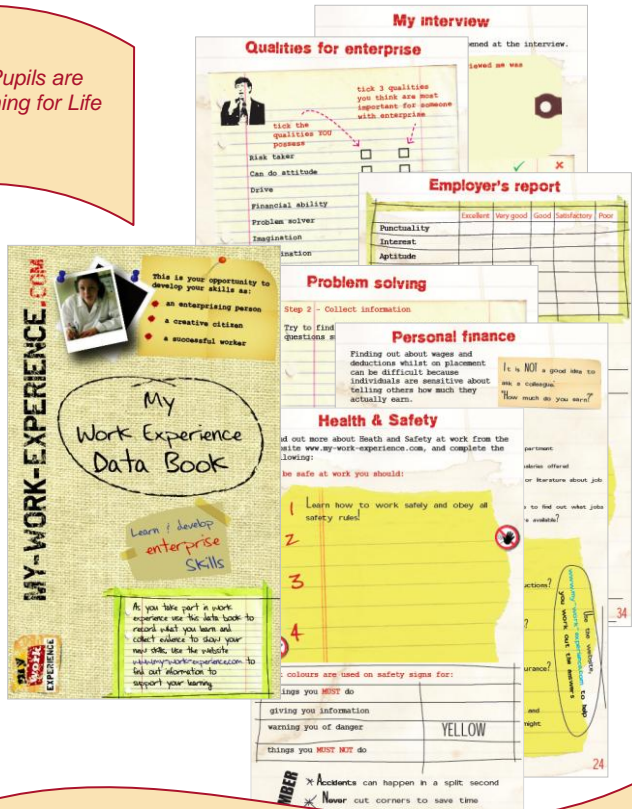
32 page A5 booklet
Price £10



Reporting on work experience



Designed to work alongside the data books these three double sided A4 forms are available **free** for registered website users to download to help students, teachers and employers report on work experience.



'The students like the data book because it's small and they are not intimidated by the thought of having lots of writing to do. They can also work from home and while on work placement using the website.'

Visit our website www.my-work-experience.com and request a **FREE** inspection copy of the data book and **7 day trial website registration**

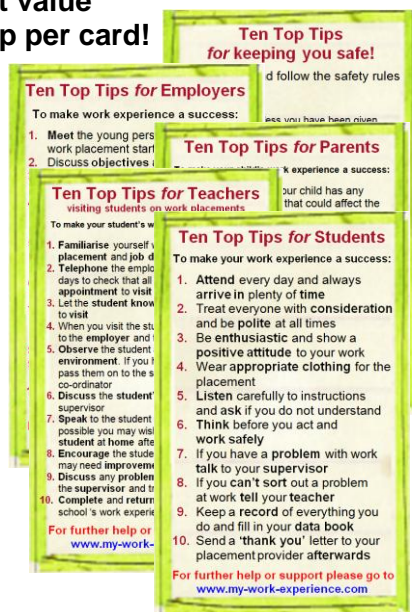
ORDER ONLINE @ www.my-work-experience.com

Ten Top Tips Cards

These credit card size cards for students, teachers, parents and employers provide Ten Top Tips to make work experience a success.

Great value

at 12p per card!



Ten Top Tips for Students

An aid-memoir for students on work experience to remind them of the key things to remember for having a successful work placement.

Ten Top Tips for Teachers

An aid-memoir for teachers who are visiting students on work experience. Ten top tips for getting the most out of the visit.

Ten Top Tips for Parents

Ten top tips for the parents of students about to go on work experience.

Ten Top Tips for Employers

An aid-memoir for employers to remind them of the key requirements for managing a successful work experience programme.

Ten Top Tips for keeping you safe!

An aid-memoir for students on work experience to remind them of the key things to remember about Health and Safety.

Sold in packs of 25 for
£3.00 a pack

Introductory Offer

Order all three work booklets

Order a set of all three work booklets for students with learning difficulties on sale or return for £8.64 (including P&P). You keep the work booklets *free of charge* and get *12 months free website registration* if you place a subsequent order for work booklets to the value of £10 or more (excluding P&P) within 30 days.

Materials for students with learning difficulties

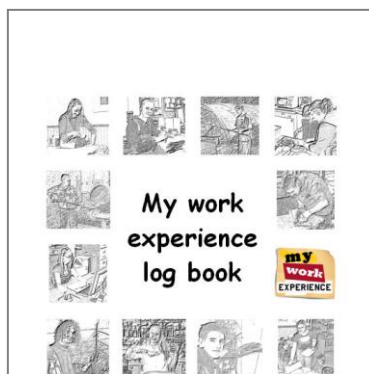
Work booklets

my-work-experience.com has produced a unique set of A4 sized work booklets for students with learning difficulties to support work related and enterprise learning. Each work booklet links to online extension learning materials including games, exercises and videos.

