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| Janusz-Korczak-Schule, Uffeln Mitte 33, 49479 Ibbenbüren  Förderschule des Kreises Steinfurt (Primarstufe und Sekundarstufe I)  Förderschwerpunkt Emotionale und soziale Entwicklung | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Meine betreuenden Lehrerinnen und Lehrer:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Schule: | | | | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | Telefon-Nr.: | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | | | | | | | | | | |
| **Wichtige Tipps zum Betriebspraktikum** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. Du bist Gast im Betrieb. Deshalb beachte die Regeln der Gastfreundschaft. 2. Bei Krankheit solltest du dich telefonisch vor Arbeitsbeginn beim Betrieb und bei der Schule entschuldigen. 3. Ein pünktlicher Arbeitsbeginn ist selbstverständlich und die Voraussetzung für einen pünktlichen Feierabend. Die Pausen sind zur Erholung da. 4. Jeder Betrieb hat eine Betriebsordnung. Informiere dich darüber! 5. Bestimmte Arbeiten verlangen eine entsprechende Kleidung (siehe auch die Seiten zum Unfallschutz in diesen Blättern). 6. Die Vorschriften zur Unfallverhütung sind genau zu beachten. Sollte doch etwas passieren, musst du die Schule **unbedingt** benachrichtigen. Diese wird den Unfall oder den Schaden der zuständigen Versicherung melden. 7. Auch scheinbar harmlose Maschinen und Geräte können gefährlich sein. Sei achtsam und gehe sorgfältig mit den dir anvertrauten Sachen um. 8. Sollte aus Unachtsamkeit oder Unkenntnis ein Schaden für den Betrieb entstanden sein, melde ihn der Schule und deinem Betreuer. Die Haftpflichtversicherung ist dafür zuständig. 9. In jedem Betrieb gibt es Dinge, die geheim gehalten werden müssen. Ärzte beispielsweise unterliegen der Schweigepflicht; in Sparkassen und Banken gibt es das Bankgeheimnis. Du bist jetzt Mitarbeiter des Betriebes und musst ebenfalls die Schweigepflicht einhalten. Darüber hinaus müssen Regeln zum Datenschutz beachtet werden. Es ist wichtig, sie kennen zu lernen. 10. Schreibe deine Eindrücke und Erfahrungen in diesem Heft auf, damit du viele Hilfen für deine Berufswahlentscheidung bekommst und in der Schule ausführlich berichten kannst. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Hinweise, wie du dein Praktikum mit Hilfe dieses Heft für dich nutzen kannst** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. Dieses Heft soll ein Leitfaden für dein Praktikum sein. 2. Lies das Heft zunächst genau durch. Du findest Fragenkataloge, Erkundungs- und Beobachtungsaufgaben. Studiere sie genau! Sie sollen dir helfen, die verschiedenen Bereiche und Aspekte des Betriebes zu erkunden. Du findest genügend Raum, um deine Erfahrungen, Beobachtungen und Erkundungen zu sammeln und auszuarbeiten. 3. Bildmaterial kann nützlich sein. Sammle Prospekte und Informationsmaterial über den Betrieb. 4. Zusätzlich zu diesen Seiten kannst du Prospekte und Informationsmaterial sammeln und hierin zu den passenden Seiten einheften. 5. Fachausdrücke solltest du nicht uner­klärt übernehmen. Frage bei Mitarbeitern nach oder versuche, selbständig mit Hilfe eines Nachschlagewerks solche Ausdrücke zu erklären. Du kannst auf Seite solche Ausdrücke sammeln und erklären. 6. **Wichtig für dich und die Mitarbeiter, die dir im Praktikum helfen:**   Das Praktikumsheft ist ein Hilfsmittel für dich, in das du lediglich notieren kannst, was du erfragt, beobachtet und erfahren hast.  Denke daran, dass nicht alle Fragen und Beobach­tungsaufträge auf deinen Betrieb zutreffen. Du musst also auswählen, welche Fragen und Erkundungs­aufträge du verwenden kannst und willst.  **Es kann durchaus sein, dass du bestimmte Aufträge nicht ausfüllen kannst. Bei der Auswahl helfen dir deine Lehrerinnen und Lehrer oder die Mitarbeiter im Betrieb.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Deine Erwartungen an das Praktikum** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| * Schildere in Stichworten, was du von deinem Betriebspraktikum erwartest! | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| * Überlege dir einen wichtigen Punkt, über den du unbedingt etwas im Praktikum erfahren möchtest! | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Unfallschutz** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Wo gearbeitet wird, selbst in einem Büro, besteht Unfallgefahr. Die Folgen von Unfällen können die Arbeitskraft und die Gesundheit schädigen. Das kann zu lebenslangen Behinderungen führen. Die Mitarbeiter der Betriebe sind über die Gefahrenquellen und Unfallverhütungsvorschriften informiert. