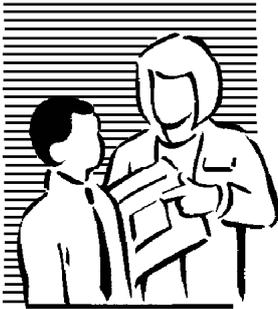


1 *Watching*
a training video



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 _____

FORM _____

PLACEMENT _____

Work Experience **IN FACTORIES AND WORKSHOPS**



Supported by



**ROVER
GROUP**

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

Questions to ask

1 *Background to the business*

- a. What is the history of the business?
- b. What are the basic facts and figures about the business?
- c. What are the main patterns of employment e.g. full-time/part-time?
- d. How many people are employed at this site?

2 *Employment in manufacturing*

- a. What trends are there in manufacturing jobs?
- b. What different types of jobs are there in manufacturing?
- c. What career and training opportunities are there?
- d. What qualifications and skills are required?

3 *Rights and responsibilities*

- a. What rights and responsibilities do employees have?
- b. What rights and responsibilities does the employer have?
- c. How are disagreements resolved?
- d. Is there a trade union or staff association?

4 *Working conditions*

- a. What are working conditions like for employees?
- b. What facilities are available for the use of staff (e.g. canteen)?
- c. How have working conditions changed over the year?
- d. How are working conditions likely to change in the future?

5 *Business organisation*

- a. What are the different departments?
- b. What are the different work roles in the company?
- c. How do different departments work together?
- d. What type of company is it?

6 *Site layout*

- a. How is the site laid out?
- b. What are the advantages of the current layout?
- c. What are the problems with the current layout?
- d. How could the layout of the site be improved?

7 *Health and safety*

- a. What health and safety rules do employees have to follow?
- b. What are the most common accidents?
- c. What happens when there is an accident?
- d. What is the role of the health and safety representative?

8 *Stock control*

- a. What is stock control and why is it important?
- b. How does the stock control system work?
- c. What procedures are used for taking delivery of goods?
- d. How are computers used in stock control?

9 *Environment*

- a. Does the organisation have an environmental policy?
- b. Are there procedures for recycling materials?
- c. Are there procedures for reducing waste and use of energy?
- d. Who is responsible for maintaining a good working environment?

10 *Quality assurance*

- a. What is quality assurance?
- b. What are the quality standards of the company?
- c. What procedures are there to maintain quality?
- d. Who is responsible for maintaining the quality standards?