My work experience log book

A 40 page booklet that takes the student from self assessment and preparation for work experience to recording and evaluation of a flexible period of actual work experience.

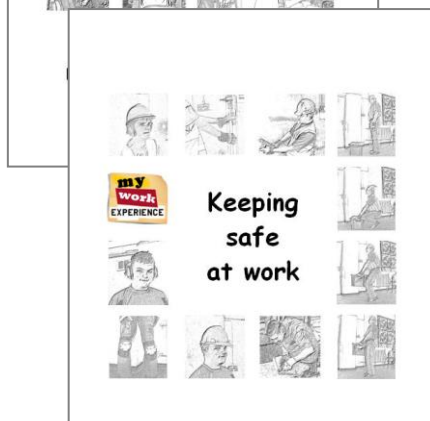
Price: £2.00 per booklet



Keeping safe at work

A 20 page booklet that takes a student through a learning programme that is designed to help the student stay safe during a practical work experience placement.

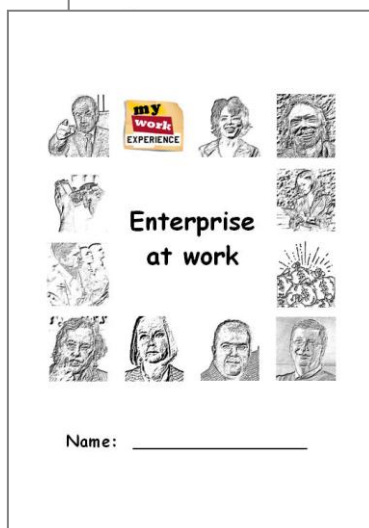
Price: £1.50 per booklet



Enterprise at work

A 28 page booklet that seeks to use the experience of a work placement to learn and develop 'enterprise skills'. This is the most challenging of the three work booklets and may require more adult support.

Price: £1.75 per booklet



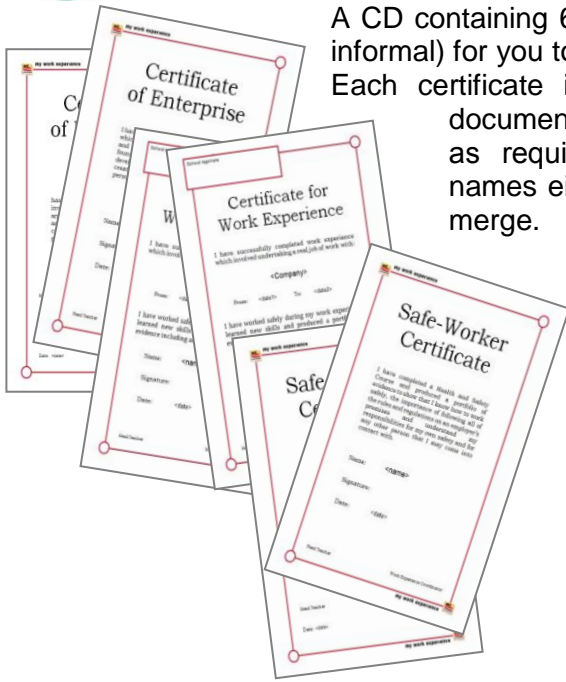
Please NOTE when ordering the above work booklets (in any combination) an order of £10.00 or more includes 12 months free registration to the website. Postage and packing will be charged at cost and added to invoice total.

Sample pages may be downloaded from

www.my-work-experience.com/teachers/special-needs.asp



Certificates CD-Rom



A CD containing 6 certificates (3 formal, 3 informal) for you to award to your students. Each certificate is supplied as a Word document so that you can adapt as required and add students' names either manually or by mail merge.

