

Career Exposure

Student's Reflective

Logbook

Esperjenza ta'

Career Exposure

Gurnal Riflessiv



Student's Details

Detalji tal-Istudent

Name
Isem

Surname
Kunjom

Class
Klassi

School
Skola

School's Telephone
Telefown tal-iskola



Telephone Number
Numru tat-telefon

NAME OF ORGANISATION
ISEM TAL-KUMPAIJA



Contact Person
Lil min inkellem



Address:
Indirizz



Preparation - Identifying your placement

Thejjija - Insibu l-post tax-xogħol

Write or mark where you see this symbol.
Ikteb jew immarka fejn tara dan is-simbolu.



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



SMART
PULIT



CASUAL
CASUAL



At what time do I leave home?
X'hin nitlaq mid-dar?



How can I get there?
Kif ser nasal hemm?



By Bus
Bil-Karozza tal-Linja



By Car
Bil-Karozza



On Foot
Bil-Mixi



At what time shall I arrive?
X'hin ser nasal?

General Information

Informazzjoni Ġenerali



OBSERVE
NOSSERVA



MEET NEW PEOPLE
NILTAQA MA' NIES ĠODDA



DON'T GET PAID
MA NITHALLASX




PLAN YOUR FUTURE
NIPPJANA L-FUTUR
TIEGHI

Reflections on Day One

Riflessjonijiet dwar l-Ewwel Ġurnata



My preoccupations before starting this experience were...
Thassib li kelli qabel ma bdejt din l-esperjenza kien...



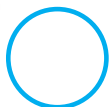


The tasks, which I carried out/observed
Xogħlijiet li wettaqt/osservajt



1. -----
2. -----
3. -----
4. -----

How did I feel doing the tasks /observations above?
Kif hassejtni waqt dawn ix-xogħlijiet/osservazzjonijiet?



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

How did I feel on the above tasks/observations?
Kif hassejtni dwar dawn ix-xogħlijiet/osservazzjonijiet?

Day 2
2 Ġurnata



Day 3
3 Ġurnata



Day 4
4 Ġurnata



Day 5
5 Ġurnata



**A very positive experience today
was when...**

*Esperjenza pożittiva ħafna
li kelli lllum kienet meta...*

**A less positive experience
was when...**

*Esperjenza inqas pożittiva li
kelli lllum kienet meta...*

Day 2
2 Ġurnata



Day 3
3 Ġurnata



Day 4
4 Ġurnata



Day 5
5 Ġurnata



Career Exploration

Nidħlu aktar fil-fond fil-Karrieri

Choose one role you have observed during this week.
 Agħzel xogħol li inti osservajt tul din il-ġimgħa:

Role
 Xogħol



START/BIDU



FINISH/TMIEM



What are the normal working hours per day?
 (Does one have to work weekends and/or holidays?)
 X'inhuma l-ħinijiet tax-xogħol normali ta' kuljum?
 (Wieħed irid jaħdem fil-wikends u/jew fil-vaganzi?)

- YES NO
 IVA LE



What qualifications do you need?
 Xi kwalifiki għandek bżonn?



SCHOOL



Where can you study/train for these qualifications?
 Fejn għandek tistudja/titharreg biex tikseb dawn il-kwalifiki?



.....

.....

Personal Skills and Qualities

#iliet u Kwalitajiet



(Tick where appropriate /
Immarka dawk li japplikaw)

Organisational Skills

#iliet Organizzattivi

I am able to plan
Kapaçi nippjana

I work neatly
Naħdem b'mod pulit

I follow instructions
Nobdi l-istruzzjonijiet mogħtija lili

I am able to work even if I have interruptions
Kapaçi naħdem anke meta jtellfuni

Communication Skills

#iliet Komunikattivi

I can explain my ideas
Kapaçi nispjega l-ideat tiegħi

I am a good listener
Kapaçi nisma'

I am able to use electronic devices
Kapaçi nikkomunika b'mezzi elettronici

Interpersonal Skills

#iliet Interpersonali

I enjoy working in a team
Nieħu gost naħdem ma' ħaddieħor f'tim

I respect other people's ideas
Nirrispetta l-ideat ta' ħaddieħor

I accept and respect authority
Naççetta u nirrispetta lill-awtorità

Learning Skills

Kapaçità li Nitgħallem

I enjoy learning
Nieħu gost nitgħallem

I am interested in moving forward
Jinteressani nimxi 'l quddiem fil-karriera

I am able to find the information that I need
Kapaçi nsib l-informazzjoni li jkolli bżonn

I have
Għandi

Required
for work
*Meħtieġa
għax-xogħol*

Must
Improve
*Irrid
intejjeb*

Personal Skills and Qualities (continued)

Ħiliet u Kwalitajiet (tkompli)



(Tick where appropriate /
Immarka dawh li japplikaw)

Thinking Skills

Ħiliet tal-Ħsieb

I am able to reflect before I decide

Kapaċi nirrifletti qabel nieħu deċiżjoni

I know how to evaluate risk

Kapaċi nikkalkula r-riskju

I know how to read and write in Maltese and English

Naf nikteb u naqra bil-Malti u l-Ingliš

Literacy skills

Ħiliet tal-kitba

I know basic mathematics

Naf matematika bażika

I know how to use technology well

Jien naf nuża t-teknoloġija

Adaptability Skills

Kapaċità li Nadatta

I enjoy changes

Nieħu gost bil-bidliet

I recognise and respect other people's differences

Nagħraf u nirrispetta d-differenzi tal-oħrajn

Personal Skills

Ħiliet Personali

I am motivated and enthusiastic

Jien motivat/a u entużjast/a

I am reliable and honest

Jien affidabbli u onest/a

I do not miss appointments

Ma nitlifx appuntamenti

I like to look after my appearance

Nieħu ħsieb l-apparenza tiegħi

I can handle criticism well

Naċċetta l-kritika

I am creative and like to think about new ideas

Jien kreattiv/a u naħseb f'ideat ġodda

I have
Għandi

Required
for work
Meħtieġa
għax-xogħol

Must
Improve
Irrid
intejjeb

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;
Eċċellenti = 1;

Good = 2;
Tajjeb = 2;

Acceptable = 3;
Aċċettabbli = 3;

Poor = 4;
#żazin = 4;

Not applicable = 5
Ma japplikax = 5

Personal attributes *Hiliet personali*

	Day 1 Jum 1	Day 2 Jum 2	Day 3 Jum 3	Day 4 Jum 4	Day 5 Jum 5
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>Responsabbiltà</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: _____

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