

Career Exposure

Student's Reflective Logbook



Esperjenza ta' Career Exposure

Ġurnal Riflessiv



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Euroguidance is the European network linking guidance systems in 32 countries. It promotes mobility and lifelong guidance.

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Student's Details *Detalji tal-Istudent*

Name / *Isem* _____

Surname / *Kunjom* _____

Class / *Klassi* _____

School / *Skola* _____

Identity Card No. / *Numru tal-Karta tal-Identità* _____

Address / *Indirizz* _____

E-Mail Address/ *Indirizz Elettroniku* _____

Telephone / *Telefown* _____

Mobile / *Mowbajl* _____

Details of Hosting Organisation *Detalji tal-Organizzazzjoni li se tospità l-istudent*

Name of Organisation / *Isem l-Organizzazzjoni* _____

Department / *Dipartiment* _____

Address / *Indirizz* _____

Contact Person / *Persuna Responsabbli* _____

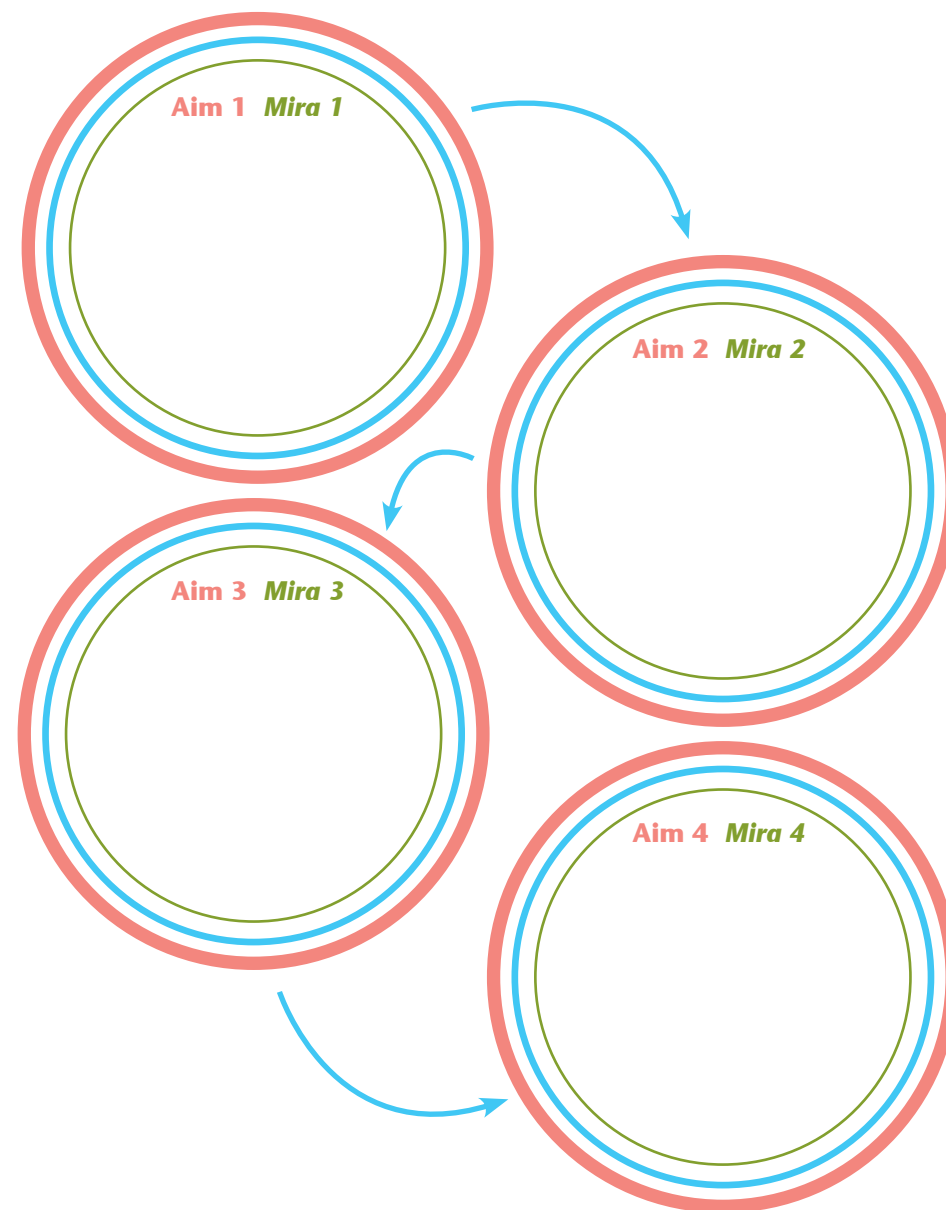
Telephone / *Telefown* _____

E-Mail / *Imejl* _____

Mentor (School) / *Mentor (mill-iskola)* _____

Contact Number / *Numru ta' Kuntatt* _____

Think about the next steps
(including tentative dates) towards a fulfilling career
Ahseb fil-passi li jmiss
(inkluz dati tentattivi) ghal karrera sodisfaçenti



Mentor's feedback form

Osservazzjonijiet tal-Organizzazzjoni fuq l-istudent/a:

Please complete the following report form by ticking the appropriate box as follows:

Jekk jogħġbok imla l-kaxxa t-tajba kif indikat:

Excellent = 1; Good = 2; Acceptable = 3; Poor = 4; Not applicable = 5

Èċċellenti = 1; Tajjeb = 2; Aċċettabbli = 3; #ażin = 4; Ma jappikax = 5

Personal attributes <i>Filiet personali</i>	Day 1 <i>Jum 1</i>	Day 2 <i>Jum 2</i>	Day 3 <i>Jum 3</i>	Day 4 <i>Jum 4</i>	Day 5 <i>Jum 5</i>
Punctuality <i>Puntwalità</i>					
