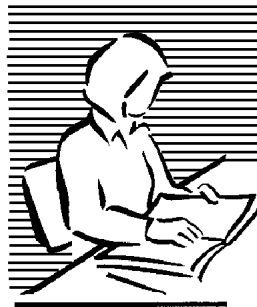
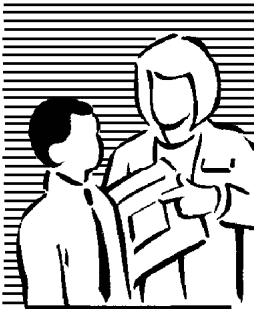


**1 Watching**  
a training video



**2 Reading**  
a training manual



**3 Listening**  
to a supervisor



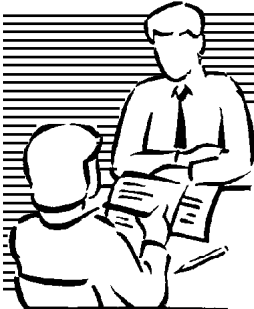
**4 Observing**  
fellow staff



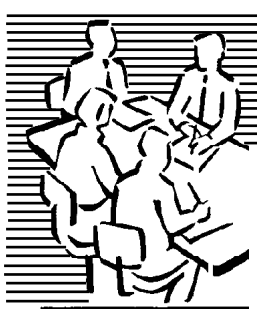
**5 Reading**  
charts and measures



**6 Using**  
tools and machinery



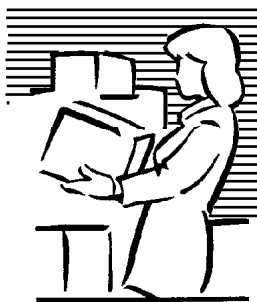
**7 Interviewing**  
a manager



**8 Attending**  
a staff meeting



**9 Working**  
on production



**10 Working**  
in the stockroom

NAME \_\_\_\_\_

GROUP \_\_\_\_\_

PLACEMENT \_\_\_\_\_

# *Work Experience* **IN FACTORIES AND WORKSHOPS**



Supported by



**ROVER  
GROUP**

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

## Assignment 1: Level 2

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### *Watch your step!*

The workshop in which you have been working has asked you to produce a short, illustrated guide on safety hazards and safety procedures for students coming on work experience. The finished product should be clear, concise, contain all the essential information, and be easy to read.

*Evidence:* Company health and safety literature; notes from interviews with health and safety personnel; examples of warning signs; fire escape route plans; location of first aid material

*Key Skills:* Working With Others  
Communication (reading and responding to written materials)  
Communication (asking questions at an interview and taking part in discussion)  
IT (using a desk top publishing package to produce an information leaflet; using appropriate graphics packages)

## Assignment 2: Level 3

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### *Study Visit Guide*

Write an account of the quality assurance procedure used in your placement firm. Why are the procedures important for the company and whose responsibility are they? Could you suggest any ways in which quality assurance might be improved? What happens to the products, which do not meet the quality criteria?

*Evidence:* Company manuals and training materials; notes from observing staff on the shop floor; notes from interview with quality assurance personnel.

*Key Skills:* Working with others  
Improving own performance (setting targets for interviewing and collecting information)  
Communication (reading and responding to written material, interpreting data)  
Communication (talking to supervisors and other personnel)  
Problem solving

## Assignment 3: Level 3

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### *Study Visit Guide*

You are to prepare for a group of students from a technical school in Germany who will be visiting your school and who will also visit the company in which you spent your work experience placement. They want to find out about manufacturing by visiting a company and seeing the production process in operation. You should prepare a clear presentation in preparation for the visit outlining the company structure and organisation, its products and manufacturing process. You can assume that the group has a reasonable level of English language competence but you should aim to keep the presentation clear and simple. You will need to produce suitable handout materials for the group and appropriate visual aids.

*Evidence:* Company report and brochures; sales figures; organisation chart; illustrations of the product range; plan of production layout; health and safety material; notes from interviews with staff.

*Key Skills:* Working With Others  
Communication (reading and responding to written materials; asking questions)  
IT (using word processing packages for product information, using graphics packages and desk top publishing packages, using the photocopier and overhead projector).  
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)