

LET'S WORK!

- GUIDE FOR LEARNING ON-THE-JOB -

Name: _____

Class: _____

Work: _____

GENERAL INFORMATION

Most often an on-the-job learning period is the first step into working life for youngsters. The aim of the period is to offer an opportunity for each student to explore working life by seeing, doing and experiencing.

This guide helps students to familiarize themselves with the workplace and the work itself from various perspectives. There are three questions under each topic:



EXPLORE: Explore the subject by various methods. You can interview or search on the internet.



ACT: With these questions you will deepen your knowledge about the workplace and the work itself.



REALIZE: Consider how you link the topic and the theme with your life.

FOR THE EMPLOYER

Thank you for offering a chance for a young person to learn about working life!

This guide aims to help the employer to diversify the content of the on-the-job period, and therefore to ease the employer's burden. The guide encourages young people to work independently at the workplace. The aim is to provide concrete help in the everyday routines of the workplaces and in students' guidance. The guide supports the young person in the on-the-job period, but the emphasis is on the normal working tasks. Talk through the rules of on-the-job learning with the student: what are the daily working tasks, when can the student work on the questions in the guide, and how will you reflect upon the experiences of the period.

FOR ON-THE-JOB LEARNER

Did your teacher tell you to show initiative, be active and creative? This guide is for you! In this guide you will find tasks and questions that help you to orientate yourself in the workplace, the work-community and the work itself. Come to an understanding with the employer about the rules of your on-the-job learning period and how to use the guidebook during the period. Your teachers will consider these tasks in the evaluation, so do your best.

Good luck with your on-the-job learning period!



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Study Guidance: GENERAL TASKS

Get to know the workplace by answering the following questions. You can, for example, interview the employees or search for information on the internet.

THE WORKPLACE

Describe the company. What do they do? Why did you get interested in the firm? How many employees do they have?

TITLE BINGO

How many professional titles can you find at the workplace? Interview the employees to find out the answers.

Title: _____

What do you do for living?

What have you studied? How does your education help you in your job?

What qualities and skills are the most beneficial in your job?

What school subjects contribute to your success in work? (literature, languages, mathematics, science, art or PE)



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Biology: SUSTAINABLE DEVELOPMENT

The following questions are meant to make you think about how sustainable development is taken into account at the workplace.



How is sustainability taken into account at the workplace? Observe e.g. materials, recycling and use of electricity.



List below and take pictures of the places and things where the workplace is environmentally friendly. Remember to ask permission to take pictures!



Think about how you can integrate sustainable development into your life.

Health Education: WELLBEING IN THE WORKPLACE

Wellbeing at work consists of many different factors, e.g. the atmosphere at the workplace, safety and health. Varied working postures and moving during the working day increase well-being and energy.



Observe the atmosphere at the workplace. What factors affect the atmosphere?



Discover ways to promote a good workplace atmosphere. Also, try to implement your ideas and see if they have an impact.



What increased your wellbeing during on-the-job period?

Literature: MEDIA AND COMMUNICATION

Companies communicate in many ways. Depending on the communication objectives, different media and channels are used to reach people. The aim might be, for example, to give information about the company or marketing.



How does the company use different channels of communication? For example, ads in social media or magazines.



Evaluate your employer's social media channel and give ideas on how to improve the channel. Can you participate in the channel updates? You can also teach employees how to use social media.



For what purposes do you use social media yourself?

Social Studies: WORK IN THE FUTURE

The way we work is changing as a result of digitalization and the development of artificial intelligence. The strengths needed in future working life include good interaction skills, the ability to be creative, and to be able to work with others to reach goals.



Find out by interviews what has changed in the workplace or industry over the past five years?



Imagine what the workplace will look like in ten years. What might change and how? What will remain unchanged?



What kind of work do you see yourself doing in the future?

Mathematics: INCOME AND EXPENDITURE

Mathematical skills are very important in working life. In different fields of work the need for mathematics is surprisingly large, for example in calculating percentages, budgeting as well as in perceiving spaces and volumes.



What kinds of income and expenditure are there in the company?



Which of the work tasks require mathematical skills?



In what situations in the on-the-job period did you use mathematics?

Physical Education: MORE ENERGY FROM BEING ACTIVE

Many workplaces are investing in the wellbeing of their workforce by encouraging their employees to get some physical exercise. Exercise and culture vouchers, recreation days and various events involving sports and exercise are common ways of supporting employees' own leisure activities.



How are workers encouraged to get exercise at the workplace?



How can you increase the amount of exercise you get during your on-the-job period?



What kind of benefits relating to wellbeing do you want to get at your workplace?

Languages: CREATE OPPORTUNITIES

As Finland internationalizes, the importance of foreign language skills has increased in the workplace. A knowledge of languages is useful in many different fields and often it is one of the basic skills that workers are expected to have.



Which languages are used in the workplace? In which situations are language skills needed in the workplace?



What language or languages did you use in the workplace?



What factors motivate you to study foreign languages?

Bonus: INTERESTED IN ENTREPRENEURSHIP?

Entrepreneurship gives you the opportunity to make your job just the way you want it. In the future, more and more entrepreneurs will be employed in various forms, such as part-time employment.



Follow and observe an entrepreneur or employee during a business day. What happens during the day?



If you were an entrepreneur yourself, what would your business be like?



What skills should you develop in order to become an entrepreneur?

SPACE FOR NOTES!

Luode



The guide is produced as part of the ESF-funded LUODE-project.
More info: Project Manager Anja Kuhalampi
anja.kuhalampi@helsinki.fi,
050 5880735

Lahden Yliopistokampus

SUOMEN URHEILUOPISTO VIERUMÄKI

TAIDE- YLIOPISTO X AVOIN KAMPUS

LUT University

OUTWARD BOUND FINLAND

SUOMEN LATU

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