

# Job trialling in industry

English



# Welcome

In this booklet, we have compiled practical information if you are looking for an internship, subsidized job, training, Basic Integration Education (IGU) or employment.

Here you can read about 10 different industries and learn about the work tasks and education for each industry.

Job trialling at a company is an excellent way to get to know the Danish labour market, learn about the different professions and industries and build your own network through meeting new colleagues.

At the work place, you will meet new colleagues and obtain new knowledge and professional experience, which might result in a permanent position or inspire you to seek a new path in pursuit of employment and education.

If you would like to learn more - If you need an overview of your opportunities - If you have questions about employment, subsidised jobs, Basic Integration Education (IGU), internship or training. Contact your local jobcentre - We are ready to assist you.

The booklet on job trialling in industry is authored by Kompetencecenter Skanderborg at Skanderborg Kommune. The booklet is available at [jobnet.dk](http://jobnet.dk).



# Transport



## Tasks

- To receive goods
- To load trucks
- To deliver good
- Cleaning and maintenance of trucks

## Place

- Freighters
- Larger private companies
- Bus companies
- Ports

## Job trialling at a company

- You get to know the industry
- You build your network
- You get to know an employer and meet new colleagues
- You gain job-specific experience
- Job trialling can improve your employment opportunities later on

## **Personal qualities**

- You enjoy to provide service and meet people
- Reading, speaking and understanding some Danish or English is an advantage
- You know how to cooperate and provide service
- You enjoy to work and learn new skills
- You are accommodating and cooperating
- You are able to take directions from others

## **Requirements**

- You should be stable and on time every day
- You are dependable
- You should be able to start early
- You must follow same rules as your colleagues
- Ask if you do not understand your tasks
- Be inquisitive
- Driver's license for car, bus, truck or taxi, if you want to be a driver

## **Training opportunities, examples**

- Truck driver
- Bus driver
- Taxa driver
- Crane driver
- Train maintenance worker
- Dock and terminal worker



## Kitchen/canteen



### Tasks

- Preparation of food together with your colleagues
- Hot food
- Open sandwiches
- Salads
- Bake bread and cakes
- Arrange and serve food
- Buffet replenishment
- Dish washing
- Cleaning

### Place

- Institutions: kindergartens, retirement homes, folk schools, boarding schools
- Private companies
- Workplaces within government and municipalities

## **Job trialling at a company**

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- You build your network in the industry
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## **Personal qualities**

- You enjoy cooking
- Reading, speaking and understanding some Danish or English is an advantage
- You enjoy to work and learn new skills
- You are cooperating
- You are able to take directions from others

## **Requirements**

- You should be stable and on time every day
- You should be able to work with vegetables, fish, chicken, veal, beef and pork
- You must follow same rules as your colleagues
- You must be able to accept handling of pork at the workplace
- Ask if you do not understand your tasks
- Be inquisitive
- Good physical shape
- You should be able to start early
- Be efficient and work fast

## **Training opportunities, examples**

- Cook
- Gourmet
- Health care cook
- Sandwich maid
- Caterer
- Waiter
- Baker
- Pastry chef

# Craftsman professions



## Tasks

- Renovation of buildings
- Construction of housing and industry
- Maintenance of buildings and materials at schools and institutions
- Work at workshops, e.g. metal industry
- Maintenance and establishment of parks and gardens
- Transportation of materials
- Reparation and maintenance of cars, motors and machines

## Place

- Master craftsmen
- Contractors
- Government enterprises
- Institutions
- Public housing agencies

## **Job trialling at a company**

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- You get to know an employer and meet new colleagues
- You gain job-specific experience
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## **Personal qualities**

- You enjoy working with craft
- Reading, speaking and understanding some Danish or English is an advantage
- You enjoy to work and learn new skills
- You are cooperating
- Independent and can take lead
- You are able to take directions from others

## **Requirements**

- You should be stable and on time every day
- You should enjoy working outdoors
- You should be physically strong
- You must follow same rules as your colleagues
- Ask if you do not understand your tasks
- Be inquisitive
- A driver's license is an advantage, but not a requirement
- Start early in the morning

