

REPORT IT

Booklet



REPORT IT

Activity 1a - Personal Details

NAME:

AGE:

HOBBIES:

PERSONAL STRENGTHS:
(Things I'm good at)

THIS IS ME:
(Draw your picture here)

PERSONAL WEAKNESSES:
(Things I'm not so good at)

MY TEAM:

MY JOB:

MY E-MAIL:

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Activity 1b - The Recycling of Printer Cartridges & Mobile Phones

TASK: **WORKING IN GROUPS**, find as much information as possible about recycling printer cartridges and mobile phones.

BRAINSTORM OF WHAT TO RESEARCH (LOOK FOR)



MY PLAN:

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MY FINDINGS:

Activity 1

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Activity 2 - Analysing The Project/ Working Out What to Do

TASK: WORKING IN GROUPS, come up with ideas about **WHERE** to collect empty printer cartridges & old mobile phones.

You **COLLECT** the **MOBILES** and **CARTRIDGES**. recycycool will **COLLECT** them from you & **YOU** receive **CASH** for **SCHOOL FUNDS**

BRAINSTORM OF OUR IDEAS



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OUR GROUP'S IDEAS ABOUT WHERE TO COLLECT THE EMPTY CARTRIDGES & USED MOBILE PHONES:

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Activity 3 - Planning The Task

TASK: **WORKING IN GROUPS**, come up with ideas about what **JOBS** will be involved in running the business project. Next, sort similar or related jobs into **TEAMS**.

You **COLLECT** the **MOBILES** and **CARTRIDGES**. recycycool will **COLLECT** them from you & **YOU** receive **CASH** for **SCHOOL FUNDS**

BRAINSTORM OF OUR IDEAS



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OUR LIST OF WHAT JOBS WE NEED AND THE TEAMS THEY WILL BE IN:

TEAM:

JOBS

TEAM:

JOBS

TEAM:

JOBS

TEAM:

JOBS

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Activity 4 - STRENGTHS & WEAKNESSES

TASK 1: WORKING ON YOUR OWN, come up with a list of your strengths and weaknesses. Try to list at least 3 strengths and one weakness.

STRENGTHS	WEAKNESSES

Activity 4

Please continue onto another sheet if you need to

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Activity 5 - JOB PROFILES

TASK 1: WORKING ON YOUR OWN, come up with ideas about what strengths people would need for each job in the project.

JOB	STRENGTHS NEEDED

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TASK 2: WORKING WITH YOUR PARTNER, what strengths are needed for each job.

Look back at your individual list and add anything your partner had that you didn't.

Make sure you both have **at least four strengths** listed for each job.

Report back to the whole class so that everyone can agree.

JOB	STRENGTHS NEEDED

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STRENGTHS NEEDED FOR EACH JOB—AGREED BY THE CLASS:

JOB	STRENGTHS NEEDED

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Activity 6 - JOB APPLICATION CV

TASK 1: WORKING ON YOUR OWN, complete a CV and apply for the job you would like, and are most suitable for.

What is a CV?

- CV is short for the Latin term 'Curriculum Vitae', which means 'The Story of Your Life'. It lets employers have information about your education, skills, achievements, experience and interests.
- As you are still at school, your CV will include a history of your school career.
- This will include the subjects you have studied and qualifications gained, as well as personal details and any part-time jobs you've had.

Top Tips for CV Writing

Your CV should ideally be:

1. **Typed** or word processed.
2. **Short** — two sides of A4 should be the maximum.
3. **Clear** — simple layout—no fancy pictures or text fonts.
4. **Positive** — make sure you include your good points.
5. **Accurate** — always check for errors in spelling and punctuation and get someone to double check it for you.

How to Organise Your CV

Information in a CV is laid out under headings, making it clear and easy to read. Most CVs are **chronological** (in date order) with the **most recent first**, then going backwards in time.

There should always be a basic **personal information** section **at the top** of your CV. It doesn't need to have a heading, and should include the following details:

- Name
- Address
- Telephone Number
- Email Address
- School
- Date of Birth

You should also give the names of **two** people who will be **referees**. They must be able to give a statement about you that recommends you for the job. An ideal referee would be a teacher who knows you well, a friend or your boss if you have a part time job.

MORE ADVICE

- There are many websites that offer advice on building CVs. Check them out by typing 'CV' into a search engine.
- Some packages such as Microsoft Word offer CV 'wizards' which will build it for you, step by step.

N.B. When you apply for a job after you leave school, much of your CV will focus on your work experience and previous jobs. This should be in a section headed 'Employment History'. Some of you may have part-time jobs that you can add to an employment section, but do not worry if you don't.

