

### **To all potential workplace supervisors,**

Our '*Week in the Workplace*' will be the culminating event for our college and career readiness programme in Grade 10. It is an unpaid opportunity for our students to gain real-world experience in a career field of interest. The overarching goal is for students to be purposefully involved in a real-world context where they can learn by doing, ask questions to professionals, and better understand potential pathways and opportunities within a particular career field.

Student learning outcomes specific to the '*Week in the Workplace*' experience:

- Students will obtain practice with career and college readiness practices (e.g. completing a CV).
- Students will build on specific work-related skills particularly in terms of: communication, attitude and approach.
- Students will start to build a professional network and gain experience on how to present oneself and self-advocate within a professional setting.
- Students will explore, experience and document the specific environmental context of one particular work-setting of their choice.
- Students will use the research and experiences during their placement to further reflect on their areas of strength and interest as they continue to explore college and career opportunities.

A workplace supervisor is the main contact at the workplace who will be supervising the student during the 5 days (10-13 June, 2025).

Prior to the start of the '*Week in the Workplace*', students will be able to provide a copy of their CV to their workplace supervisor. Students will also participate in a communication/conversation with their supervisor prior to the event. Students will be expected to take the lead in initiating contact with their workplace supervisor and they are responsible for ensuring that they share and have all information that they need in advance. During the week, they will complete a reflection journal to document their experiences.

### **Workplace supervisor role**

Around April/May:

Review the student's CV prior to the experience as well as communicate with the student in order for them to complete an action plan for the week. Students are responsible for completing this plan but may need certain information from you directly (e.g. what time they should be present, where they should report etc.). A workplace supervisor agreement form will also need to be completed.

Between 10-13 June, 2025:

Supervise the student during their activities throughout the four days, helping ensure the student can observe and/or participate in meaningful activities that help the student to make connections between skills, schooling and the professional field and better understand the types of work involved in your specific field. Support students in their pursuit to complete the reflection assignments in their journal (e.g. a short interview with you).

After 13th of June:

Provide constructive feedback for both the student (and the school) after the week has ended through a short feedback form that will be provided.

### **Student expectations during the Week in the Workplace event**

As supervisor, it may be useful to know the expectations that we have of the students during this week. Throughout the workplace experience, ISA students will be expected to demonstrate the traits of the IB learner profile, in particular demonstrating their ability to be inquirers, open-minded and reflective. During the experience, students will maintain a reflection journal, where they document their activities and learning experiences. Further, students are expected to fulfill the following during their work experience:

- Self-advocate throughout the experience in order to ensure an optimal learning environment
- Demonstrate a proactive approach towards tasks assigned during the week
- Request assistance when directions are not clear or if they feel the need for further clarification
- Demonstrate respect for the professional environment and culture of the workplace setting (e.g. appropriate work wear, confidentiality, appropriate technology use)
- Complete the reflection activities assigned both during and after the week, aimed at helping ensure documentation of their learning experience
- Be an ambassador for the ISA community