

WORK RELATED LEARNING WITH NEW TECHNOLOGIES

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HIGH SCHOOL IN ITALY

- 5 years
- Age 14 to 19

COURSES

- Liceo
- Vocational School
- Technical School : **Business School** and
- Technological School



BUSINESS SCHOOL

	I year	II year	III year	IV year	V year
Italian	4	4	4	4	4
History	2	2	2	2	2
Maths	4	4	3	3	3
English	3	3	3	3	3
Other Foreign Language	3	3	3		
Science - Geography	7	7			
Business	2	2	4	7	7
Economics			3	2	3
Law	2	2	3	3	2
I.T. (information Technology)	2	2	4	5	5
P.E. Physical Education	2	2	2	2	2
Religious Studies	1	1	1	1	1

32 lessons
a week

Lessons from
8.00 a.m. to
1.00 or 2.00 pm

WORK RELATED LEARNING

EXPERIMENTAL PHASE (2003 – 2014)

- Not compulsory
- Mainly Technical School Joined

COMPULSORY WORK RELATED LEARNING(2015)

- **400 hours** on the whole to be carried out in the last three years of the course of study
- Not only in enterprises, but also as Practice Firms, as visits to companies, meetings with Entrepreneurs, business oriented language stages.

A CLASS EXPERIENCE

- A fourth form of 20 students
- Each student is taken in by a small or a medium size company
- Length : two weeks

OBJECTIVE

To acquire skills in

- Business : personnel management
- Law: labour law



PLANNING



PLANNING

The **two parties**
(school and
enterprise)
agree
on the jobs the
student should do
to achieve
the objective
skills.

PLANNING

SKILLS

- 1.** Recognize the different types of business organization.
- 2.** Supply procedures with documents and find out the best solutions to given situations.
- 3.** Know the aspects that characterize the labour market and work together with the people in charge of the personnel management.

ASSESSABLE

TASKS

- A.** Make calculations related to the personnel management (absences, refunds, overtime).
- B.** Write short reports related to the calculations made.
- C.** Draw up a simple pay packet.
- D.** Read and draw up organization charts, function charts, assignment records (job descriptions), career plans.....
- E.** Assist to the drafting of labour contracts