REMEMBER

This **ENTERPRISE PROJECT** is something
IMPRESSIVE to add to your **CV** in the
FUTURE

NOW...

Your teacher will give you further help and advice if you are not sure what to do. Try to plan your CV, step by step, before you begin typing it. There is space below to make notes.

PERSONAL INFORMATION	
EDUCATION/ QUALIFICATIONS * even short courses or things you have learned will be useful.	
SKILLS	
ACHIEVEMENTS	
PERSONALITY	
HOBBIES & INTERESTS	

CV CHECKLIST

- It should be neat and well presented, preferably typed.
- It should be brief — no longer than two pages of A4 paper.
- It should show that your skills and qualities make you suitable for the job.
- Keep the information short, sharp and to the point.
- It should be checked for spelling, grammar and punctuation before and after it is completed.
- It should be completed on good quality paper.
- Lists involving dates should start with the most recent and work their way back.

COMMON MISTAKES

- **Too long**
- **Disorganised** — information is scattered around the page—hard to follow.
- **Overwritten** — long paragraphs and sentences—takes too long to say too little.
- **Too short** — gives only basic details, dates and job titles.
- **Too much unimportant information** — height, weight, health.
- **Misspellings, typing errors, poor grammar.**
- **Tries too hard** — fancy fonts and binders, photographs and coloured paper that distract from the clarity of the presentation.

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Activity 7

TASK 1: WORKING ON YOUR OWN, think about and write down what will be involved in your job. Note your ideas below.

MY JOB:

TASKS THAT I WILL DO AS PART OF MY JOB:



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Logbook Activity 9

TASK: WORKING IN YOUR TEAM, examine the advice sheet and discuss the tasks for each team member. (See your teacher for a copy of your team's advice sheet)

MY TEAM:

TEAM MEMBER	TASKS TO DO

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Logbook Activity 10

TASK: WORKING WITH YOUR TEAM LEADER, examine your list of jobs and write down your tasks and targets.

MY TASKS FOR THIS MONTH:

MY TARGETS FOR THIS MONTH:

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Logbook Activity 11

ACTIVITY 11: WORKING WITH YOUR TEAM, examine a set of minutes and work out how they are written.

WHAT WE THINK MUST ALWAYS BE INCLUDED IN THE MINUTES:

HOW THE NOTES SHOULD BE ORGANISED:

HOW THE MINUTE TAKER WILL BE CHOSEN FOR EACH MEETING:

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Activity 12 - Planning & Reviewing

TASK: WORKING WITH YOUR TEAM LEADER, review your work from the past month and plan your tasks for next month.

REVIEW OF LAST MONTH:

Things I did well...

Things I could have done better...

MY TARGETS FOR THIS MONTH:

RECYCOOL ENTERPRISE PROJECT

Student Self-Evaluation

TASK: Below is a list of skills and qualities you will have used throughout this project. Think about each one, and **TICK THE BOX** which best describes your performance.

STUDENT'S NAME: _____

TEAM: _____

DATE: _____

	VERY GOOD	GOOD	OK	COULD BE BETTER
ATTENDANCE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
NEATNESS & PRESENTATION	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
GETTING TASKS DONE ON TIME	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
HAVING GOOD IDEAS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MAKING DECISIONS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
WORKING OUT WHAT TO DO	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
FINDING THINGS OUT	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CONFIDENCE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
POLITENESS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
WORKING WITH OTHER PUPILS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
WORKING ON MY OWN	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
WORKING WITH OTHER ADULTS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

RECYCOOL ENTERPRISE PROJECT

Student Evaluation of The Project

We would be very grateful if students would take a few minutes to **EVALUATE** the project materials.

	VERY GOOD	GOOD	OK	COULD BE BETTER
HOW INTERESTING & ENJOYABLE WAS THE PROJECT?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
HOW CLEAR WERE THE TASKS I HAD TO DO?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
HOW MUCH DID I ENJOY WORKING WITH MY TEAM?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
HOW HELPFUL WAS MY TEAM'S ADVICE SHEET?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
HOW ATTRACTIVE WAS THE DESIGN?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
HOW USEFUL DO YOU THINK THE PROJECT MATERIALS WERE?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

MY FAVOURITE ACTIVITY:

MY LEAST FAVOURITE ACTIVITY:

SUGGESTIONS/ IDEAS:

Please email all completed forms to info@recycool.org
or fax to 08451 300 303 (UK) or 1800 933 515 (ROI)

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