## **Training opportunities, examples**

- Carpenter (wright)
- Carpenter (joiner)
- Bricklayer
- Electrician
- Plumber
- Concreter
- Wall, ceiling and unit installer
- Paver
- Landscape gardener
- Technical insulator
- Metalworker
- Flooring fitter



# Institutions



## Tasks

- Spend time with and take care of children and youngsters
- Arrange and serve food
- Go for walks and excursions
- Various activities, drawing, painting, playing, singing
- Cleaning
- Parental cooperation

## Place

- Institutions
- Daycare and residential institutions
- Schools and youth clubs

## **Job trialling at a company**

- You get to know the industry
- You build your network in the industry
- You get to know an employer and meet new colleagues
- You gain job-specific experience
- Job trialling can improve your permanent employment opportunities later on

## **Personal qualities**

- Enjoys being around children and youth
- Reading, speaking and understanding some Danish or English is an advantage
- You enjoy working and learning new skills
- You are cooperating
- Creative
- You are able to take directions from others

## **Requirements**

- You should be stable and on time every day
- You must follow same rules as your colleagues
- Ask if you do not understand your tasks
- You should be able to start early
- Be inquisitive
- You must be able to accept pork being served at the workplace
- Patient, tolerant and good at cooperating

## **Training opportunities, examples**

- Kindergarten teacher
- Pedagogic assistant
- Kindergarten teacher assistant
- School teacher

# Retail



## Tasks

- Customer service
- Tidying up
- Cash register operation
- Shelf stocking
- Packaging and unpacking goods

## Place

- Supermarkets
- Clothes shop
- Toy shop
- Shoe shop
- Builders merchant
- Bookstore
- All kinds of shops and stores

## **Job trialling at a company**

- You get to know the industry
- You build your network in the industry
- You get to know an employer and meet new colleagues
- You gain job-specific experience
- Job trialling can improve your permanent employment opportunities later on

## **Personal qualities**

- You enjoy providing service to customers
- You enjoy communicating with people
- Reading, speaking and understanding some Danish or English is an advantage
- You enjoy working and learning new skills
- You are cooperating
- You are able to take directions from others

## **Requirements**

- You should be stable and on time every day
- You must follow same rules as your colleagues
- Ask if you do not understand your tasks
- Be inquisitive
- Can accept changing working hours

## **Training opportunities, examples**

- Shop assistant
- Purchasing assistant
- Commercial assistant

# Warehousing/Logistics



## Tasks

- To receive goods
- Stocking shelves at warehouse and store
- Dispatching goods to customers
- Handing out goods
- Packaging goods and products
- Inventory count and control

## Place

- Freight terminals
- Small and large enterprises
- Supermarkets
- Wholesale enterprises



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- You gain job-specific experience
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## **Personal qualities**

- You must be in a good physical shape
- Tidiness
- Reading, speaking and understanding some Danish or English is an advantage
- You enjoy working and learning new skills
- You are able to take directions from others

## **Requirements**

- You should be stable and on time every day
- You must follow same rules as your colleagues
- Ask if you do not understand your tasks
- Be inquisitive
- Start early in the morning
- Able to stand and walk most of the day

## **Training opportunities, examples**

- Warehouse assistant
- Warehouse operative
- Forklift driver
- Warehouse and terminal manager

# Packing / production / assembly



## Tasks

- Assemble and mount goods and products
- Quality control
- Packaging goods and products for shipment
- Inventory count and classification
- Inventory management
- Cooperation with colleagues
- Tidying up

## Place

- Large and small enterprises
- Wholesale enterprises
- Factories and plants

## Job trialling at a company

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- You build your network in the industry
- You get to know an employer and meet new colleagues
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## **Personal qualities**

- You must be in a good physical shape
- Tidiness
- Reading, speaking and understanding some Danish or English is an advantage
- You enjoy working and learning new skills
- You are able to take directions from others

