

**K to 12 BASIC EDUCATION CURRICULUM
SENIOR HIGH SCHOOL**

Grade: 11/12

Subject Title: Work Immersion

No. of Hours: at least 80 hours

Pre-requisite: should have taken at least 4* Specialized Subjects

Course Description:

Work Immersion is one of the course requirements for graduation. A Senior High School student has to undergo Work Immersion in an industry that directly relates to the student's postsecondary goal. Through Work Immersion, the students are exposed to and become familiar with work-related environment related to their field of specialization to enhance their competence. Specifically, the students are able to: (i) gain relevant and practical industrial skills under the guidance of industry experts and workers; (ii) appreciate the importance and application of the principles and theories taught in school; (iii) enhance their technical knowledge and skills; (iv) enrich their skills in communications and human relations; and (v) develop good work habits, attitudes, appreciation, and respect for work. These prepare them to meet the needs and challenges of employment or higher education after graduation.

OBJECTIVES/ LEARNING AREA	NO. OF HOURS	TEACHER'S ACTIVITY	LEARNER'S ACTIVITY	LEARNER'S OUPUT
<p>I. Pre-Immersion</p> <p>A. Understanding work immersion by discussing:</p> <ol style="list-style-type: none"> 1. Expected behavior <ol style="list-style-type: none"> a. Work ethics b. Safety in the workplace c. Workplace rights and responsibilities d. Confidentiality in the workplace e. Effective conflict resolution and teamwork skills 2. Work immersion rules and regulations 3. Terms and conditions of the Memorandum of Agreement <p>B. Appreciating the importance of credentials by:</p> <ol style="list-style-type: none"> 1. Writing a résumé 2. Filling out application forms 3. Visiting the concerned offices where the following could be secured: <ol style="list-style-type: none"> a. Barangay clearance b. Police clearance c. Mayor's clearance d. Medical certificate 4. Job Interview skills training 	<p>4 to 6 hours</p>	<p>The teacher:</p> <ol style="list-style-type: none"> 1. conducts the pre-Immersion orientation 2. guides the students in securing and accomplishing forms 3. validates the accomplished forms 4. provides a checklist containing things to do and documents needed for pre-Immersion, during, and after Immersion 	<p>The student:</p> <ol style="list-style-type: none"> 1. attends the pre-Immersion orientation 2. prepares and secures required documents 	<ol style="list-style-type: none"> 1. essay on the how to conduct oneself inside the company/ business establishment during the Immersion period 2. résumé 3. application 4. clearance documents

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<p>C. Discussion of portfolio</p> <ol style="list-style-type: none"> 1. Portfolio instructions <ol style="list-style-type: none"> a. Portfolio content <ol style="list-style-type: none"> i. accomplished forms ii. pictures of work site and nonwritten output/ projects with captions iii. illustrations of activities performed (as needed) iv. weekly diary (narrative/ account of learnings and achievements, issues faced and corresponding resolutions) v. sample written output (if any) vi. work immersion highlights vii. other relevant pictures/ documents b. When to update content c. Portfolio packaging d. Portfolio presentation at the end of Work Immersion 				
<p>II. Immersion Proper</p> <p>A. Appreciating management processes by observing, identifying and describing the following:</p> <ol style="list-style-type: none"> 1. Nature of the business 2. Description of the products/services 3. Target clientele 4. Organizational structure 5. Company rules and regulations 	<p>6 hours</p>	<p>The teacher:</p> <ol style="list-style-type: none"> 1. coordinates with the organization/ establishment 2. monitors the students' progress 3. provides interventions for students, if necessary 4. provides general supervision to the students 	<p>The student:</p> <ol style="list-style-type: none"> 1. reports to the company based on agreed timeframe 2. receives orientation from the company/ establishment on the nature of the business, description of the product/ services, target clientele, organizational structure, and rules and regulations 3. participates in the activities of the different offices that 	<ol style="list-style-type: none"> 1. written narrative on the profile of the company/ business establishment (may contain charts, photos, or illustrations) 2. written report on the activities performed 3. supervisor's rating 4. organizational chart

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			are responsible for the areas mentioned above 4. prepares a report on the activities performed	
B. Appreciating business processes by observing and participating in Safety/ Production/Maintenance/Quality Control/Quality Assurance/Customer Satisfaction/Housekeeping/Hygiene and others	6 hours	The teacher: 1. coordinates with the organization/ establishment 2. monitors the students' progress 3. provides interventions for students, if necessary 4. provides general supervision to the students	The student: 1. reports to the company based on agreed timeframe 2. receives orientation on the different processes of the business establishment such as: Safety, Production, Maintenance, Quality Control/Quality Assurance, Customer Care, Housekeeping, and Hygiene 3. participates in the activities of the different offices and line department that are responsible for the processes mentioned above 4. prepares a report that documents the activities performed	1. written narrative on the business processes of the company/establishment (may contain charts, photos or illustrations) 2. written report on the activities performed 3. supervisor's rating 4. business process flow chart/s
C. Applying skills learned and proper values acquired in school	at least 60 hours	The teacher: 1. coordinates with the business organization/establishment 2. monitors the students' progress 3. provides interventions for students, if necessary	The student: 1. performs hands-on activities that are related to the skill acquired in his/her chosen field of specialization	1. daily tasks record 2. supervisor's rating 3. written narrative of what the student learned 4. photos or illustrations

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		4. provides general supervision to the student	2. performs other required tasks based on the agreement 3. renders reports to the teacher and the industry supervisor for immersion 4. records the daily tasks performed	
<p>III. Post Immersion Evaluating the work immersion experience by:</p> <ol style="list-style-type: none"> 1. presenting a portfolio with weekly diary entries 2. comparing and contrasting school and work application of skill, knowledge, and attitudes 3. writing an updated résumé 4. reflecting on their Work Immersion experiences 	2 hours	<p>The teacher:</p> <ol style="list-style-type: none"> 1. guides the student in presenting and discussing their portfolio 2. organizes an exhibit that displays photos or illustrations of the activities performed or projects done by the students 3. evaluates the organization/ establishment that provided the Immersion venue 4. guides students in updating their résumé 5. guides students in reflecting about their work immersion experience 	<p>The student:</p> <ol style="list-style-type: none"> 1. presents his/her portfolio 2. discusses his/her work Immersion experience and relates its importance to his/her specialization 3. participates in the exhibit organized by the teacher 4. writes an updated résumé taking into consideration his experience while in the Work Immersion venue 5. reflects on their Work Immersion experience 	<ol style="list-style-type: none"> 1. portfolio <ol style="list-style-type: none"> a. accomplished forms b. pictures of work site and nonwritten output/ projects with captions c. illustrations of activities performed (as needed) d. weekly diary (narrative/ account of learnings and achievements, issues faced and corresponding resolutions) e. sample written output (if any) f. Work Immersion highlights g. other relevant pictures/ documents 2. gallery 3. updated résumé 4. reflection paper