
Assignment 4.4 Practical Work Experience

Purpose:

The purpose of practical work experience, and the record of work experience, is for students to be able to show future employers that you have spent time in a real workplace. The record helps you build up a log of work completed during your time in the workplace. This record is a valuable resource that can show future employers what you have achieved, and what experience and skills you have.

Overview:

- During work experience you will spend a full day working in the workplace on real work activities. (You can do longer if you have the time.) The work should be related to your studies and career. You will complete a record of what you did in the workplace.
- For the most part you will experience the conditions of full-time workers.
- You will work alongside a supervisor and another experienced worker who will guide and support you.
- Work experience can be done in any sector in any workplace. However, as you are going to perform real work tasks, the activities will be primarily entry level tasks that you can easily perform.
- You will be required to contact the workplace in advance and make formal arrangements about:
 1. Dates and times
 2. Signed indemnities and code of conduct
 3. Confidentiality, security, and health and safety
 4. Supervision/who you will shadow
 5. Transport and catering arrangements
 6. Professional dress codes

Instructions:

1. Each workplace will have different work experience requirements.
2. Use what you have learned about accessing work observation activities to seek relevant opportunities.
3. Your institution and instructor can provide you with letters of introduction.
4. At the end of the work experience, complete the Record of Work Experience and have your supervisor sign it.
5. Be sure to note all the work experience you do on your CV.
6. Write a thank you letter or email afterwards.

Record of Work Experience

This form is evidence of your work experience. You can share it with potential employers and include it in your career portfolio.

Part 1		Personal Details	
Name: Alaa Rayan Aridi		Mobile Number: 03/572400	Email Address: alaa.r.aridi@gmail.com
Part 2		Workplace Details	
Company Name: Al Rayan For Construction		Company Address: Baissour, Aley	Company Type: (Sector) Construction and Contraction
Contact Person Name: Rayan Aridi		Position in Company: Owner and CEO	Contact Number: 03/206387
Supervisor Name: Rabih Al Fares		Position in Company: Supervisor	Contact Number: 70/400443
Date:	Day	Number of Hours:	
1 10-11-2024	Monday	8 hours	
2 11-11-2024	Tuesday	8 hours	
3 12-11-2024	Wednesday	8 hours	
4 13-11-2024	Thursday	8 hours	
5 14-11-2024	Friday	8 hours	
Activity and Tasks Completed	New Knowledge and/or Skills Learned	Tools, Machinery, Equipment Used	
Formwork for a staircase	How to take levels and start with the base and layers	Hammer and laser level and nails	
Tying Rebar steel with wire	How to reinforce concrete	Wire and clippers	
Working on the sides formwork	How to stand formwork upright	Hammer and level and right angle	
Mixing the mix of concrete	The proportions for the concrete	Shovel and water and Gravel and sand and cement	
Laying Concrete into the formwork	how to lay concrete into formwork	Shovel and trowel	
Leveling the concrete and directing the water over it	How to use a leveler and take measurements	leveling machine and tape measure	
Curing the concrete the next day with Sealant	Painting over the concrete	Sealant and Paint roller	
Supervisor Comments			
The student showed excellent work ethic and attitude towards the other workers and showed up on time and showed enthusiasm towards learning essential skills and took initiative and helped others in their tasks.			
Student's Name: Alaa Rayan Aridi Signature: Alaa	Supervisor's Name: Rabih Al Fares Job Title: Supervisor Signature: Rabih		