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Allgemeine Regeln zur Unfallverhütung** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Halte dich an die Anweisungen, die dir von Mitarbeitern des Betriebes gegeben werden! Unternimm nichts auf eigene Faust! * Entferne nie Schutzvorrichtungen und Sicherheitseinrichtungen an Maschinen, an denen du arbeiten darfst! Sonst ist der Unfallschutz an der Maschine nicht mehr gewährleistet. * Schütze dich bei der Arbeit an diesen Maschinen! Schutzbrillen, Helme usw. sind in jahrelangem Gebrauch erprobt. Sie haben schon viele vor ernsthaften Verletzungen bewahrt. * Hantiere nicht an fremden Maschinen! Zu jeder Maschine gehört eine spezielle Bedienungsanweisung. Schon beim Einschalten können nämlich Unfälle geschehen, z. B. dadurch, dass in Drehbänken lose eingespannte Werkzeuge weggeschleudert werden. * Der Arbeitsplatz ist kein Spielplatz! Am Arbeitsplatz kannst du folgenschwere Unfälle herbeiführen, wenn du spielst oder herumalberst. * Trage enganliegende Kleidung beim Arbeiten an Maschinen und Triebwerken! Weite Kleidung, lose Bänder, lange Haare werden durch umlaufende Teile von Maschinen leicht erfasst. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Hygienevorschriften** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| In einigen Betrieben (z. B. Bäckerei) kommt man mit gesundheitlichen Vorschriften in Berührung, den Hygienevorschriften. Sie sind wichtig, da sie dem Schutz der Allgemeinheit dienen. Solltest du in einem Betrieb arbeiten, in dem es Hygienevorschriften gibt, so informiere dich darüber! Notiere in Stichworten, welche Hygienevorschriften beachtet werden müssen. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Erkunde den Betrieb!** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Hierbei bist du auf die Hilfe eines Mitarbeiters oder einer Mitarbeiterin im Betrieb angewiesen. Schlage noch einmal auf Seite 3 nach: Wichtige Hinweise!** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Fragebogen** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Genaue Firmenbezeichnung: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. Branche bzw. Geschäftszweig: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. Seit wann besteht der Betrieb? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. Wie viele Mitarbeiter hat der Betrieb? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. Wie viele Auszubildende hat der Betrieb? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. Welche Berufe werden in diesem Betrieb ausgeübt? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. Welche Produkte werden hergestellt oder welche Dienstleistungen werden angeboten? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. Wie viele Abteilungen hat der Betrieb und wie werden sie genannt?   (Im Kindergarten gibt es keine Abteilungen, sondern Gruppenräume; im Krankenhaus Stationen, ...) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. Mit wie vielen Mitarbeitern arbeitest du direkt zusammen? Welche Aufgaben verrichten sie? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. Die wirtschaftliche Bedeutung des Betriebes: (Hinweis zu Frage 10 a. bis e.: Viele Betriebe haben Informationsmaterial, aus dem du Antwort auf diese Fragen erhältst.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. Liegt der Betrieb verkaufs- und verkehrsgünstig? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. An wen werden die Produkte bzw. Dienstleistungen verkauft? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. Arbeitet der Betrieb mit anderen Betrieben zusammen? Woher bezieht er seine Rohstoffe, Materialien, Ersatzteile? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. Hat der Betrieb Beziehungen zu ausländischen Kunden? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| So fertigst du deinen täglichen Bericht an:  Fasse den Ablauf des Tages in einem kurzen Bericht zusammen! Dabei solltest du mit einer halben Seite auskommen. Für den ersten Tagesbericht hast du etwas mehr Platz zur Verfügung. Da sich sicherlich die Tagesabläufe teilweise gleichen, solltest du, bevor du die Berichte schreibst, jeden Tag Stichworte zum Tagesablauf notieren. Hieraus kannst du dann fünf Tagesberichte auswählen, die du auf den folgenden Seiten notierst. Aus dem Bericht sollte hervorgehen: der Ort der Tätigkeit, die ausgeübten Arbeiten, die benutzten Arbeitsmittel (z. B. Geräte, Werkzeuge usw.) und die Kontakte mit Arbeitskollegen und Vorgesetzten. Schildere deine persönlichen Eindrücke! Da du nicht jeden Tag verschiedene Tätigkeiten ausführst du dir fünf besonders interessante Tage aussuchen. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Wochenbericht** **(Darstellung der verschiedenen Einsatzbereiche während einer Woche)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Arbeitsaufträge - „Können Sie bitte ...“** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Arbeitsaufträge sind Anweisungen von Auftraggebern, eine Arbeit, meist in einer vorgegebenen Zeit, zu erledigen. Sie werden von Firmen oder Personen vergeben, oftmals dann noch einmal weitergegeben (z.B. vom Meister zum Gesellen zum Auszubildenden), ehe sie ausgeführt werden. Oft sind Aufträge klar und eindeutig: Ein Kunde möchte seine Waschmaschine repariert haben oder benötigt einen neuen Haarschnitt. Manchmal jedoch sind sie nicht so klar und eindeutig. Auch ein Kindergarten hat seine Auftraggeber: z.B. Eltern, die ihre Kinder versorgt wissen wollen.  **Suche dir jetzt einen Auftrag heraus, den du in deinem Betrieb bekommen hast und bearbeite für diesen Auftrag das folgende Arbeitsblatt.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Wie lautet dein Arbeitsauftrag und wie funktioniert der Arbeitsablauf? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. Wie wird dem Betrieb/der Einrichtung ein Arbeitsauftrag erteilt? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Persönlich | | | | | | | | | | | | | | | | | Telefonisch | | | | | | | | | | | | | | | Per Brief | | | | | | | | | | | | | | | | | | | | | | | | | | | Per E-Mail | | | | | | | | | | | | | | | | | Per Fax | | | | | | | | | | | | |