OBSERVABLE

LOG BOOK



SHARED FILE

Student

Teachers

Mates

LOG BOOK

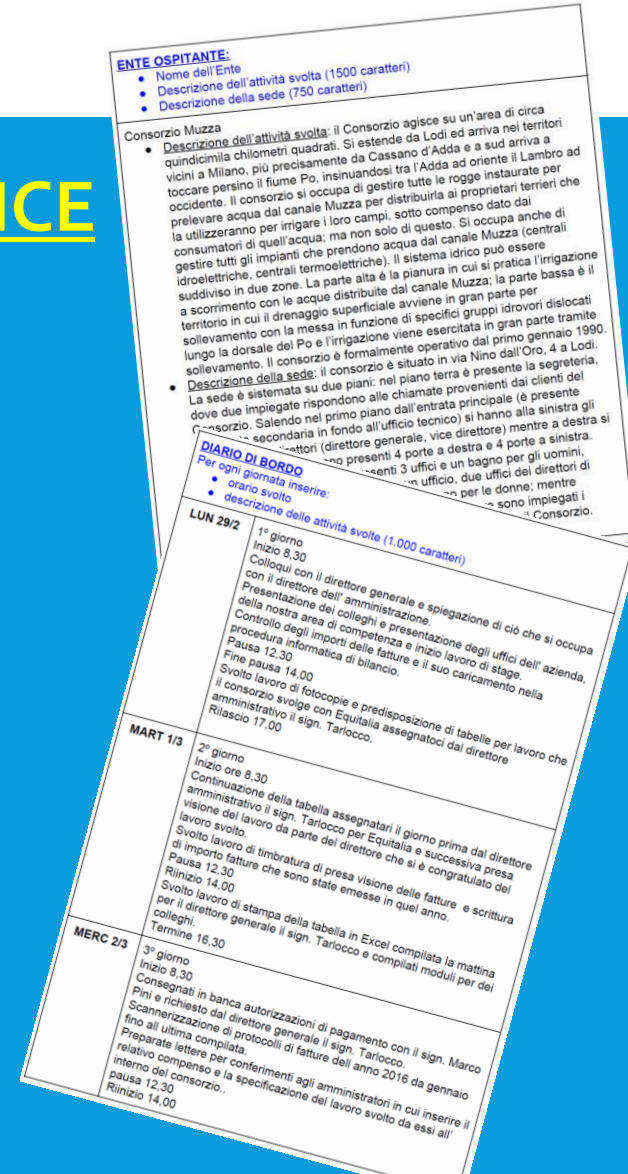
PART 1: SUMMARY OF THE EXPERIENCE

DESCRIPTION OF THE ENTERPRISE

- Name
- Type of activity
- Premises

DAYLY RECORDS

DATE	TASKS PERFORMED
...	...
...	...



LOG BOOK

PARTE 2: SCHOOL TASKS

1. Take a photo of 3 employees' pay packets .
2. Ask about the terms you don't know.
3. Find out the elements all the pay packets have in common.
4. Ask about the calculations of withholding taxes and social security contribution
5. Remake the calculations and find out gross and net salary (pay).
6. Take a photo of the business organization chart.

LOG BOOK

EXERCISE 1

Make an Excel Worksheet of three sheets , paste the photo of a pay packet on each sheet and show if your calculations have used such functions as "if", "find.vert", ...?

EXERCISE 2

Write a Word file of 2.000 characters where you can assume the items which characterize the pay packet for each level.

LOG BOOK

PART 3:

METACOGNITIVE REFLECTION

- A. Write three new words you have learnt and their relative meaning.
- B. Write three things you have learnt to do
- C. SWOT Analysis of the experience

COSA HAI IMPARATO	
Per ciascuna settimana di alternanza scuola lavoro indica: <ul style="list-style-type: none">• tre nuove "parole" e il relativo significato• tre "cose" che hai imparato a "fare"	
1^ SETTIMANA	
P.E.C= posta elettronica certificata Mandati di pagamento= uscite di cassa Reversali= entrate di cassa Imparato a svolgere una scansione con l'apposito macchinario Imparato i diversi usi dell'acqua di un canale	
2^ SETTIMANA	
Come funziona una centrale idroelettrica Come funziona una centrale termoelettrica Scala di rimonta dei pesci= percorso utile per superare le discontinuità idriche del canale Roggia= impianto utilizzato per controllare e regolare l'acqua del canale	

ANALISI SWOT	
Completa l'analisi Swot dell'esperienza vissuta.	
PUNTI DI FORZA Colleghi gentili e disponibili clima in ufficio ottimo.	PUNTI DI DEBOLEZZA Nessuno
OPPORTUNITA' Uscita didattica presso le centrali idroelettriche e termoelettriche e visione del canale Muzza	MINACCE Nessuno

BACK TO SCHOOL

DEBRIEFING EXPERIENCE

Exchange ideas about
the SWOT analysis



padlet

TEACHING ACTIVITIES

Check exercises done by students

TEST ON SKILLS

Veju s.r.l. is an industrial enterprise with 48 employees which manufactures leather balls on the outskirts of Turin.

According to your work related learning experience, choose the issuing data and do the following exercises :

1. Make the business organization chart.
2. Draw up the pay packet of a worker with wife and three underage children. The worker has been working for the enterprise for over 10 years.

ANALISI SWOT

STRENGTHS	WEAKNESSES
Development of professional skills	Moments of boredom
Become autonomous	
Experience the world of work	

OPPORTUNITIES	THREATS
Make conscious choice «post diploma»	Difficult to get back to study when students come back to school
Curriculum enrichment	