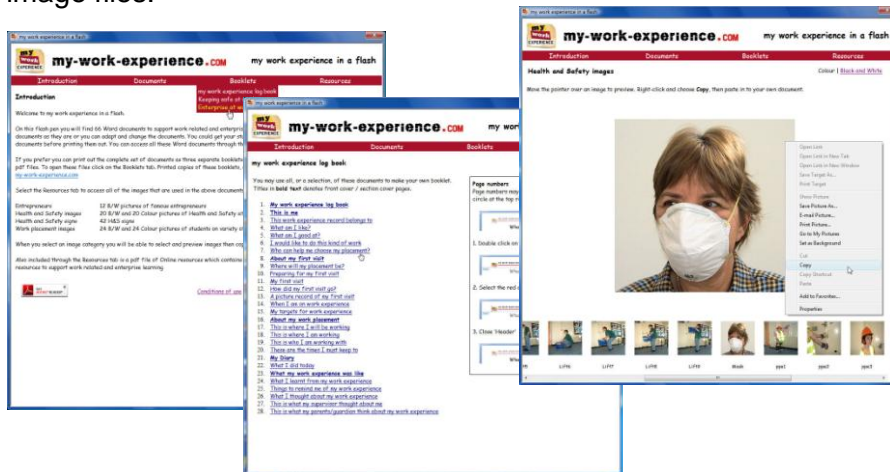
Price: £5.00 + VAT



My work experience in a flash

The above resources, and more, are provided on a USB flash pen in various electronic formats (including Word documents, pdf documents and jpeg image files) so that teachers and lecturers can adapt the materials to suit the particular learning needs of their students.

My work experience in a flash is supplied with a unique 'loader' application which makes it easy to select and load documents and image files.



Pen contents:

- ★ 66 Word documents containing editable versions of all work booklet pages
- ★ 3 pdf files of complete work booklets ready for printing
- ★ 142 jpeg images for use in user documents
- ★ 1 pdf file of sources of resources to be found online

Price: £35.00 + VAT

includes 12 months free registration to the website

ORDER ONLINE @ www.my-work-experience.com

Top Tips for a successful interview

To guarantee a poor work experience interview

1. Show no interest in the job
Unless it's about holidays or if you're a student!
2. Have your demands read out
A mobile phone and expense for starters!
3. Show no hint of interest or enthusiasm
This might be mistaken for a lack of success!
4. Don't take any care with your appearance
Richard Branson has never had a haircut since he was 16!
5. Arrive late!
5 Minutes or 5 hours - the result is the same!
6. Let them know you never placed anyway!
With luck they won't want you!
7. Don't thank them for interviewing you
They might think you wanted the job!

For further help or support please go to www.my-work-experience.com

To guarantee a successful work experience interview

1. Find out what the organisation does e.g. check to see if they have a website
2. Think about the questions you might be asked and how you could answer them
3. Rehearse your answers
4. Wear appropriate clothing for the job
5. Arrange to arrive in good time
6. Be enthusiastic and polite
7. Thank them for interviewing you

For further help or support please go to www.my-work-experience.com

An amusing aid-memoir for students to remind them of the key things they need to do to ensure that they have a successful interview.

On the reverse it tells them what NOT to do!

Sold in packs of 25 for £3.00 a pack

Guide to Finding a Work Experience Placement

With Sections on:

- How do I choose my work placement
- How can I find my work placement
- How do I make contact and get my work placement

and Appendices

- Advice for parents
- Job descriptions (describing over 50 common work experience placements)
- Preparing for an interview

This 21 page A4 guide will provide everything you need to help your students be successful in finding their own work placements.



Supplied as a pdf file **by email** (or download from website using credit card) with licence to print as many copies as you need within your institution, for **£20**.

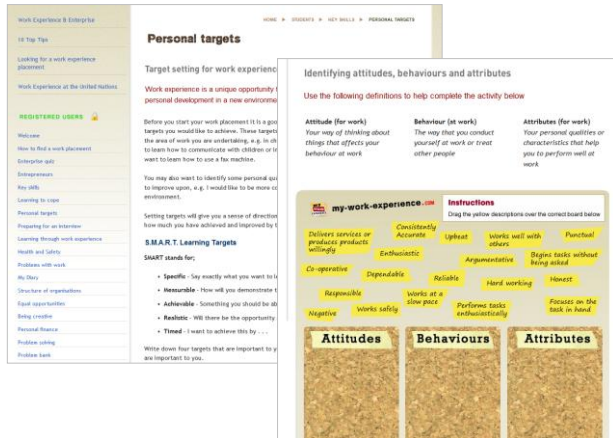


=

Data Book and Report sheets

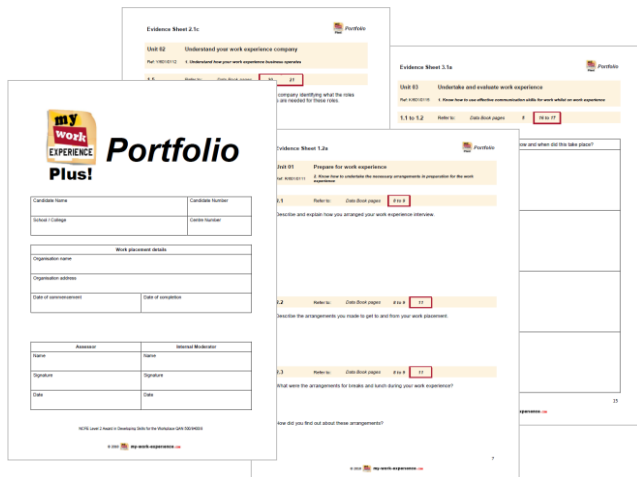
+

Additional specific website pages



+

my work experience Plus! Portfolio evidence booklet



my work experience Plus!

