



1 Reading a manual



2 Listening to a supervisor



3 Observing colleagues



4 Reading plans and taking measurements



5 Using hand tools



6 Interviewing a supervisor



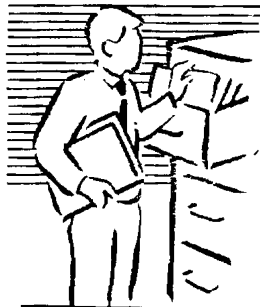
7 Attending meetings



8 Using equipment



9 Working on the site



10 Working in the office

NAME _____

FORM _____

PLACEMENT _____

Work Experience IN CONSTRUCTION AND THE BUILT ENVIRONMENT



Supported by



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. sub-contracted, self-employed?
- d. How does the pattern of employment change during the phases of a project?

2 *Employment in construction and the built environment*

- a. What trends are there in jobs in construction?
- b. What different types of jobs are there on a construction site or in the industry?
- 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 and the employer have?
- b. Does the business have an equal opportunities policy?
- c. Is there a trade union or staff association?
- d. How do trade associations operate in construction?

4 *Working conditions*

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

5 *Business organisation*

- a. What are the different work roles in the business?
- b. How do the different people work together?
- c. How are work tasks allocated to individuals?
- d. What happens when an employee is sick?

6 *Layout*

- a. How is the site or premises 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 officer?

8 *Materials control*

- a. What is materials control and why is it important?
- b. How does the materials control system work?
- c. What factors influence the delivery of materials onto the site?
- d. How are computers used in materials control?

9 *Environment*

- a. Does the company have an environmental policy?
- b. Are there procedures for recycling materials?
- c. Are there procedures for recycling 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 business?
- c. What procedures are there to maintain quality?
- d. Who is responsible for maintaining the quality standards?

