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APPENDIX A: QUESTIONNAIRE ON WORK EXPERIENCE PROGRAMMES IN COMMONWEALTH SCHOOLS

Country _____

Position held by person completing questionnaire _____

Work Experience: Opportunities on a compulsory or voluntary basis for full-time school students to engage in work as part of their education programme even though they may not have as yet chosen a particular career.

1. Please indicate () below which of the following approaches to work experience you have in your country.
 - (a) work experience determined by national policy as of value to the nation ()
 - (b) work experience chosen by pupils on a voluntary basis (e.g. to further a desired career) ()
 - (c) work experience chosen by the school for educational ends (e.g. improve students' attitude towards work) ()
 - (d) work experience chosen by the school for economic ends (e.g. generate income for the school) ()
2. Please indicate () below which of the following patterns of work experience apply in your country.
 - (a) work experience conducted on the school premises.
 - (i) in course of study of practical subjects (skills training) ()
 - (ii) as part of education with production programme to supply needs of school, sell products to outside agencies, etc. ()
 - (b) work experience conducted off school premises
 - (i) in community and voluntary services ()
 - (ii) in commercial enterprises ()
3. (a) Are payments made to pupils by employers? Yes () No ()
(b) If yes, are these payments at the going rate? Yes () No ()
(c) Is the pupil allowed to keep the payments? Yes () No ()
If no, what happens to the payment?

4. Please indicate () below how the work experience programme is organised.
- (a) each specialist teacher makes arrangements for students for whom responsible ().
 - (b) a work experience teacher/officer is responsible for making contacts with employers, etc. ()
 - (c) other (please state)
5. How much say do students have in where they go and what they do?
6. Which of the following phasings of work experience are used in your country?
- (a) half a day or one day per week ()
 - (b) blocks of time: one week ()
 one month ()
 one term ()
 - (c) vocational work ()
7. Please state below any advantages or disadvantages of the use of the above phasings.
8. How does the examination system affect work experience?

9. What subjects in the curriculum lend themselves best to work experience?
10. In what ways does each subject incorporate work experience into pupils' learning?
11. What would you say are the COST-BENEFITS of work experience?
12. Are there any 'hidden costs' of work experience that people are usually unaware of (these are the type of costs which would make work experience programmes appear less costly than they really are)?
13. How do the following benefit from work experience?
 - (a) pupil
 - (b) the school
 - (c) the employer

14. The following are problems which commonly arise in work experience programmes; which apply in your country?
- (a) students were not able to work in areas related to their vocational training ()
 - (b) employers had unrealistic expectations of the students ()
 - (c) students encountered financial difficulties ()
 - (d) other workers expected students to do the more menial tasks ()
 - (e) students had no form of incentive (e.g. no payment from employers ()
 - (f) poor supervision of students at the work place ()
 - (g) not enough employers willing to take students on work experience ()
 - (h) students in rural areas encountered difficulty in getting to work on account of inefficient transport system ()
 - (i) competition from other training programmes ()
15. What criteria do you use in your country to assess work experience programmes?
16. How can work experience programmes be improved?

Thank you for your co-operation.

Dr. Z.D. Zennings
University of the West Indies
Kingston
Jamaica

APPENDIX B: LETTER OF INTRODUCTION

Dear

I am conducting a study on Work Experience Programmes in Commonwealth Schools on behalf of the Commonwealth Secretariat in London. I would be grateful if you could arrange for someone who is knowledgeable in the area to complete the enclosed questionnaire. I would also be pleased to receive any short reports, evaluation reports, etc. that have been done by your Ministry of Education or other research body on the Work Experience Programme. Since I have been given a limited time in which to complete the study, I would be grateful if the questionnaire (along with the reports) could be returned to me by August 1, 1986.

Please accept my gratitude for any assistance you can offer. I look forward to hearing from you soon.

Yours sincerely,

Zellynne D. Jennings (Dr.)
Senior Lecturer
University of the West Indies
Faculty of Education

16th June 1986

APPENDIX C: EXAMPLE OF WORK-STUDY APPLICATION FORM

MINISTRY OF EDUCATION, SOCIAL DEVELOPMENT AND CULTURE

A. STUDENT'S NAME	SEX	FORM	AREA OF SPECIALISATION AT SCHOOL		
B. SCHOOL NAME	DATE OF BIRTH		HOME ADDRESS		
C. NAME AND ADDRESS OF WORK-STUDY AGENCY			STUDENTS ACTIVITY ON WORK-STUDY		
D. DURATION OF ATTACHMENT FROM: TO:			HAS N.I.S. FORM BEEN FILLED OUT () yes () no		
E. NAME OF MOTHER: OCCUPATION: HOME ADDRESS: WORK ADDRESS:			NAME OF FATHER: OCCUPATION: HOME ADDRESS: WORK ADDRESS;		
F. NAME OF GUARDIAN HOME ADDRESS: OCCUPATION: WORK ADDRESS:			PREVIOUSLY ON WORK-STUDY AT:		
G. LEVEL OF ENTRY BEHAVIOURS					
Use key to Evaluate the student. Tick under the Appropriate Box below. A = Always B = Often C = Sometimes D = Seldom E = Never					
BEHAVIOUR DESCRIPTION	A	B	C	D	E
1 WORKS WELL WITH OTHERS	4	3	2	1	0
2 IS REGULAR AND PUNCTUAL AT SCHOOL					
3 SOCIALISES WITH OTHERS					
4 KEEPS TO THE TASK TO ITS FINALITY					
5 CONTROLS EMOTIONS AND BEHAVIOUR					
6 ACTS IN A LEADERSHIP CAPACITY (VOLUNTARILY)					
7 TRIES OUT NEW OR DIFFERENT IDEAS OR WAYS					
8 IS NEAT AND CLEAN IN APPEARANCE AND DRESS					
9 HELPS OTHERS					
10 RESPECTS THE PROPERTY OF OTHERS					
11 CONFORMS TO SAFETY RULES IN THE SCHOOL					
12 COMMUNICATES WHEN LATE OR ABSENT					
H. Please comment on student's level of performance in his/her pre vocational area.					
State if the student has any special home circumstances.					

I. THE SCHOOL: (Please complete)

1. We wish to recommend this student who is a bona fide student of this school for Work Study attachment.
2. Guidance was given to this student and it is most likely that his/her conduct and application to work would be desirable.

Signature of Specialist Teacher.....

Date.....

Signature of Headmaster/Headmistress.....

Date.....

J. THE STUDENT: (Please complete)

1. I am interested in being exposed to training in the field of.....through the Work Study programme
2. I pledge to be regular, punctual and to conduct myself in such a manner as to uphold the good name of my school and community.
3. I understand and appreciate that I would not receive any wage or salary as a Work-Study student.

Signature of student.....

Date.....

K. THE PARENT/GUARDIAN

1. I agree that.....who is under my control undergoes this Work - Study exercise.
2. I shall endeavour to ensure that he/she is regular, punctual and well-behaved during the period of Work Study.
3. I understand all the other terms and conditions of this Work Study exercise.

Signature of Parent/Guardian.....

Date.....

FOR OFFICIAL USE ONLY

1. Interviewed student on.....
2. Application for Work Study considered () yes () no
Reason/s for Rejection.....
.....

Signature of Work Study Officer.....