Appearance <i>Dehra</i>					
Politeness <i>Manjieri tajba</i>					
Awareness of rules <i>Għarfien tar-regoli</i>					
Attitude to work/observation <i>L-Attitudni lejn ix-xogħol</i>					
Initiative <i>Inizjattiva</i>					
Responsibility <i>Responsabbilità</i>					
Relationship with employees <i>Relazzjoni mal-ħaddiema</i>					
Mentor's Signature					

Contact Person's Comments - Xi kummenti oħra:

Name / Isem

Signature / Firma

Designation / Kariga

Date / Data

Preparation - Identifying your placement Thejjija - Insibu l-post tax-xogħol

Where is the organisation where I will be carrying my experience?
Fejn tinsab l-organizzazzjoni fejn jien se nagħmel l-esperjenza tiegħi?

How can I get there?
Kif se nasal hemm?

How long does it take me to get there?
Kemm niehu hin biex nasal hemm?

What is the name of the contact person who will be responsible for me?
X'jisimha dik il-persuna li se tkun responsabbli għalija?

How can I contact him/her?
Kif nista' nikkuntattjaha?

What do I know about the roles I will be observing? Where can I get the information?
X'naf dwar ir-rwoli li se nkun qed nosserva? Minn fejn se ngħid l-informazzjoni?

How am I expected to dress for this experience? Check the dress code.
Kif jien mistenni nilbes għal din l-esperjenza? Iċċekkja l-kodiċi tal-ilbies.

What are the working hours I will be spending there?
X'inhuma l-ħinijiet tax-xogħol li jien se nqatta' hemmhekk?

Preparation – Points for Self-Reflection

Thejjija – Punti għar-Riflessjoni

What do I know about types of careers in this sector?
X'naf dwar tipi ta' karrieri f'dan is-settur?

Have I ever had the opportunity to observe people at work in this sector before? If yes, briefly explain.
Qatt kelli l-opportunità qabel li nosserva n-nies fuq il-post tax-xogħol f'dan is-settur? Jekk iva, fisser fil-qosor.