If you are looking for a qualification to enhance and reward quality work experience then my-work-experience.com recommend you consider the **NCFE Level 2 Award in Developing Skills for the Workplace** designed for Pre 16 and above.

This qualification consists of 3 mandatory units:

- Unit 01 Prepare for work experience
- Unit 02 Understand your work experience company
- Unit 03 Undertake and evaluate work experience

my-work-experience.com has worked with NCFE to develop a suite of integrated materials that are approved by NCFE to deliver this qualification:

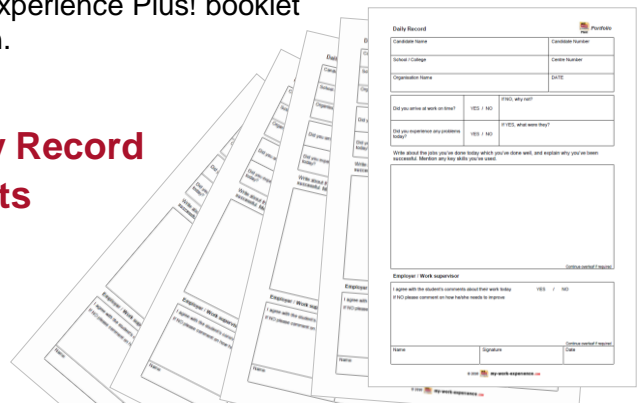
1. The my-work-experience.com data book + Student Review, Visiting Teacher's Report and Employer's Report sheets
2. Free access to pages on the my-work-experience.com website linking numbered data book pages to provide **specific** support for the qualification
3. A booklet of evidence sheets called **my work experience Plus! Portfolio** with instructions and guidance
4. Daily Record sheets to enable students to review their work on a daily basis

Teacher support can be found in the my-work-experience.com Teacher Guide, and specific teacher guidance is provided on the website.

When you purchase data books you and your students receive 12 months free access to the my-work-experience.com website, and you may download Student Review, Visiting Teacher's Report and Employer's Report sheets, the my work experience Plus! Portfolio booklet and Daily Record sheets **free** of charge.

If you prefer, you may purchase printed copies of the my work experience Plus! booklet at **£2 each**.

+ Daily Record sheets



Learning by experience

Our resources and services are founded on our belief in learning by experience. Two initiatives established by my-work-experience.com in 2010 reflect this belief.

1. Visit our blog **learn by experience**

www.learnbyexperience.co.uk

Keep up to date with developments in work related and enterprise learning – we would welcome your feedback and comments.

2. Experience the work of the United Nations



We are now able to offer a truly unique opportunity for school / college students to see the United Nations in Geneva at work.

For more information about this programme visit our website.

If you are a teacher/tutor of post 16 students and would be interested in a group of your students taking part in this programme please contact Ron Robinson on 0114 2303220 / 07899906469 or email ron.robinson@my-work-experience.com



Work Experience Certificates

If you are looking for a way of recognising and rewarding the hard work and achievement of your students on work experience without the need of a formal qualification my-work-experience can provide you with certificates to validate that a quality work experience programme has been delivered by your school.

Students may be awarded our certificates if they have successfully used my-work-experience data books and supporting website, and have completed and achieved the following requirements:

Preparing for the work experience

The student has

- understood the purpose of work experience
- set personal targets for their work placement
- understood their rights and responsibilities in the work place
- understood the importance of health and safety in the work place, including legal responsibilities for their own health and safety and the people they work with
- learnt what to do in the case of accident or fire

Taking part in the work experience

The student has:

- taken an active part in a period of work experience within a business or organisation
- understood the purpose and structure of the business or organisation that they have work for
- learnt about roles of at least two people who work for the business or organisation

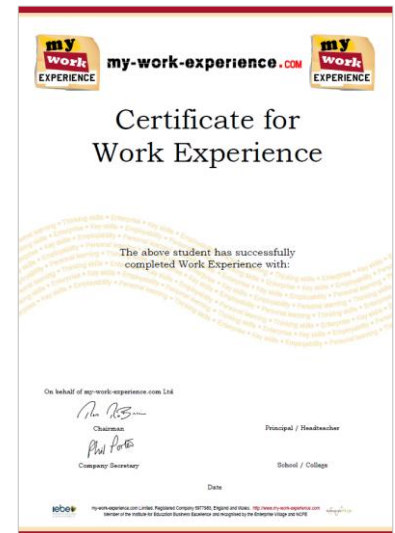
Evaluating the work experience

The student has:

