

**XLAN 1910**

Language for Work

**Module 6: Workplace Attachment**  
Instructor Guide

Integrated Language and Workforce Training

Faculty of Foundational, Career, and Intercultural Studies

Integrated Language and Workforce Training

Module 6: Workplace Attachment

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# Module 6: Instructor Guide

## Module Overview

In this module students will participate in a minimum 32-hour work placement. Students will be expected to spend time observing and later participating in a workplace environment that is aligned closely with their abilities and job interests. The instructor and placement facilitator are responsible for selecting an appropriate employer for each student. This workplace attachment will look very different depending on the employer and the language ability of the student. For most CLB 3 students, their placement will be predominantly job shadowing. Each employer will determine the shift schedule for each student based on the affiliation agreement signed. This portion of the course will take place between Weeks 7–12. While on attachment, students will fill out a timesheet, a work schedule calendar, and complete a reflection for each shift. Employers will be asked to fill out an evaluation of the student upon completion of the minimum 32-hour placement. After the work attachment is complete, students will return to class for the final module to reflect and create their career plan.

## Module Objectives

- Learners identify the language and essential skills used in the work attachment and relate it to their language learning. (Workplace Attachment Workbook)

## Required Resources

1. A copy of the Workplace Attachment Workbook for each student
2. Class set of Oxford Essential Dictionaries

## Work Placement Needs Assessment

**Instructions:** Before you begin this module, answer the following questions:

1. Write three things you **know** about your work placement **employer**.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

2. Write three things you **want to know** about your work placement **employer**.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Adapted from KWL Chart (TRAN 1003, Employment Prep – Module 1)

## Work Attachment Student Package

Copy and hand out a package to each student before they begin their placement. Each package will include one workplace attachment calendar, multiple copies of the Shift Reflection (appropriate for student CLB level) and six copies of the weekly timesheet (one for each week). Make sure to explain what is expected while working, and give examples of how to fill out the calendar, timesheets\* and reflections. Instruct students to fill out a reflection after each shift, the time sheet at the end of each week, and the calendar, as they participate in the work placement. Depending on when work attachment takes place, the instructor may need to include a second copy of the monthly calendar.

*\*Students should be given weekly timesheets to fill out that are currently being used by their work placement employer. If they are not available, use the following template.*

# Weekly Time Sheet

Customer: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Employee: \_\_\_\_\_

Shift: Day  Night  Arvo

### Work Times

	Date	Job Description	Start	Break	Finish	Total Hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
			<b>TOTAL HOURS WORKED:</b>			

Adapted from <https://images.template.net/wp-content/uploads/2016/04/27092205/Weekly-Timesheet-Template-Free-Download.jpg>

The Work Attachment Student Package will be collected by the instructor after the 32 hours are complete. Students can work more than 32 hours, depending on the employer, but don't need to fill out a reflection past the 32 required hours. During the work attachment time, the instructor and instructor's assistant will offer office/computer lab hours to assist students with their packages, their work placement, and/or their Moodle modules. At the end of the work attachment, have students complete the **Final Reflection** regarding their employer.

Employers will be asked to fill out the **Student Evaluation by Employer** and hand it in to the instructor for review. Once completed, the class can move on to **Module 8**.

# Workplace Attachment Calendar

**Instructions:** Write the times you worked and the number of hours per shift in the calendar below.

Month: _____						
Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
—	—	—	—	—	—	—
—	—	—	—	—	—	—
—	—	—	—	—	—	—
—	—	—	—	—	—	—
—	—	—	—	—	—	—

Total number of hours I worked this month: \_\_\_\_\_



## CLB 3: Shift Reflection

**Instructions:** Complete the following reflection about your work shift today.

1. Time worked: \_\_\_\_\_ - \_\_\_\_\_
2. Total hours worked: \_\_\_\_\_
3. Today's shift was \_\_\_\_\_ and \_\_\_\_\_.

Choose two words to describe your shift or write your own words.

easy	short
difficult	interesting
long	boring

4. **New Vocabulary:** Write the new words you learned on the lines below. Look up each new word in your dictionary and copy the definition beside the word. **Note:** One word must be an action word (a verb).

- a. \_\_\_\_\_ - \_\_\_\_\_
- b. \_\_\_\_\_ - \_\_\_\_\_
- c. \_\_\_\_\_ - \_\_\_\_\_

5. Fill in the following table about today's shift:

Write one easy thing.	Write one difficult thing.	Write your favourite thing.