What were my reflections on the observations, referred to above?
X'kienu l-ħsibijiet tiegħi dwar dawn l-osservazzjonijiet, imsemmija hawn fuq?

What do I hope to gain from this new experience?
X'qed nistenna li nikseb minn din l-esperjenza ġdida?

8. I became more determined to pursue a career in the sector
8. Sirt aktar determinat li nsegwi karriera f'dan is-settur. Yes No
Iva Le

9. I did not learn anything new
9. Ma tgħallimt xejn ġdid. Yes No
Iva Le

10. I found the environment to be too competitive and less attractive
10. Sibt l-ambjent wisq kompetittiv u inqas attraenti. Yes No
Iva Le

11. I realised I should pursue a career in another sector
11. Irrealizzajt li għandi nsegwi karriera oħra f'settur ieħor. Yes No
Iva Le

12. I think the whole experience was a waste of time
12. Naħseb li l-esperjenza kollha kienet ħela ta' żmien. Yes No
Iva Le

13. Other
13. Xi kummenti oħra:

Personal Reflection Riflessjoni Personali

Tick the appropriate response/s and explain briefly
Immarka t-twegjiba t-tajba u fisser fil-qosor

1. Has Career exposure experience been a positive one? Yes No
1. *L-esperjenza tal-Espożizzjoni tal-Karrieri kienet waħda pożittiva?* *Iva* *Le*

2. I learnt a lot of new things about the role/s I was exposed to Yes No
2. *Tgħallimt ħafna affarijiet ġodda dwar ix-xogħol/xogħlijiet li osservajt.* *Iva* *Le*

3. I learnt a lot of new things about careers in the sector Yes No
3. *Tgħallimt ħafna affarijiet ġodda dwar il-karrieri f'dan is-settur.* *Iva* *Le*

4. I learnt about courses related to careers in the sector Yes No
4. *Tgħallimt dwar il-korsijiet relatati mal-karrieri f'dan is-settur.* *Iva* *Le*

5. I established contact with key persons in the field Yes No
5. *Għamilt kuntatt ma' persuni li jaħdmu f'dan il-qasam.* *Iva* *Le*

6. I found the environment to be welcoming Yes No
6. *L-ambjent sibtu jilqgħek.* *Iva* *Le*

7. I found a career in the sector challenging and interesting Yes No
7. *Sibt karriera fis-settur li interessatni.* *Iva* *Le*

Reflective Sheet; Day One Riflessjonijiet dwar l-Ewwel Ġurnata

My major preoccupations before starting this experience were...
L-akbar dubji li kelli qabel ma bdejt din l-esperjenza kienu ...

Today I was introduced to...
Illum introduċewni ma' ...

The tasks, which I carried out/observed today...
Ix-xogħlijiet li wettaqt/osservajt illum ...

My personal feelings and reactions on the above tasks/observations...
X'ħassejt u r-reazzjonijiet personali tiegħi dwar dawn ix-xogħlijiet/osservazzjonijiet ...

My experience today was...
L-esperjenza tiegħi illum kienet ...

	The observations/tasks, which I carried out/observed today were... <i>Ix-xogħlijiet li wettaqt/osservajt illum kienu ...</i>	My personal feelings and reactions on the above tasks/observations... <i>X'ħassejt u r-reazzjonijiet personali tiegħi dwar dawn ix-xogħlijiet/osservazzjonijiet ...</i>
Day 2 Ġurnata 2		
Day 3 Ġurnata 3		
Day 4 Ġurnata 4		
Day 5 Ġurnata 5		

