

Describe shortly your career interests and aspirations at the moment.

What would you like to be doing in 5 or 10 years?

What are your goals and expectations out of this WBL program on a personal as well as a career basis.

CODE OF CONDUCT

(Things that are expected of you)

While on the WBL program, you are representing your VET School as well as yourself. It is important that you behave in an appropriate and mature way throughout the program. Please follow the instructions below as well as any further instructions given to you by your employer/mentor.

- Please wear appropriate clothing and ensure that you follow the dress code expected by the company.
- Be punctual, arrive and leave at the agreed time and follow the company's break schedule.
- Attend the program as agreed and use your diary in order to keep a record of your attendance and hours.
- If for any reason you must absent yourself let your tutor and the employer know and follow the foreseen procedures.
- Display a willingness to work responsibly, as part of a team and show initiative.
- Be polite to co-workers and clients.
- Adhere to the Terms and Conditions of the WBL program and the rules of the workplace.
- Be prepared for different kinds of work and show an interest on the working tasks.
- Don't be afraid to ask questions. Your employer/mentor is there to train you and support your learning.
- Do not repeat any confidential information that you might see or hear in the company.
- Inform the employer/mentor and tutor on any difficulties that you may encounter during the program.
- Adhere to Health and Safety instructions at all times.
- Do not attempt to do anything that you are not allowed or not trained to do.

AIMS OF THE WBL PROGRAM

(Things that are expected of you)

Your training in the workplace is an important and useful aspect of this course. Through it you will be provided with the opportunity to take part in a valuable work experience and develop employability and personal skills. This program aims to:

- Introduce you to a real working environment and bring you in contact with a trusted employer.
- Provide opportunities for you to work directly in a variety of real-life workplace situations and help you to "learn by doing".
- Provide a better understanding of the course by approaching its practical side.
- Allow you to gain working experience, practical knowledge and appropriate skills for your field.
- Give you an awareness of the necessary skills, required practices and appropriate attitudes in a working environment.
- Allow you to develop your soft and social skills by socializing in the workplace.
- Provide you with experience in a real routine of work and allow you to take responsibility and demonstrate the ability to work with your own initiative.
- Help you to improve your punctuality (by arriving and leaving in time, meeting deadlines etc.)
- Provide you with experience on dealing with clients in a professional way.
- Introduce you to teamwork in a workplace, help you to communicate and collaborate effectively and listen

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to instructions and guidance.

- Help you learn how to work as a team member but also how to work individually.
- Offer you career guidance by providing an actual working experience in your field.
 (please follow any further aims depending on the specific WBL program)

LEARNING NEED AND OBJECTIVES

(Please fill in your learning needs and the objectives you want to achieve through the program in. This section should be filled by the student in cooperation with the course's tutor)

Learning Objective (short description):

Targets:

Link to VET education:

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[Type text]