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| 2. Wer nimmt den Arbeitsauftrag an? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Chef/in | | | | | | | | | | | | | | | | | Sekretär/in | | | | | | | | | | | | | | | Meister/in | | | | | | | | | | | | | | | | | | | | | | | | | | | Verkäufer/in | | | | | | | | | | | | | | | | | Azubi | | | | | | | | | | | | |
| Praktikant/in | | | | | | | | | | | | | | | | | Erzieher/in | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | |
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| 3. Wer gibt wem den Arbeitsauftrag weiter? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | 4. Welche Arbeitsschritte waren nötig, um den Arbeitsauftrag zu erledigen? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| a. | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | a. | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| b. | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | b. | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| c. | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | c. | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| d. | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | d. | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| e. | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | e. | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| f. | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | f. | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| g. | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | g. | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| h. | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | h. | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| i. | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | i. | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. Welche Mitarbeiter/innen waren an der Erledigung beteiligt und was waren ihre Aufgaben? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mitarbeiter/in: | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | Aufgabe: | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mitarbeiter/in: | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | Aufgabe: | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 6. Was passiert, wenn der Auftrag erledigt ist? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | Produkt ausliefern | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Erkunde den Arbeitsplatz, an dem du eingesetzt wirst!** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Fragen an die Mitarbeiter** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **1. Voraussetzungen** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Welches Abschlusszeugnis ist für den Beruf notwendig? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **2. Ausbildung zum Beruf** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. Laufen Berufsschule und betriebliche Ausbildung parallel oder wird ein Berufsgrundschuljahr vorgezogen? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. Wie lange dauert die Ausbildungszeit? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. Werden die Auszubildenden vom Betrieb auf die Prüfung vorbereitet? Wenn ja, wie? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. Wie lang sind Arbeitszeit, Pausen und Urlaub für Auszubildende? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. Im Vergleich dazu: Wie lang sind Arbeitszeit, Pausen und Urlaub für ausgebildete Mitarbeiter? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. Was verdienen Auszubildende in den verschiedenen Lehrjahren? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **3. Fortbildung** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. Welche Weiterbildungsmöglichkeiten gibt es in diesem Beruf? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. Führt der Betrieb Fortbildungsveranstaltungen durch? Wenn ja, Welche? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. Ist es möglich, nach Abschluss der Ausbildungszeit hier einen Arbeitsplatz zu bekommen? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. Welche Zukunftsaussichten hat dieser Beruf? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Erkunde den Arbeitsplatz, an dem du eingesetzt wirst!** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Beobachtungsbogen zur Arbeitsplatzerkundung**  Fülle diesen Bogen selbstständig aufgrund deiner Beobachtungen aus! Stelle fest, was du siehst, hörst, empfindest! Du musst auswählen, welche Beobachtungsaufträge zu dem Beruf passen, den du beobachtest! | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. **Der beobachtete Beruf erfordert bestimmte Tätigkeiten. Welche?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | ja | | | | weniger | | | | | | nein | | | | | | |  | | | | 1. **Wie verrichtet der Mitarbeiter seine Arbeit?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | ja | nein | |
