



KS4

Day to Work

Handbook

Name:

Form Group:

Date of Day to Work:

Work Placement Information

Your Name:

Name of Employer's Organisation:

Address of Employer:

Name of Employer Contact:

Telephone Number:

Start Time:

Finish Time:

Travel Arrangements:

Lunch Arrangements:

School Emergency Contact: HGSS Office 01494 712219

(if not available leave a message and someone will return your call)

What should you do if:

You are unwell and cannot go to work?

You are worried about anything at work?

You have finished your work and have nothing to do?

Things you may need to do.....

Now you are at your placement you should find out what skills and qualities the organisation wants from you. Tick the right boxes below for those things you can do and those the organisation may need you to do. Be honest. How do you know you can do something?

There is a space at the bottom for adding and other important skills you either have or will need.

Things I can
do

Things the
business may
want me to do

Things I am
going to have
to learn

Listen Carefully			
Make a phone call to a business contact or client			
Use a computer to word process			
Use a special computer programme			
Be pleasant and polite when faced with a difficulty			
Be pleasant and polite in general			
Follow instructions			
Be honest and trustworthy			
Keep a record of what you have done			
Make coffee/tea/refreshments			
Keep business information secret			
Make decisions			
Ask for help when you need it			
Other skill:			
Other skill:			

Personal Targets

Think about the skills and qualities you would particularly like to improve on your placement.

Complete the boxes below with your personal targets Make sure they relate to YOUR placement.

Examples:

- to learn how to set out a business letter
- to show interest in my job
- to improve my self-confidence

The diagram consists of five rectangular boxes arranged in a cycle, connected by arrows. The boxes are labeled as follows:

- Target One**: Located in the top-left position.
- Target Two**: Located in the top-right position.
- Target Three**: Located in the bottom-right position.
- Target Four**: Located in the bottom-left position.
- Target Five**: Located at the bottom center.

The connections between the boxes are as follows:

- An arrow points from the right side of **Target One** to the left side of **Target Two**.
- An arrow points from the bottom of **Target Two** to the top of **Target Three**.
- An arrow points from the left side of **Target Three** to the right side of **Target Four**.
- An arrow points from the bottom of **Target Four** to the top of **Target Five**.
- An arrow points from the right side of **Target Five** back to the left side of **Target One**.

My Day to Work

Complete the following questions, reflecting on your feelings about the work and the people you've met and worked with....

What were your
expectations?

What was
It like when
you first arrived?

What did you have to
do?

What were the
people like?

How did you
feel at the end of the day?
What had you achieved?

Health and Safety at Work

Where is the fire
assembly point?

What does the Fire
Alarm sound like?

Who is responsible
for First Aid?

If you hurt yourself,
what should you do?

What Health and Safety
Regulations are displayed
in the business?

Health and Safety At Work

At the start of your 'Day to Work', investigate the things you need to remember.

General Advice

- **Wear any protective clothing or equipment even if others don't!**
- **Look for signs and ask questions if you don't understand**
- **Don't take any risks**
- **Walk, don't run**
- **Take care when lifting or carrying objects**
- **Most accidents happen because of silly behaviour or carelessness so be sensible and careful**
- **You are responsible for your safety as well as taking care of others**
- **Ask about Health and Safety rules**
- **Follow any rules**
- **Report anything that looks dangerous**
- **Don't leave anything around that could be a hazard**

Draw any warning signs that you have seen and explain what they mean.....

Job Interviews

Interview one person in your workplace and find out as much as you can about their job and how they feel about it

What is your job title/ position?	
What qualifications does your job require?	
What kind of training have you had in the past three years?	
What career opportunities exist for you in your company?	
Is your present career the one you chose as a school leaver? If not, what changed your mind?	
What are the most important skills used in your job?	
What three things do you enjoy the most about your work?	

Your Work

Use this section to write about your work and what you are doing today

Who is your boss at work?	
How many people work in the department you are in?	
What jobs are done in the area of business you are working in?	
Describe the jobs that you have done during your 'Day to Work'	
What help have you been given with your work?	
Have you worked as part of a team?	
Give an example of a task you have done with other employees	

Reviewing your Day to Work

Look back at the list of targets and consider all the things that you hoped to get out of your experience.....

1. Have you gained what you wanted from your placement?
Explain why...

2. Would you be interested in this type of work in the future?
Why? If not, what job would you be interested in?

3. Has your placement helped you to decide what kind of job/area of work you would like to do in the future?

4. Think about the skills that you have learned during your placement.
Will these skills be useful to you at school? Could they be useful to you in the future?

Employability Skills required for this job / career sector				
Attributes / Employability Skills	Essential	Desirable	Preferable	Not necessary
Ability to learn and use learning opportunities				
Success against personal goals				
Output of work				
Quality of work				
Ability to work independently/ Initiative				
Flexibility				
Attitude				
Interest and motivation				
Reliability (e.g. completes what is asked)				
Conduct				
Relationships with others: colleagues management public (if applicable)				
Communication Skills				
Timekeeping				
Appearance				
Teamwork				
Numeracy Skills				
Research Skills				
Analytical Skills				
IT Skills				
Decision Making				
Commercial Awareness				
Problem Solving				
Organisational Skills				
Networking				
Negotiation				
Leadership				
Self Review: How would you rate yourself on the skills above?				



If misplaced please return to:

The Office
Holmer Green Senior School
Parish Piece
Holmer Green
Buckinghamshire
HP15 6SP

Thank you