



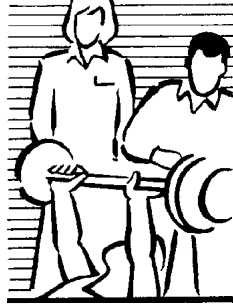
1 Working in the changing rooms



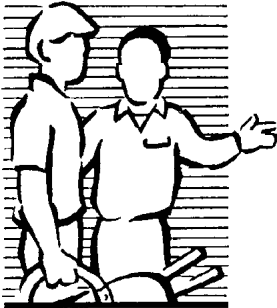
2 Reading about safety procedures



3 Listening to a supervisor



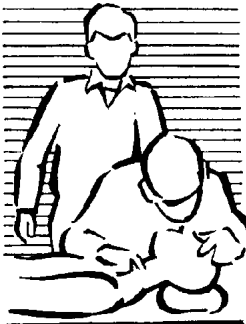
4 Observing a leisure assistant



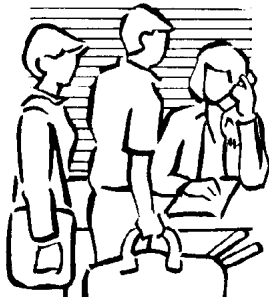
5 Talking to customers



6 Working with equipment



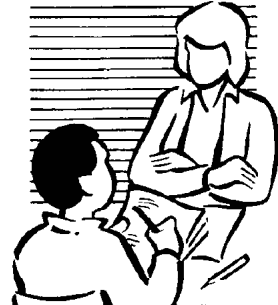
7 Attending staff training



8 Working in the reception area



9 Working on a computer



10 Interviewing a manager

NAME _____

GROUP _____

PLACEMENT _____

Work Experience IN LEISURE CENTRES



Work Experience Learning Framework
for Post-16 Students

Assignment 1: Level 2

Student Specials

Prepare a promotional leaflet suitable for use in schools or colleges outlining the facilities and services available at the local leisure centre at which you undertook your placement. You should highlight activities/events which would be of particular interest to the 16-18 age group. Give details of costs, discounts, opening times and any other information you feel would make the venue attractive to the target audience.

Evidence: Examples of promotional materials collected on placement; notes from interviews with leisure centre staff; notes from observation of activities; notes from interviews with customers.

Key Skills: Communication (take part in discussions; read and respond to written material; produce written material).
IT (use a computer to: prepare information; process and present information).

Assignment 2: Level 2

Danger - People at Play!

Prepare an induction booklet on health, safety and security for students undertaking work experience in the local leisure centre. You should illustrate the booklet, wherever possible, with diagrams and drawings to identify potential hazards. You must ensure that you enclose examples of legal and regulatory requirements affecting health and safety in the leisure centre.

Evidence: Training videos on health and safety; training manuals; examples of signage used in leisure facility; notes of interviews with centre staff; staff handbook; notes on procedures for use in emergencies.

Key Skills: Communication (take part in discussions; read and respond to written material; produce written material).
IT (use a computer to: prepare information; process and present information).
Improving Own Learning and Performance (set targets and plan action; follow your plan to meet targets).

Assignment 3: Level 3

End of Term Party

Your team has been asked to plan an event for the students' end of summer term party at a leisure centre. Originality is a key consideration, as is cost. You should draw up a team plan for the event indicating targets, key factors, a planning flow chart, resources, contingency plans, role allocations, briefings and an evaluation process.

Evidence: Examples of promotional materials collected on placement; notes from interviews with events' manager; notes from observation of activities; notes from interviews with customers. Copies of types of financial record sheets and other business data used in placement.

Key Skills: Communication (take part in discussions; produce written material).
Application of Number (collect and record data; work with data).
IT (use a computer to: prepare information; process and present information).
Working with Others (plan activities with others; work towards identified targets).