| Material bearbeiten und verarbeiten | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | |  | | | | | | | arbeitet immer allein | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| Zusammenbauen und montieren | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | |  | | | | | | | arbeitet oft mit anderen zusammen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| Gestalten | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | |  | | | | | | | arbeitet immer mit anderen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| Maschinen bedienen und überwachen | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | |  | | | | | | | redet bei der Arbeit mit anderen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| Untersuchen, messen, kontrollieren | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | |  | | | | | | | arbeitet nach Plänen/Anweisungen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| Zeichnen und reproduzieren | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | |  | | | | | | | arbeitet selbstständig | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| Bedienen und beraten | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | |  | | | | | | | verrichtet immer die gleiche Arbeit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| Wirtschaften | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | |  | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| Verwalten, ordnen, schreiben | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | |  | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| Sichern und in Ordnung bringen | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | |  | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| Andere Menschen versorgen/pflegen | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | |  | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
| Kontrolliere deine Beobachtungen anhand des Arbeitsbandes „Beruf aktuell“ von der Bundesanstalt für Arbeit! Frage danach deine Lehrer. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |
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| **3. Welche körperlichen Anforderungen stellt der Beruf?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Es ist Körperkraft erforderlich. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | viel | | | | | | | | | | | | | | | | | | | | | | | | | | | | mittel | | | | | | | | | | | | | | wenig | | | | | | | | | | |
| Die Arbeit wird in dieser Stellung verrichtet: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | sitzend | | | | | | | | | | | | | | | | | | | stehend | | | | | | | | | | | | liegend | | | | | | | | | gebückt | | | | | | | | | kniend | | | |
| Die Arbeit erfordert Hand-/Fingergeschick | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | viel | | | | | | | | | | | | | | | | | | | | | | | | | | | mittel | | | | | | | | | | | | | | | | | wenig | | | | | | | | |
| Man braucht gute Augen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | ja | | | | | | | | | | | | | | | | | | | | | | | | | | | weniger | | | | | | | | | | | | | | | | | nein | | | | | | | | |
| Man braucht ein gutes Gehör | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | ja | | | | | | | | | | | | | | | | | | | | | | | | | | | weniger | | | | | | | | | | | | | | | | | nein | | | | | | | | |
| Man braucht einen guten Geruchssinn | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | ja | | | | | | | | | | | | | | | | | | | | | | | | | | | weniger | | | | | | | | | | | | | | | | | nein | | | | | | | | |
| Man braucht einen guten Geschmackssinn | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | ja | | | | | | | | | | | | | | | | | | | | | | | | | | | weniger | | | | | | | | | | | | | | | | | nein | | | | | | | | |
| Man braucht einen guten Tastsinn | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | ja | | | | | | | | | | | | | | | | | | | | | | | | | | | weniger | | | | | | | | | | | | | | | | | nein | | | | | | | | |
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| **4. Welche geistigen Anforderungen stellt der Beruf?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sachverhalte schnell auffassen können, mitdenken können | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | viel | | | | | | | | | | wenig | | | | | | | | | nicht | | | | |
| In welcher Weise: | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sich gut sprachlich ausdrücken und formulieren können | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | viel | | | | | | | | | | wenig | | | | | | | | | nicht | | | | |
| In welcher Weise: | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Gut rechtschreiben können | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | viel | | | | | | | | | | wenig | | | | | | | | | nicht | | | | |
| In welcher Weise: | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Rechnen können | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | viel | | | | | | | | | | wenig | | | | | | | | | nicht | | | | |