	I have Għandi	Required for work Bzonn għal-xogħol	Must Improve Irrid Intejjeb
Learning Skills <i>Kapaċita' li Nitgħallem</i>			
I enjoy learning and I believe in life long learning <i>Nieħu gost nitgħallem u nħaddan it-tagħlim matul il-ħajja</i>			
I am curious about people and life <i>Jien kurjuż/a fuq in-nies u l-ħajja</i>			
I am more interested in moving forward in my career than simply finding work <i>Jinteressani aktar nimxi l-quddiem fil-karriera milli sempliciment insib xogħol</i>			
I am able to find the information that I need <i>Jien kapaċi nsib l-informazzjoni li jkollni bżonn</i>			
Thinking Skills <i>Ħiliet tal-ħsieb</i>			
I make decisions based on reason <i>Id-deċiżjonijiet nibbażahom fuq il-ħsieb</i>			
I know how to evaluate risk <i>Jiena kapaċi ngis ir-riskji</i>			
I understand and know basic mathematics <i>Jien nifhem u naf matematika bażika</i>			
I know how to use technology well <i>Jien naf nuża t-teknoloġija</i>			
Am a thinker more than a doer <i>Jien naħseb fil-fond qabel ma nwettaq</i>			
Adaptability Skills <i>Kapaċita' li Nadatta</i>			
I enjoy changes <i>Nieħu gost bil-bidliet</i>			
I recognise and respect other people's differences <i>Nagħraf u nirrispetta d-differenzi tal-oħrajn</i>			
I think of new ways to do my work <i>Naħseb f'modi ġodda kif inwettaq xogħli</i>			
Personal Skills <i>Ħiliet Personali</i>			
I am motivated and enthusiastic <i>Jien motivat/a u entużjast/a</i>			
I am reliable and honest <i>Jien affidabbli u onest/a</i>			
I do not miss appointments <i>Ma nitlifix appuntamenti</i>			
I like to look after my appearance <i>Nieħu ħsieb l-apparenza tiegħi</i>			
I can handle criticism well <i>Naċċetta l-kritika</i>			
I am creative and like to think about new ideas <i>Jien kreattiv/a u naħseb f'ideat ġodda</i>			

What personal skills/qualities do I have, are required and need to improve for this role?
X'hiliet u kwalitajiet personali ohra ghandek bzonn għax xogħol jew trid ittejjeb?

(tick where appropriate / Immarka dawk li japplikaw)

	I have Għandi	Required for work Bzonn għal-xogħol	Must Improve Irrid Intejjeb
Organisational Skills <i>Filiet Organizzattivi</i>			
I set goals at work and in my personal life <i>Nagħmel għanijiet fil-ħajja personali u fuq ix-xogħol</i>			
I am punctual and plan ahead <i>Jien puntwali u nippjana minn qabel</i>			
I work neatly and accurately <i>Naħdem bil-galbu u b'mod pulit</i>			
I follow instructions <i>Nobdi l-istruzzjonijiet mogħtija lili</i>			
I am able to work even if I have interruptions <i>Kapaċi naħdem anke bl-interruzzjonijiet</i>			

Communication Skills *Filiet Komunikattivi*

I can explain my ideas to others in a clear way <i>Nispjega l-ideat tiegħi b'mod ċar</i>			
I ask appropriate questions <i>Nistaqsi mistoqsijiet prudenti</i>			
I have good writing skills <i>Meta nikteb, l-messaġġ jinftiehem</i>			
I am a good listener <i>Jiena kapaċi nisma'</i>			
I am able to use electronic communication <i>Jiena kapaċi nikkomunika b'mezzi elettronici</i>			

Interpersonal Skills *Filiet Interpersonali*

I enjoy working with others in a team <i>Jien nieħu gost naħdem ma' ħaddieħor f'tim</i>			
I respect other people's ideas <i>Jien nirrispetta l-ideat ta' ħaddieħor</i>			
I encourage and support other people's decisions <i>Noffri sapport u kuraġġ lil ħaddieħor</i>			
I am a good listener <i>Jien kapaċi nisma'</i>			
I do not enjoy gossip <i>Ma nieħux gost ngħid fuq ħaddieħor</i>			
I accept and respect authority <i>Jien naċċetta u nirrispetta lill-awtorita'</i>			

A very positive experience today was when...
Esperjenza pożittiva ħafna li kelli llum kienet meta ...

A less positive experience was when...
Esperjenza inqas pożittiva li kelli llum kienet meta ...

