

PRACTICE PORTFOLIO
SECONDARY COLLEGE
FOR BUSINESS
ADMINISTRATION

GUIDELINE

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Dear student,

You have to complete a mandatory internship between your second and the beginning of your fifth year (preferably until the end of your eighth semester). This mandatory internship has to be done outside school hours to the extent of 300 hours (= 8 working weeks of 38.5 hours) in a national or an international company.

The number of hours has to be rendered in continuous periods of one or more phases of at least one week.

Legal employment contracts, e.g. a secondary employment in a trading company or in other companies will be credited to the mandatory internship. Particular attention is paid to labour-law provisions, especially the Child and Youth Employment Act 1987, BGBl. I Nr. 599/1987, last amended by the Federal Law BGBl. I Nr. 138/2013 and to the Working Hours Act, BGBl. Nr. 461/1969, last amended by the Federal Law BGBl. I Nr. 71/2013 as well as to collective agreements. The mandatory internship complements and deepens the knowledge and skills acquired in different subjects by working in a company or in an organization and it has normally to be rendered in the form of an employment contract and payment is based on the collective agreements.

The preparation and follow-up of your internship including the work on your practice portfolio will primarily be supervised in the subject 'Business Behaviour'. The practice hours have to be verified by one or more written proofs of practical experience (see A2) and have to be handed over to your form teacher at the beginning of the ninth semester the latest.

It is necessary to document the mandatory internship using **this** practice portfolio. On the next pages you will find detailed instructions how to compile your practice portfolio.

The mandatory internship can significantly contribute to prepare you for your professional activities and thus improves your chances on the labour market.



Our economy needs committed, well-educated and innovative employees. The mandatory internship links school and the economy and, therefore, makes a valuable contribution for our young people to become PRACTICE-FIT!

*Mag. Georg Kapsch
President der Federation of Industry¹*

Good luck for your company practice and enjoy compiling your practice portfolio!

¹ copyright: http://www.iv-net.at/show_pic_db.php?suche=Kapsch&Suche.x=0&Suche.y=0

1 Code of Conduct

The tips shall help you to find your way in your working life.

- Be polite, friendly and helpful.
- Mind the working hours and be punctual.
- Carry out the tasks and assignments allocated to you carefully.
- Use the opportunities offered for professional conversations with your colleagues and superiors.
- Observe carefully and ask questions.
- Pay attention to the dress code in your company.
- Notify your company immediately in case of illness.
- Use company property carefully, thus you avoid damages.
- Don't prejudge overhastily. Prejudices, against whomever, block your objective judgement.
- Always observe the company practices.
- Discuss matters objectively and avoid biting remarks.
- Respect the professional opinion of your colleagues as well as that of your superiors.
- Preserve your enthusiasm at the work place, even if it might be difficult at one point because of unfavourable incidents. .
- See your internship as an opportunity to get familiar with the operational processes of a company.
- Keep separate records of your working time and breaks.

2 Practice Portfolio

By compiling your practice portfolio you document all the information you get in your mandatory internship.

You will experience how the competences you have acquired at school are implemented in the work reality.

You shall acquire the following competences:

- to prepare and organise your own mandatory internship.
- to describe experiences made during the mandatory internship and to relate them to your skills and expectations.
- to evaluate the experiences made during the mandatory internship and to document them in the portfolio.

You will be guided and assessed in the subject ‚Business Behaviour‘. The portfolio can also be written in a modern foreign language taught at your school.

2.1 Helpful Tips for the Preparation of your Practice Portfolio

This document is a guideline which shall help and encourage you to compile your portfolio.

Tip 1: Don't compile your **practice** portfolio at the end of your mandatory internship. Pay attention to document your experience gained regularly.

Tip 2: Take notes of special events, e.g.

- key words for performing work tasks,
- additional information and instructions from colleagues as well as from superiors,
- special events,
- company and school deadlines.

Tip 3: Create a folder in which you file relevant documents.

Tip 4: Collect interesting information material about your practice, your job and your range of activities. This can help you with your career choice as well as with a job application and it can be the basis for your project work.

Tip 5: You find hints for the various points. These are highlighted in colour and shall be deleted when the portfolio is completed.