| In welcher Weise: | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Zeichnen können - räumliches Vorstellungsvermögen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | viel | | | | | | | | | | wenig | | | | | | | | | nicht | | | | |
| In welcher Weise: | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Konzentrationsfähigkeit, Reaktionsvermögen | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | viel | | | | | | | | | | wenig | | | | | | | | | nicht | | | | |
| In welcher Weise: | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ideen entwickeln und gestalten können | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | viel | | | | | | | | | | wenig | | | | | | | | | nicht | | | | |
| In welcher Weise: | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sinn für Genauigkeit, gute Beobachtungsgabe, Gedächtnis | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | viel | | | | | | | | | | wenig | | | | | | | | | nicht | | | | |
| In welcher Weise: | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **5. Welche sozialen Anforderungen stellt der Beruf?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pünktlichkeit, Ausdauer und Geduld | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | viel | | | | | | | | | | wenig | | | | | | | | | nicht | | | | |
| In welcher Weise: | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Gute Umgangsformen, sicher auftreten können | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | viel | | | | | | | | | | wenig | | | | | | | | | nicht | | | | |
| In welcher Weise: | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Jemandem zuhören können | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | viel | | | | | | | | | | wenig | | | | | | | | | nicht | | | | |
| In welcher Weise: | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Andere überzeugen können | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | viel | | | | | | | | | | wenig | | | | | | | | | nicht | | | | |
| In welcher Weise: | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Rücksicht auf andere nehmen können, Kontaktfreudigkeit | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | viel | | | | | | | | | | wenig | | | | | | | | | nicht | | | | |
| In welcher Weise: | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **6. Wie sind deine Empfindungen bezüglich der Bedingungen am Arbeitsplatz?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Temperatur | | | | | | | | | | | | | | | | | | | | | | | | | kalt | | | | | | | | | | | | | | | | | | | | | | | | erträglich | | | | | | | | | | | | | | | | | | | heiß | | | | | | | | | | | | | | | | | | |
| Luft | | | | | | | | | | | | | | | | | | | | | | | | | trocken | | | | | | | | | | | | | | | | | | | | | | | | erträglich | | | | | | | | | | | | | | | | | | | feucht | | | | | | | | | | | | | | | | | | |
| Lärm | | | | | | | | | | | | | | | | | | | | | | | | | laut | | | | | | | | | | | | | | | | | | | | | | | | erträglich | | | | | | | | | | | | | | | | | | | ruhig | | | | | | | | | | | | | | | | | | |
| Licht | | | | | | | | | | | | | | | | | | | | | | | | | grell | | | | | | | | | | | | | | | | | | | | | | | | erträglich | | | | | | | | | | | | | | | | | | | dunkel | | | | | | | | | | | | | | | | | | |
| Arbeitsplatz und Arbeit | | | | | | | | | | | | | | | | | | | | | | | | | sauber | | | | | | | | | | | | | | | | | | | | | | | | leicht schmutzig | | | | | | | | | | | | | | | | | | | schmutzig | | | | | | | | | | | | | | | | | | |
| Geruchsbelästigung | | | | | | | | | | | | | | | | | | | | | | | | | stark | | | | | | | | | | | | | | | | | | | | | | | | erträglich | | | | | | | | | | | | | | | | | | | keine | | | | | | | | | | | | | | | | | | |
| Ist der Arbeitsplatz jeder Witterung ausgesetzt? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Sind Gefahren am Arbeitsplatz zu beachten? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **7. Mit welchen Maschinen, Werkzeugen und Hilfsmitteln wird gearbeitet?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **7. Mit welchem Material wird gearbeitet?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Gesamtauswertung des Praktikums** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. Lies deine Erwartungen an das Praktikum (Seite 4) noch einmal durch. Sind sie erfüllt worden? Treffe aus diesen Überlegungen heraus eine eindeutige Feststellung: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 2. Hat das Praktikum Einfluss auf deinen Berufswunsch? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 3. Inwiefern musst du deine bisherigen Vorstellungen vom Berufsleben ändern? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 4. Worüber hättest du in deinem Praktikumsbetrieb gern mehr erfahren? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 5. Fiel dir die Umstellung von der Schule auf das Praktikum schwer? Wenn ja, woran lag das? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 6. Stelle hier die aus deiner Sicht wichtigsten Erfahrungen zusammen!  Was hat dir gut, nicht so gut, gar nicht gefallen?  Hast du Lücken in deinem Schulwissen erkannt? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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