- attended their work placement regularly and arrived for work in good time
- gained a satisfactory report from their work based supervisor
- made a realistic self- assessment of what they have learnt from their work placement including any impact upon their future career plans
- written a letter of thanks to their employer

Price: £1 per certificate

Certificates will be supplied with Word / Excel mail merge files (by email) with instructions to help schools print names of students and their work placements



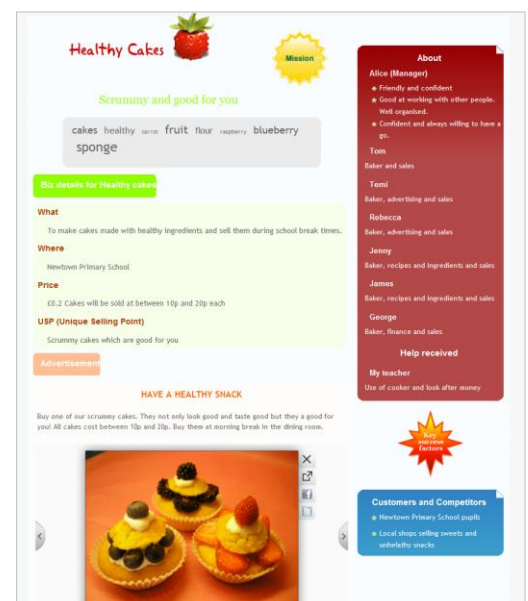
my-work-experience.com Certificate for Work Experience with criteria for award printed on reverse.



my biz *idea* from **my-work-experience.com**
Shape it. Show it. Share it.

- my-bizidea is a website designed by my-work-experience.com to help schools and colleges to inform and enrich the delivery of examination courses in business studies and enterprise, or simply to support students undertaking stand alone 'mini enterprise' projects.
- my-bizidea allows students to explore and shape a business idea using intuitive and interactive tools to develop business planning and understanding, market research, marketing techniques, and financial planning, then show and share their idea on a webpage.
- my-bizidea is **free** to use.

Visit www.my-bizidea.com
to find out more, and register your students



A typical student's bizidea webpage



Resources order form

You may either order online or photocopy and post / fax this form back to us.

Contact name	Official order number
Position	
School/College/Other	
Delivery address	Address for Invoice if different from delivery address
Postcode	Postcode
Tel No.	Fax
Email address	
Signature	Date

	Description	Unit size	Unit price	Order Qty	Total
1	my-work-experience.com data book	10 per pack	£10.00		
2	Teacher guide	1	£10.00		
3	Ten Top Tips <i>for</i> Students	25 per pack	£3.00		
4	Ten Top Tips <i>for</i> Teachers	25 per pack	£3.00		
5	Ten Top Tips <i>for</i> Parents	25 per pack	£3.00		
6	Ten Top Tips <i>for</i> Employers	25 per pack	£3.00		
7	Ten Top Tips <i>for</i> keeping you safe	25 per pack	£3.00		
8	Top Tips <i>for</i> a successful interview	25 per pack	£3.00		
9	Guide to Finding a Work Experience Placement Please ensure you supply email address above	1 pdf file	£20.00		
10	Work Experience Certificate Please ensure you supply email address above	1	£1.00		
11	My work experience log book	1	£2.00		
12	Keeping safe at work	1	£1.50		
13	Enterprise at work	1	£1.75		
14	Certificates - CD	1	£5.00		
15	My work experience in a flash	1	£35.00		
16	Diplomas at Work	1	£14.50		
17	my work experience Plus! Portfolio booklet	1	£2.00		

ORDER TOTAL

Introductory Offer	Please send me all three work booklets for students with learning difficulties on sale or return for £8.64 (inc P&P). I understand that I may keep these free of charge, and receive free website registration, if I place an order for more work booklets to the value £10 or more within 30 days.	(Tick)
---------------------------	---	--------

PLEASE NOTE the following will be added to the order invoice:
VAT Rows 1 to 13 @ Zero rate, Rows 14 to 17 @ Standard rate
Postage and packing At cost

Post order to: my-work-experience.com Limited, 138a Harvey Clough Road, Sheffield, S8 8PG
Fax order to: 0871 2317204 **Email** order to: sales@my-work-experience.com