



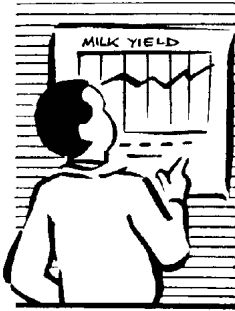
1 *Reading*
a manual



2 *Listening*
to a supervisor



3 *Observing*
fellow staff



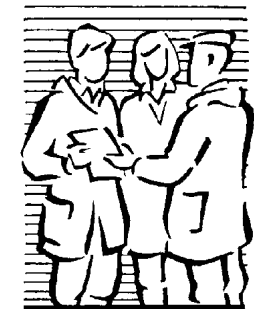
4 *Reading*
charts and measures



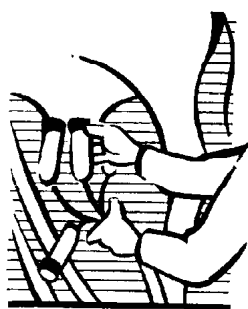
5 *Using*
hand tools



6 *Interviewing*
a manager



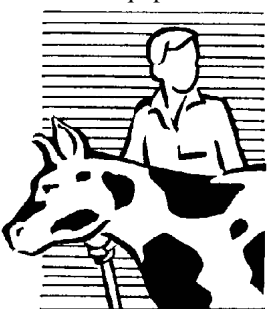
7 *Attending*
meetings



8 *Using* machinery
and equipment



9 *Working*
in the fields or sheds



10 *Working*
with livestock

NAME _____

FORM _____

PLACEMENT _____

Work Experience **IN FARMING AND AGRICULTURE**



**Work Experience Learning Framework
for Pre-16 Students**

Questions to ask

1 *Background to the business*

- a. What is the history of the business?
- b. What are the basic facts and figures about the business?
- c. What are the main patterns of employment, e.g. full-time/part-time?
- d. How many people are employed at this site?

2 *Employment in land-based industries*

- a. What trends are there in farming and jobs in agriculture?
- b. What different types of jobs are there on a farm or in land-based industries?
- c. What career and training opportunities are there?
- d. What qualifications and skills are required?

3 *Rights and responsibilities*

- a. What rights and responsibilities do employees have?
- b. What rights and responsibilities does the employer have?
- c. How are disagreements resolved?
- d. Is there a recognised trade union or staff association?

4 *Working conditions*

- a. What are the working conditions like for employees?
- b. What facilities are available for the use of staff?
- c. How have working conditions changed over the years?
- d. How are working conditions likely to change in the future?

5 *Business organisation*

- a. What are the different work roles in the business?
- b. How do the different people work together?
- c. How are work tasks allocated to individuals?
- d. What happens when an employee is sick?

6 *Layout*

- a. How is the farm or site laid out?
- b. What are the advantages of the current layout?
- c. What are the problems of the current layout?
- d. How could the layout of the site be improved?

7 *Health and safety*

- a. What health and safety rules do employees have to follow?
- b. What are the most common accidents?
- c. What happens when there is an accident?
- d. What rules cover the safety of the animals or produce?

8 *Stock control*

- a. What is stock control and why is it important?
- b. How does the stock control system work?
- c. What procedures are used for taking delivery of goods?
- d. How are computers used in stock control?

9 *Environment*

- a. Does the farm/company have an environmental policy?
- b. Are there procedures for recycling materials?
- c. Are there procedures for reducing waste and use of energy?
- d. Who is responsible for maintaining a good working environment?

10 *Quality assurance*

- a. What is quality assurance?
- b. What are the quality standards of the business?
- c. What procedures are there to maintain quality?
- d. Who is responsible for maintaining the quality standards?

