

1 Reading a manual



2 Listening to a supervisor



3 Observing fellow staff



4 Reading charts and measures



5 Using hand tools



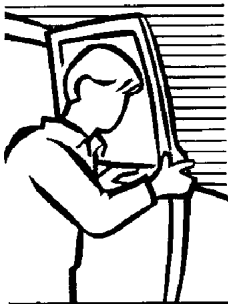
6 Interviewing a manager



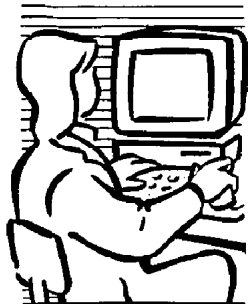
7 Attending meetings



8 Using machinery and equipment



9 Working in the bodyshop



10 Using a computer

NAME \_\_\_\_\_

GROUP \_\_\_\_\_

PLACEMENT \_\_\_\_\_

# Work Experience

## IN GARAGES AND VEHICLE MAINTENANCE



Supported by



Work Experience Learning Framework  
for Post-16 Students

## Assignment 1: Level 2

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The garage workshop in which you have been working has asked you to produce a short, illustrated guide on 'Safety At Work' for new students coming on work experience. The finished product should be easy to read and understand and contain all the essential information.

*Evidence:* Company health and safety literature; Health & Safety Executive posters and information; notes on interviews with work supervisors; examples of warning signs; fire escape routes plans; location of first aid material; safety wear and equipment.

*Key Skills:* Communication (reading and responding to written materials)  
Communication (asking questions at an interview; taking part in discussions)  
IT (using desktop publishing package to produce an information booklet; using appropriate graphics packages)  
Problem Solving

## Assignment 2: Level 2

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Write a report on the organisation of your placement company. Include an organisational chart showing the relationship between different jobs and functions. Identify the personal qualities and qualifications required for the different types of jobs.

*Evidence:* Company handbooks and information; company organisation chart; job descriptions and advertisements; notes from interviews with company staff; visits to the careers service.

*Key Skills:* Communication (reading and responding to written materials)  
Communication (produce written materials)  
IT (use word processing package)  
Working With Others (interviewing staff to find out information)

## Assignment 3: Level 3

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Write a checklist, in the form of a flow chart, showing the procedures for ensuring quality of service in your company. For each stage explain why the procedures are important, who is responsible for them and what happens if the quality standards are not met.

*Evidence:* Company handbooks, manuals and training materials; posters and notices to the workforce; notes from interviews with staff and observations; notes discussions with staff responsible for quality service in the company.

*Key Skills:* Communication (reading and responding to written materials; interpreting data)  
Communication (asking questions at an interview and taking part in discussion)  
Improving own performance (setting targets for interviewing and collecting information)  
Problem Solving