



1 Working in a reception area



2 Answering the telephone



3 Filing records



4 Observing professional staff



5 Assisting service users



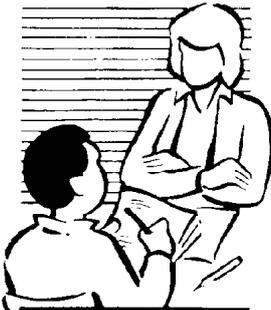
6 Working on a computer



7 Listening to a supervisor



8 Working with professional staff



9 Interviewing the Centre Manager



10 Promoting good health

NAME \_\_\_\_\_

GROUP \_\_\_\_\_

PLACEMENT \_\_\_\_\_

# Work Experience IN HEALTH CARE



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Work Experience Learning Framework  
for Post-16 Students

## Assignment 1: Level 2

Investigate the main jobs which are available in the health care services. Choose **three** jobs and for each write a job advert to be displayed in your local newspaper. Each advert should have a job description, outline what the successful applicant will have to do and give details of the experience and qualifications needed for the job. Also, indicate what the salary and working conditions will be.

*Evidence:* Health care recruitment information; other job descriptions; notes from interviews with health care personnel; print outs from careers information databases and resources; careers information from professional associations.

*Key Skills:* Communication (taking part in discussions; read and respond to written materials; produce written material)  
Communication (asking questions at interview and taking part in discussions)  
IT (use a computer to: prepare information; process and present information.  
Use desktop publishing)  
Improving Own Learning and Performance (set targets and plan action; follow your plan to meet targets)  
Problem Solving

## Assignment 2: Level 2

Choose two different health education campaigns. Write a report describing the target groups for the campaigns, their objectives, how they promoted their message, why these methods were selected and whether they had been successful or not and why.

*Evidence:* Information from local and national sources including business; examples of media presentation e.g. videos, TV/radio, literature; notes from interviews with health care personnel (responsible and not responsible for the campaigns); notes from interviews with target groups.

*Key Skills:* Communication (reading and responding to written materials; produce written materials)  
Communication (use of images)  
Communication (asking questions at interview and taking part in discussions)  
Application of Number (collect and record data; interpret and use data)  
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)  
Problem Solving (identifying appropriate methods for collecting the data.  
Selecting relevant material from the range available; organising and presenting material in an accessible form for the audience).

## Assignment 3: Level 3

Find out about the different ethical issues and dilemmas which might arise in your placement health care centre. Write a case study of one example, explaining what the ethical issue was, how it was handled by the organisation and individuals and what lessons were learned from it.

*Evidence:* Professional codes of conduct; legislation e.g. Mental Health Act; Patients Charter; Community Care Charters; notes from interviews with health care providers; notes from interviews with service users; information from professional bodies; articles from journals and newspapers.

*Key Skills:* Communication (reading and responding to written materials; produce written materials)  
Communication (asking questions at interviews and taking part in discussions)  
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)  
Problem Solving (identifying appropriate methods for collecting the data; organising and presenting material in an accessible form).