2.2 Structure of the Practice Portfolio

For compiling your practice portfolio you can orient yourself on the structure given below.

A General Data

A1 Front Page



The front page should include the following information:

- school, address, logo
- name
- academic year (which you attend at the time when you complete your portfolio)
- company (all companies in which you did a part of the mandatory internship)
- deadline
- student's signature

A2 Personal Data



student

.....
family name

.....
surname

photo

.....
street

.....
post code/place

.....
telephone number

.....
date of birth

.....
email

A3 Proof/s of Practical Experience



All proof/s of practical experience have to be filled in, signed by the company where the internship was done and then enclosed in the practice portfolio.

Please **return** this form to the student after the end of the mandatory internship!

.....
company stamp

Proof of Practical Experience

student's first name and family name

academic year:

.....

.....

date of birth:

school

[name of school]
[contact data of school]

number of the practice hours worked:

employment in the following departments/areas:

.....
.....
.....
.....

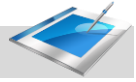
Which work tasks were assigned:

.....
.....
.....

....., on

.....
signature: assessor / function

A4 Practise Journal



Keep detailed records of your hours worked.

student's first name and family name:

.....

academic year:

.....

date	working time		break		number of hours	total hours
	from	to	from	to		

.....

student's signature

B The Mandatory Internship in Detail

When you have completed the mandatory internship in different companies, focus on that company where you have done the main part of the internship when answering the points given below.



B1 Application Documents

Enclose the application documents.

B2 Company Profile



company's name including legal form	
address/website	
business sector/branch	
company profile	
corporate identity	e.g. corporate design, logo, corporate behaviour, dress code
product/service portfolio	
economic data	e.g. commercial register report, number of employees, selected key figures (export ratio, etc.), excerpt of the Annual Report
corporate social responsibility - measures	measures for sustainability

social benefits	What does your company do for its employees apart from paying wages and salaries?
company and setting	Describe the company and its setting based on a model (e.g. St Gallen Management Model)

B3 Employment Relationship



Describe your employment relationship.

employment relationship	e.g. minor employment, part-time, collectively agreed terms
effects of the employment relationship on taxation and social security	
labour-law provisions / characteristics of the employment	e.g. legal regulations, collective agreement (holiday entitlement, weekly working time, etc.), company agreement, confidentiality agreement, access control, hygiene regulations, safety regulations
work time regulations	e.g. working hours, break regulations, flexitime
selected documents	e.g. service note, contract of employment, registration and de-registration at the Social Security, job description



B4 Job Profile

tasks performed	
professional, social and personal competences	description of the competences necessary for your job

glossary	explain new technical terms typical for your job
best practice example	describe one task of your range of tasks which was specifically interesting/challenging/new/instructive for you in more detail

C Self Reflection

C1 Competence-Check



Now you have completed the mandatory internship, you have experienced a lot of new activities and have made interesting experiences in the professional practice. Try to assess your personal competences based on the following statements:

I can...



... implement the competences acquired at school in professional reality.		
... give comprehensive insight in the organisation of my practice company.		
... provide information about the rights and duties of employers as well as about the rights and duties of employees and can reflect them related to my professional situation.		
... behave correctly and self-confidently when dealing with superiors as well as with colleagues.		
... see a positive basic attitude for the working life in general and for the specific professional environment in particular within me.		
... contribute entrepreneurial thinking to my job.		
... arrange and reflect my outward appearance, my language and my behaviour according to the situations and the people I deal with.		
... see the importance of my entrepreneurial responsibility.		

C2 Lessons Learned



Document the lessons learned and the experiences acquired on an A4-page. Not only pleasant but also unpleasant aspects should be mentioned. What worked out well? What did not work out that well?

3 Further Information

(status: December2014)

The Chamber of Labour: www.arbeiterkammer.at/service/broschueren/SteuerundGeld
(worker's tax assessment)

Trade Union: www.ferienjob.or.at and www.jugend.gpa-djp.at

Internship - checklists: www.oesterreichisches-jugendportal.at

Federal Ministry of Family and Youth:
www.bmfj.gv.at/ministerin/Aktuelles/Themen/Praktika-Check.html

Practice portfolio: www.hak.cc

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