

# WORKPLACE LEARNING RESEARCH

Participating in workplace learning is a valuable way to gain insight into a job, workplace or career area. Complete this questionnaire to help you research and identify what you would like to get out of the experience.

1. What is the name of the business/organisation?	
2. What is their industry or profession? What are their key focus areas?	
3. What is the address?	
4. What is the website?	
5. What is the name of a contact at the organisation? What is their position?	
6. What is that person's phone, fax and e-mail details?	
7. Write some background information about the business/organisation. Use the Internet/media reports/personal networks as resources.	
8. What is the range of job roles carried out at the organisation?	
9. Which position in the organisation most appeals to you? Why?	

# WORKPLACE LEARNING RESEARCH

<p>10. What 3 personal attributes do you think you would most need for that position?</p>	
<p>11. What duties/responsibilities would you be expected to carry out?</p>	
<p>12. What employment related skills do you believe you would develop at the organisation?</p>	
<p>13. How will participating in workplace learning at this organisation assist you in your career planning? Is there a personal goal to achieve? Specify.</p>	
<p>14. How does workplace learning at this organisation link to the subjects you are studying at school?</p>	
<p>15. If you are unable to participate in workplace learning at this organisation, what is your next choice? Why?</p>	



## ACTIVITY

After you have completed a workplace learning activity, log your employment related skills on the workplace learning log sheets. Click on the Log Sheets tab to download more log sheets.