

# KS4 Day to Work Handbook

| Name:                |
|----------------------|
|                      |
| Form Group:          |
|                      |
| Date of Day to Work: |

| Your Name:            |   |
|-----------------------|---|
| Name of Emplo         | oyer's Organisation:  |
| Address of Em         | ployer:   |
| Name of Emplo         | oyer Contact:   |
| Telephone Nur         | nber:   |
| Start Time:           |   |
| Finish Time:          |   |
| Travel Arrange        | ments:  |
| Lunch Arrange         | ments:  |
|                       | ergency Contact: HGSS Office 01494 712219 le leave a message and someone will return your call) |
| /hat should you do    | if:   |
| ou are unwell and car | nnot go to work?  |
| ou are worried about  | anything at work?   |
|                       | 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<br>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:  |                    |                                       |                                    |

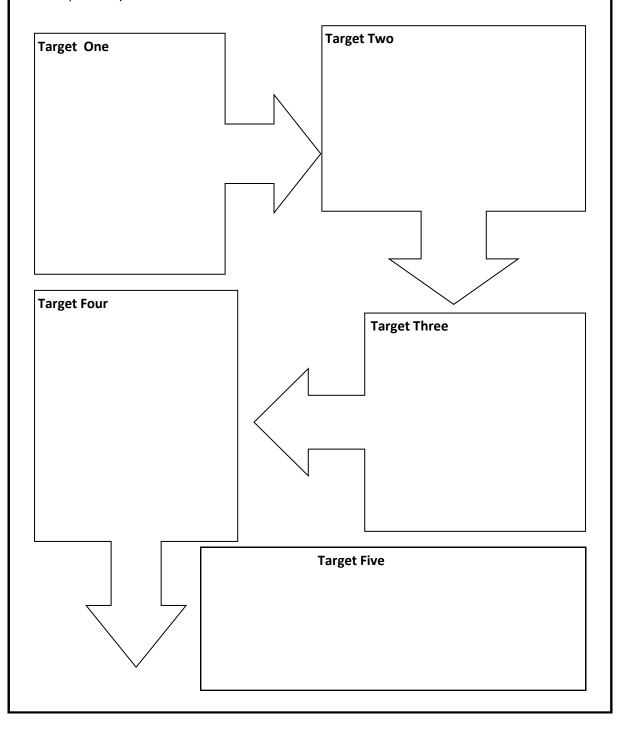
# **Personal Targets**

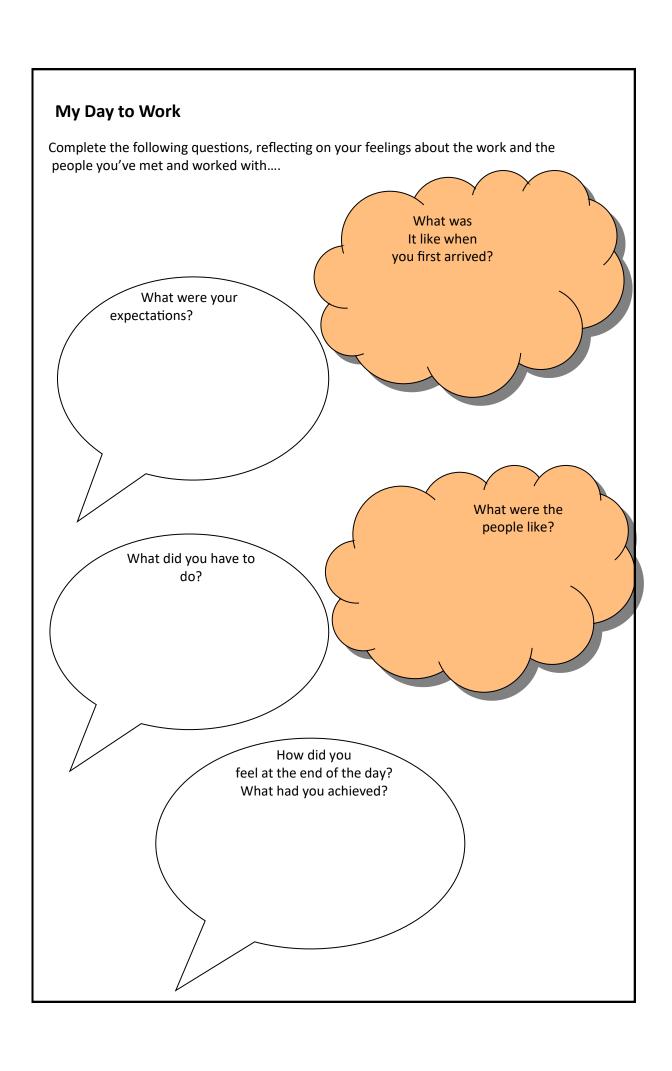
Think about the skills and qualities you would particularly like to improve on your placement.

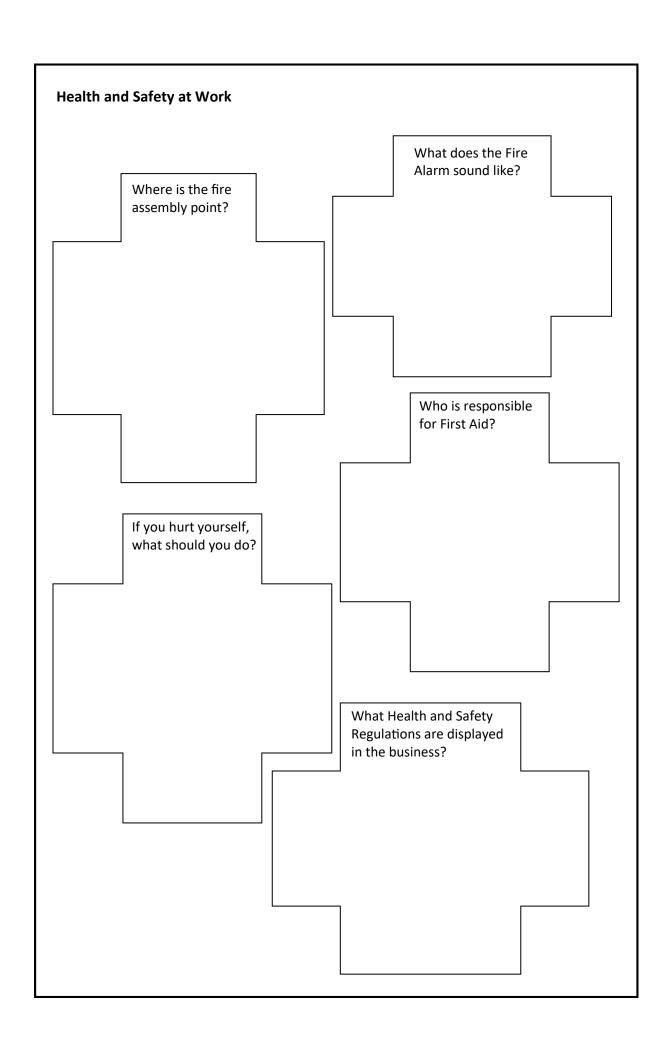
Complete the boxes below with your personal targets ..... Make sure they relate to YOUR placement.

### Examples:

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







## **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 how they feel about it   | workplace and find out as much as you can about their job and |
| 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 leave? 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<br>neces-<br>sary |  |
| 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   | 1         |           |            |                       |  |
| Organisational Skills   | 1         |           |            |                       |  |
| Networking  | 1         |           |            |                       |  |
| Negotiation   |           |           |            |                       |  |
| Leadership  |           |           |            |                       |  |
|   |           | <u>I</u>  |            |                       |  |

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