

# **WORK EXPERIENCE**

## **PERSONAL PORTFOLIO**

### **SUGGESTED CONTENTS**

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### **INTRODUCTION TO WORK EXPERIENCE PROGRAMME**

#### **What is work experience all about?**

Work experience is a unique opportunity for you to explore the world of work whilst still at school.

#### **You can:**

- Find out about the significance of work.
- Discover something about your own skills, preferences and talents.
- Investigate how you can develop your potential through job choice and vocational training.
- Begin to adjust to the changed environment, routine and standards expected at work.

You will be treated during your work experience like an employee. You will carry out normal duties and, work normal Company hours. You will be expected to help, to the best of your ability, in the daily work under the supervision of older or more senior employees. You will need to take note of and follow Health and Safety regulations and co-operate with all members of the Company's staff.

Throughout the programme you should discuss the work you do with people working in the Company and note down important points.

### **COMPANY PROFILE**

Establish information about the organisation – they usually have this as part of their induction pack.

## SECURITY AND SAFETY

What is the organisation's policy on health and safety – again this is usually part of their induction pack or their Personnel Department will have this information.

### VDU work

#### What can you do to make working with display screen equipment safe and comfortable?

Learn to use the equipment properly, sit correctly with the back and neck straight, head up, knees level with hips and feet on the ground or a footrest.

### General Health and Safety at Work

#### Where should you smoke whilst in the workplace?

Only smoke in designated areas and empty ashtrays into approved metal containers.

#### Whose responsibility is health and safety at work?

It is the employer's responsibility for maintaining a clean and healthy workplace and it is the employee's responsibility to keep it that way.

## SUGGESTED TASKS TO UNDERTAKE DURING A WORK PLACEMENT

Task	Action points
Investigate the hours worked by employees and analyse findings supported with charts/ graphs	Produce a plan of how you will approach this Design data collection sheets Analyse findings such as men vs women; seasonal aspects, full-time and part-time; etc
Investigate the provision of food/meals in the organisation and produce a report suggesting improvements	Produce a plan of how you will approach this Gather information about food/meals such as: - number of meals served per day/week - menus - meals available for special diets - cost of meals - health and safety in food preparation Carry out a survey to find out what employees think about meals Produce a report
Investigate the physical working environment the organisation and make recommendations for improvements	Plan how you will undertake this task Collect accurate measurements of the space you are looking at Produce an accurate scale drawing/plan of your workplace Try to calculate the average amount of space available per employee. Why do some have more space than others? Find out what employees think of their workspace. What are their needs and what they think could be improved. Look at ways of improving the work space and produce a plan Produce a report of your findings/recommendations
Find out about 'client access' to the service you are working in	Produce a plan of how you will undertake this task Prepare a set of questions to interview a person working in the service and two people who use the service Ask permission from the company/service to interview someone who works there and two clients and show them your questions Prepare a report describing how clients gain access to the service and identifying any barriers you have found.

## INDUCTION CHECKLIST

No	Activity	Yes/No
1	I have been told about the type of work carried out by the company	
2	I have been told about how the organisation is structured, the different departments, who is responsible in each department and the type of work they each do	
3	I have been told about the work carried out in the department(s) I have been assigned to and the type of work that I will be carrying out on my placement.	
4	I understand the start and finish times of my working day and am aware of the break times I am able to take.	
5	It has been explained to me who will be immediately in charge of my workplace.	
6	I have been given a tour of the facilities including fire exits, and shown the location of the toilet and restaurant facilities.	
7	I have been told about my personal responsibilities with regards to safety in the workplace.	
8	I have been told about the importance of good housekeeping, keeping cupboard doors and drawers shut, safe positioning of telephone and computer cables etc.	
9	I have been told which areas I should not visit for safety reasons and why they are prohibited.	
10	I have been told not to operate any machinery without the permission of a supervisor, and without first receiving the right training.	
11	I have been told the hazards associated with the work I will do, and safe working practices have been explained to me.	
12	I have been told where I am able to find first aid facilities.	
13	I know I must report any accident or injuries, no matter how small, and I know who I should report these to in the event of an accident.	
14	I have been told what I should do if I discover a fire, and how I will know if a fire alarm has been raised.	
15	I have been told the emergency procedure, including the route to be taken, the emergency exits and assembly points. I know I should not run during an evacuation.	

Signed sponsor ..... Dated .....

Signed student ..... Dated .....

## Checklist for finding out about the World of Work

	Activity	√
1	Find out what the company does to make sure it works in an environmentally friendly way eg recycling schemes	
2	Find out how supplies are ordered so that there is always enough of the things people need	
3	Find out what qualities and skills the company look for in the people they recruit	
4	Draw a plan to show how the organisation is structured with the different departments, different jobs people do and who manages who	
5	Talk to two people about their jobs and write up your findings	
6	Describe the range of goods/services that are provided by the company	
7	Draw a layout plan of the area where you are working	
8	Find out if the company has any links with or supports local community groups in any way	
9	Find out how technology is used in the organisation	
10	Find out whether the organisation has an equal opportunities policy and disability policy and the ratio of men and women in particular jobs and number of disabled employees	
11	Find out what strategies the organisation uses to promote itself	
12	Investigate the childcare facilities available (if any) in the workplace for employees of the company and what policies they have in place to help parents and families	
13	Describe the working environment at the workplace	
14	Describe the health and safety and security policies in place within the organisation	



**KEY SKILLS CHECKLIST (to be completed by Supervisor)**

*At the end of the placement ask your supervisor if you can look through the Key Skills Record together and discuss which skills you have completed and see how you have progressed by comparing with your own checklist.*

Key Skills		1	2	3	4	5	1	2	3	4	5
Comms	Is able to listen and respond to instructions										
	Is able to talk to unfamiliar people about their jobs										
	Is able to write a report on their work experience										
	Is able to read information about the workplace										
	Is able to use the telephone in an appropriate manner										
Numbers	Is able to carry out simple tasks using numerical data provided										
	Is able to use fractions and percentages in a work context										
	Is able to spot and correct mistakes										
	Is able to use a calculator accurately										
	Is able to handle money accurately										
IT	Is able to word process a report or letter										
	Is able to use IT programmes to produce charts and graphs										
Working in teams	Is able to organise him/herself to get their part of the task done on time										
	Is able to make a positive contribution to the team to get something done										
	Is able to evaluate the part they played in a team taking on board feedback from others										
Improving own performance	Is able to set targets for things to achieve in their studies										
	Is able to identify who might support them in achieving targets										
	Is able to check targets and change them if they aren't right										
Problem solving	Is able to talk to others to get their opinions of what problems are and what actions have been taken to solve them										
	Is able to discuss a problem with a supervisor										
	Is able to recognise problems and identify appropriate solutions										

Supervisor's name: ..... Signature:.....