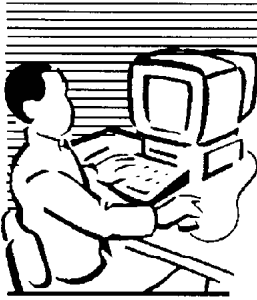


1 *Reading*
a manual



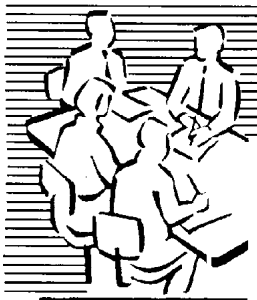
2 *Talking*
on the telephone



3 *Working*
on a computer



4 *Observing*
a journalist



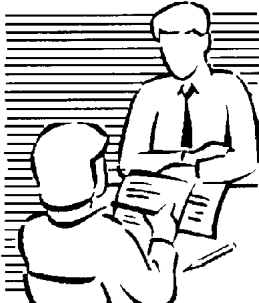
5 *Attending*
a meeting



6 *Listening*
to a supervisor



7 *Using*
office equipment



8 *Interviewing*
a manager



9 *Reviewing*
company literature



10 *Working*
in an office

NAME _____

GROUP _____

PLACEMENT _____

Work Experience **IN THE MEDIA**



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

Assignment 1: Level 2

Create a montage, using found images, of your experiences in your placement organisation. The montages could be rough - simply a means to provide material for analysis - or presented as a print and graphics product, either by careful cut and paste, then colour photocopying and lamination, or, if the company has relevant computer technology, by being scanned, manipulated and printed as a computer generated image.

Evidence: Company information and literature; magazines and journals; photographs and illustrations; diary of events and experiences; evidence of personal and team work outcomes.

Key skills: Communication (read and understand materials)
Communication (use images)
IT (prepare, process and present information using appropriate desktop publishing packages.)
Improving Own Learning and Performance (setting targets and planning action)
Problem Solving

Assignment 2: Level 2

Find out about all the different types of jobs in your placement company and identify the necessary qualities and qualifications required for each one. Report your findings either in the form of job advertisements to be placed in a newspaper or as a video guide to working in the media industry.

Evidence: Company information and literature; examples of job descriptions; trade association leaflets, tapes and videos, notes from interviews with personnel staff responsible for recruitment; personal observations.

Key skills: Communication (reading and responding to written materials)
Communication (asking questions at an interview and taking part in discussion)
Communication (using images)
IT (using desktop publishing to produce advertisements)
Improving Own Learning and Performance (set targets and plan action)
Problem Solving

Assignment 3: Level 3

You have been asked to visit a group of A Level Business Studies students to talk about the work of your company. Prepare a presentation for the visit outlining the company structure and organisation, its products, ownership, revenue sources and expenditure. You will need to produce suitable handout materials for the group and appropriate visual aids.

Evidence: Company information including finance and marketing reports; organisation chart; sales figures; notes from interviews with relevant staff.

Key skills: Communication (reading and responding to written materials; asking questions)
Communication (using images)
IT (using word processing; graphics packages and/or desktop publishing)
Improving Own Learning and Performance (set targets and plan action)
Problem Solving