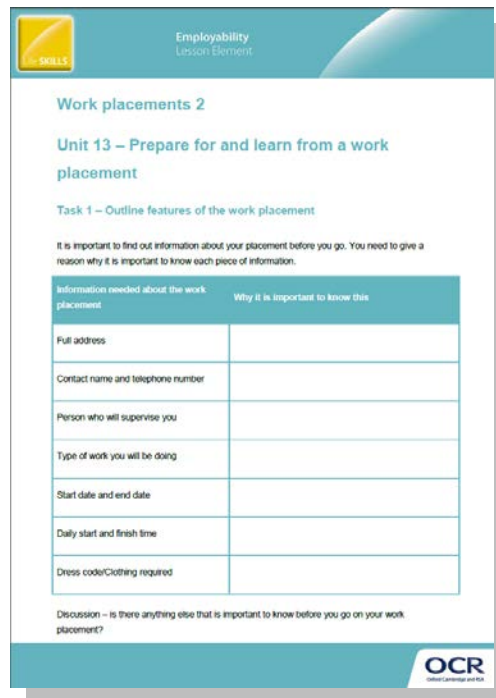


## Work placements 2

### Unit 13 – Prepare for and learn from a work placement

#### *Instructions and answers for teachers*

*These instructions should accompany the OCR Lesson Element ‘Work placements 2’, which supports OCR Awards and Certificates in Employability Skills Unit 13, Prepare for and learn from a work placement.*



Employability  
Lesson Element

### Work placements 2

#### Unit 13 – Prepare for and learn from a work placement

##### Task 1 – Outline features of the work placement

It is important to find out information about your placement before you go. You need to give a reason why it is important to know each piece of information.

Information needed about the work placement	Why it is important to know this
Full address	
Contact name and telephone number	
Person who will supervise you	
Type of work you will be doing	
Start date and end date	
Daily start and finish time	
Dress code/Clothing required	

Discussion – is there anything else that is important to know before you go on your work placement?

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#### Associated materials

Work placements 2 – Lesson Element Learner Activity Sheets

#### Expected duration

Task 1 – 20 minutes

Task 2 – 15 minutes

Task 3 – 20 minutes



## Task 1 – Outline features of the work placement

Learners should complete the table below giving a reason why it is important to know each piece of information about their work placement.

Example answers are given below:

Information needed about the work placement	Why it is important to know this
Full address	So that I can plan my journey accurately.
Contact name and telephone number	In case I need to contact someone if my bus is running late.
Person who will supervise you	So I can tell the receptionist who to contact when I arrive.
Type of work you will be doing	So that I can research to be more prepared.
Start date and end date	So that I make sure I have not planned other things to do those days.
Daily start and finish time	So that I am not late and can plan what buses I need to catch.
Dress code/Clothing required	So that I wear the correct clothes.

Learners could then discuss if there is anything else that is important for them to know before they go on their work placement.

## Task 2 – Outline the importance of exhibiting expected behaviour during the work placement

Learners need to complete the table by explaining why it is important that they do not behave this way.

Example answers are given below:

Unacceptable behaviour	Why is it important that I do not behave this way?
Arriving late for work	The business is paying me to work from 9 so I need to be there at 9 or they might reduce my wages.
Swearing at work colleagues	Everyone has the right to be treated with respect at work. Swearing is very disrespectful and could cause friction/offence.
Not turning up for work	The job might not get done if I don't turn up and the business might lose the contract.
Wasting time	You are paid to work and if you do not work you may lose your job.
Coming to work whilst 'hung over' from the night before	Someone could get injured if I am working with machinery. This also gives a bad impression of me.
Using a social networking site during working hours	The business is paying me to complete my work; I should go social networking in my own time.
Taking social drugs at work	This is illegal and I would get prosecuted.
Bullying or harassing a work colleague	Everyone should be treated equally at work and this is against the law.

All of the above behaviours could lead to disciplinary action or loss of the job.

### Task 3 – Explain how skills or personal attributes were developed during the work placement

Learners need to list skills or personal attributes they have developed during their work placement. For each skill or personal attribute learners need to give an example of when they used this during their placement. Learners need to then identify a different job which would require each skill or personal attribute.

Example answers are given below:

Skill or personal attribute developed	When I used this skill or personal attribute	A different job which requires this skill or attribute
Confidence	Speaking on the phone.	Receptionist
Reliability	When I turned up every day on time and stayed until the end of the day.	Security guard
Word processing	By typing a letter to a customer.	Administrator
Money handling	When I helped to add up the takings at the end of the day.	Till operator
Initiative	When I asked if I could complete the next lot of orders myself.	Stock controller
Listening	When I was being told how to file the orders.	Customer service assistant

Learners could compare the skills or personal attributes each person has written down.

Which ones are repeated? Are there some skills or personal attributes needed in every job?



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