

Before the day:

Write down five key skills and five qualities that employers would like you to have.

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| Key skill examples: Communication Teamwork Initiative Problem-solving Computer /IT skills Organisation Leadership Hard work and dedication Creativity Numeracy..... | Qualities examples: Comfortable confidence. Employers want to hire professionals who are comfortable with themselves. ... Willingness to listen and learn. ... Adaptability. ... Flexibility. ... Self-reliance. ... Teamwork. ... Dependability. ... Honesty. |
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| Key Skills: | Qualities: |
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Health and Safety at Work

At the start of your 'Day to Work', investigate these things.

Where is the fire assembly point?

If you hurt yourself what should you do?

What Health and Safety Regulations are displayed in the business?

What does the Fire Alarm sound like?

Who is responsible for first aid?

Health and Safety at Work

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 Interview

Interview one person in your workplace and find out as much as you can about their job.

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| What is your job title? | |
| What qualifications does your job require? | |
| What kind of training have you done in the past three years? | |
| What career opportunities exist for you in the company? | |
| Is your present career the one you chose as a school leaver? If not what changed your mind? | |
| What are most important skills used in your job? What three things do you enjoy most about your job? | |
| Remember to thank them for their time. | |

Your work

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

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| Who is your boss at work? | |
| How many people work in the department with you? | |
| What jobs are done in the are of business you are working in? | |
| Describe the jobs that you have done today. | |
| 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 you placement day

What was the best part of the day?

What was the biggest surprise of the day?

What was the most difficult part of the day?

Would you be interested in this type of work in the future?

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Remember:

Write a letter of thanks to your employer

Return the booklet to your form tutor by Monday 18th July 2022. Well done