## **Requirements**

- You should be stable and on time every day
- You must follow same rules as your colleagues
- Ask if you do not understand your tasks
- Be inquisitive
- Good physical shape
- You should be able to start early

## **Training opportunities, examples**

- Plant operator
- Production worker
- Semi-skilled worker
- Various AMU courses

# Cleaning



## Tasks

- Clean floors
- Vacuum clean and sweep floors
- Dust
- Cleaning of restrooms and bathrooms
- Stairway cleaning
- Tidying up
- Emptying dustbins
- Make coffee and tea
- Set and clear tables

## Place

- Schools
- Factories
- Offices
- Private homes
- Workplaces within government and municipalities

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## **Personal qualities**

- You enjoy cleaning and keeping clean
- You should be service-minded
- You must be able to maintain order and have an overview
- Reading, speaking and understanding some Danish or English is an advantage
- You enjoy working and learning new skills
- You are able to take directions from others

## **Requirements**

- You should be stable and on time every day
- You must follow same rules as your colleagues
- Ask if you do not understand your tasks
- Be inquisitive
- Good physical shape
- Start early in the morning

## **Training opportunities, examples**

- Service assistant
- Cleaning assistant
- Hygiene course
- Various AMU courses



## Nursing and caring



### Tasks

- Visitation and care
- Arrange and serve food
- Go for walks, shopping and excursions
- Caretaking routines
- Tidying up
- Cooperation with next of kind

### Place

- Sheltered housing
- Retirement homes
- Residential institutions
- Private homes

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- You build your network in the industry
- You get to know an employer and meet new colleagues
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## **Personal qualities**

- You enjoy working with caretaking and attendance
- Enjoy being around elderly and disabled people
- Reading, speaking and understanding some Danish or English is an advantage
- You enjoy working and learning new skills
- You are cooperating
- You are able to take directions from others

## **Requirements**

- You should be stable and on time every day
- You must follow same rules as your colleagues
- Ask if you do not understand your tasks
- You should be able to start early
- Be inquisitive
- You must be able to accept pork being served at the workplace
- Patient, tolerant and good at cooperating

## **Training opportunities, examples**

- Social- and healthcare worker
- Social- and healthcare assistant
- Nurse

# Agriculture/forestry/horticulture



## Tasks

- Taking care of domestic animals
- Harvest and field work
- Maintenance of green areas
- Planting and sowing
- Pruning, felling and maintenance of forests and natural areas
- Landscaping technology, stone and tile paving
- Maintenance and establishment of parks and gardens
- Pest and weed control
- Cultivation and care of potted plants, vegetables, bushes and trees
- Customer service

## Place

- Horticulture
- Nurseries and greenhouses
- Agriculture
- Forestry and landscaping
- Cemeteries, parks and private gardens
- Institutions
- Public housing agencies

## **Job trialling at a company**

- You get to know the industry
- You build your network in the industry
- You get to know an employer and meet new colleagues
- You gain job-specific experience
- Job trialling can improve your permanent employment opportunities later on

## **Personal qualities**

- You enjoy working with nature, environment, plants and animals
- Reading, speaking and understanding some Danish or English is an advantage
- You enjoy working and learning new skills
- You are cooperating
- Independent and can take lead
- You are able to take directions from others

## **Requirements**

- You should be stable and on time every day
- You should enjoy working outdoors
- You should be physically strong
- You must follow same rules as your colleagues
- Ask if you do not understand your tasks
- Be inquisitive
- A driver's license is an advantage, but not a requirement
- Start early in the morning

## **Training opportunities, examples**

- Farmer, domestic animals
- Farmer, plants
- Agricultural assistant
- Equine manager
- Agricultural machine operator
- Animal keeper
- Landscape gardener
- Paver
- Gardener
- Florist
- Woodcutter

# Notes



## Take it further

Contact your local jobcentre to learn about your job trialling opportunities at a company.

Link to your jobcentre: [info.jobnet.dk/mit-jobcenter](https://info.jobnet.dk/mit-jobcenter).

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