**Instructions:** Read the questions about your shift. Write or circle your answer.

1. Which English skill did you use most today? (Circle your answer)
- a. Listening
  - b. Speaking
  - c. Reading
  - d. Writing

2. Did you read in English today? **Yes or No**

If yes, what did you read? \_\_\_\_\_

3. Did you use the computer? **Yes or No**

4. Did you use numbers or math? **Yes or No**

5. Did you work in a group? **Yes or No**

6. Did you fill out a form? **Yes or No**

If yes, what form did you fill out? \_\_\_\_\_

## CLB 4: Shift Reflection

**Instructions:** Complete the following reflection about your work shift today.

1. Time worked: \_\_\_\_\_ - \_\_\_\_\_
2. Total hours worked: \_\_\_\_\_
3. Today's shift was \_\_\_\_\_ and \_\_\_\_\_.

Choose two words to describe your shift or write your own words.

easy	short
difficult	interesting
long	boring

4. **New Vocabulary:** Write the new words you learned on the lines below. Look up each new word in your dictionary and copy the definition beside the word. **Note:** One word must be an action word (a verb).

a. \_\_\_\_\_ - \_\_\_\_\_

b. \_\_\_\_\_ - \_\_\_\_\_

c. \_\_\_\_\_ - \_\_\_\_\_

5. Fill in the following table about today's shift:

Write one easy thing.	Write one difficult thing.	Write your favourite thing.

**Instructions:** Read the questions about your shift. Write or circle your answer.

1. Which English skill did you use most today? (Circle your answer)
  - a. Listening
  - b. Speaking
  - c. Reading
  - d. Writing

2. Did you read in English today? **Yes or No**

If yes, what did you read? \_\_\_\_\_

3. Did you use the computer? **Yes or No**

4. Did you use numbers or math? **Yes or No**

5. Did you work in a group? **Yes or No**

6. Did you fill out a form? **Yes or No**

If yes, what form did you fill out? \_\_\_\_\_

**Instructions:** Read the sentences. Circle **Yes** if you agree or **No** if you disagree with the sentence.

1. I understood my employer today. **Yes or No**
2. I was prepared for my shift today. **Yes or No**
3. I learned from my co-workers today. **Yes or No**
4. I'm excited about my next shift. **Yes or No**

**Instructions:** Write one new thing you learned today.

**Example:** I learned how to work the dishwasher today.

- \_\_\_\_\_

## CLB 5: Shift Reflection

**Instructions:** Complete the following reflection about your work shift today.

1. Time worked: \_\_\_\_\_ - \_\_\_\_\_
2. Total hours worked: \_\_\_\_\_
3. Today's shift was \_\_\_\_\_ and \_\_\_\_\_.

Choose two words to describe your shift or write your own words.

easy	short
difficult	interesting
long	boring

4. **New Vocabulary:** Write the new words you learned on the lines below. Look up each new word in your dictionary and copy the definition beside the word. **Note:** One word must be an action word (a verb).

- a. \_\_\_\_\_ - \_\_\_\_\_
- b. \_\_\_\_\_ - \_\_\_\_\_
- c. \_\_\_\_\_ - \_\_\_\_\_

5. Fill in the following table about today's shift:

Write one easy thing.	Write one difficult thing.	Write your favourite thing.

**Instructions:** Read the questions about your shift. Write or circle your answer.

1. Which English skill did you use most today? (Circle your answer)
  - a. Listening
  - b. Speaking
  - c. Reading
  - d. Writing

2. Did you read in English today? **Yes or No**  
If yes, what did you read? \_\_\_\_\_
3. Did you use the computer? **Yes or No**
4. Did you use numbers or math? **Yes or No**
5. Did you work in a group? **Yes or No**
6. Did you fill out a form? **Yes or No**  
If yes, what form did you fill out? \_\_\_\_\_

**Instructions:** Read the sentences. Circle **Yes** if you agree or **No** if you disagree with the sentence.

1. I understood my employer today. **Yes or No**
2. I was prepared for my shift today. **Yes or No**
3. I learned from my co-workers today. **Yes or No**
4. I'm excited about my next shift. **Yes or No**

**Instructions:** Write one new thing you learned today.

**Example:** I learned how to work the dishwasher today.

- \_\_\_\_\_

**Instructions:** What skill(s) do you need to practise before your next shift?

**Example:** I need to practise counting money and making change.

- \_\_\_\_\_
- \_\_\_\_\_

**Instructions:** What do you need to bring to your next shift?

**Example:** I need to bring my driver's licence to my next shift.

- \_\_\_\_\_

# Final Reflection

**Instructions:** Write three things you **learned** about your employer.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