Day 2 Ġurnata 2		
Day 3 Ġurnata 3		
Day 4 Ġurnata 4		
Day 5 Ġurnata 5		

Career Exploration

Nidhlu aktar fil-fond fil-Karrieri

Choose one role you have observed during this week-long experience
Aġżel xogħol li inti osservajt tul din l-esperjenza ta' ġimgħa:

1. Why have you chosen this role?
Għalfejn għażilt dan ix-xogħol?
2. What are the main tasks in this role?
X'inhuma l-attivitajiet ewlenin marbuta ma' dan ix-xogħol?
3. What qualifications does one need to be eligible for this role?
Xi kwalifiki huma meħtieġa biex wieħed ikun elegibbli għal dan ix-xogħol?
4. Where can one study/train for these qualifications?
Fejn għandu wieħed jistudja/jiħharreġ biex jikseb dawn il-kwalifiki?
5. Is any previous experience required for this role? Indicate which.
Hemm bżonn ta' esperjenza preċedenti għal dan ix-xogħol? Uri x'inh.
6. Are there alternative entry paths for this position?
Hemm toroq oħra li wieħed jista' jieħu biex jasal għal din il-pożizzjoni?
7. What type of salary are you expecting for this role?
X'tip ta' paga qed tistenna f'dan ix-xogħol?
8. What are the normal working hours per week? (Does one have to work weekends and/or holidays?)
X'inhuma l-ħinijiet tax-xogħol normali fil-ġimgħa? (Wieħed irid jaħdem fil-wikends u/jew fil-vaganzi?)
9. What are the employment opportunities for this occupation?
Kemm hemm opportunitajiet ta' impjieg għal dan ix-xogħol?

What personal skills/qualities are required for this role?

X'hiliet u kwalitajiet personali għandek bżonn għal dan l-irwol?

(Tick where appropriate) / (Immarka dawkl li japplikaw)

Personal skills/Qualities / **Hiliet Personali:**

- | | | |
|---|---|---|
| <input type="checkbox"/> Team-work
<i>Li taħdem fi grupp</i> | <input type="checkbox"/> Assertiveness
<i>Li tkun assertiv</i> | <input type="checkbox"/> Creative thinking
<i>Ħsieb kreattiv</i> |
| <input type="checkbox"/> Flexibility
<i>Flessibilità</i> | <input type="checkbox"/> Confidentiality
<i>Kunfidenzjalità</i> | <input type="checkbox"/> Positive Attitude
<i>Attitudni pożittiva</i> |
| <input type="checkbox"/> Initiative
<i>Inizjattiva</i> | <input type="checkbox"/> Listening
<i>Li tisma'</i> | <input type="checkbox"/> Customer Care
<i>Kif taqdi lin-nies</i> |
| <input type="checkbox"/> Punctuality
<i>Puntwalità</i> | <input type="checkbox"/> Aptitude for learning
<i>Xewqa għat-tagħlim</i> | <input type="checkbox"/> Problem solving
<i>Kif issolvi l-problemi</i> |
| <input type="checkbox"/> Leadership
<i>Ħiliet ta' tmexxija</i> | <input type="checkbox"/> Time Management
<i>Tqassim tal-ħin</i> | <input type="checkbox"/> Trustworthiness
<i>Li jistgħu jafdawk</i> |
| <input type="checkbox"/> Meticulous
<i>Tkun preċiż</i> | <input type="checkbox"/> Organisational Skills
<i>Ħiliet ta' organizzazzjoni</i> | |

Communication Skills / **Hiliet komunikattivi:**

- | | | |
|---|---|---|
| <input type="checkbox"/> Reading
<i>Qari</i> | <input type="checkbox"/> Written
<i>Kitba</i> | <input type="checkbox"/> Telephone
<i>Telefown</i> |
| <input type="checkbox"/> ICT
<i>ICT</i> | <input type="checkbox"/> Spoken Interaction
<i>Verbali</i> | |

Reflections / **Riflessjonijiet:**
