

SNOW DAY - Pick any of the following tasks to complete (complete at least 2)



Module 6

Preparing for the Workplace

Section A: Complete at least FOUR challenges over 10 hours (1 credit)

1 Discuss with others the benefits of work experience. You could consider how it:

- is different from a part-time job
- helps to develop employability skills
- can help you with decisions about your career ambitions

☒ **Skills I used:**

- ☐ Learning
- ☐ Teamwork
- ☐ Coping with Problems
- ☐ Use of IT
- ☐ Use of English
- ☐ Use of Maths

2 Make a wish list of companies or organisations that you would like to do a work experience placement with. These might be based locally or in another area.

You could use the Internet or take a tour of your local area.

☒ **Skills I used:**

- ☐ Learning
- ☐ Teamwork
- ☐ Coping with Problems
- ☐ Use of IT
- ☐ Use of English
- ☐ Use of Maths

3 Contact a company or organisation by phone to see whether they can provide a work experience placement. Find out the best person to speak to and make notes about what you want to say beforehand.

☒ **Skills I used:**

- ☐ Learning
- ☐ Teamwork
- ☐ Coping with Problems
- ☐ Use of IT
- ☐ Use of English
- ☐ Use of Maths

4 Send a letter to a company/organisation to apply for a work experience placement. Make sure you ask someone to check your letter for errors before sending it off.

☒ **Skills I used:**

- ☐ Learning
- ☐ Teamwork
- ☐ Coping with Problems
- ☐ Use of IT
- ☐ Use of English
- ☐ Use of Maths

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- 5** Before starting your period of work experience, telephone your employer to make final arrangements for the placement. Ensure you make notes about what you want to say or ask beforehand.

- ☒ **Skills I used:**
- ☐ Learning
 - ☐ Teamwork
 - ☐ Coping with Problems
 - ☐ Use of IT
 - ☐ Use of English
 - ☐ Use of Maths

- 6** Plan your journey to your work placement. You will need to consider what time you need to leave the house, what mode of transport you will use and how much your journey might cost.

- ☒ **Skills I used:**
- ☐ Learning
 - ☐ Teamwork
 - ☐ Coping with Problems
 - ☐ Use of IT
 - ☐ Use of English
 - ☐ Use of Maths

- 7** Carry out an investigation into the company or organisation that you have a placement with. This should give you a better awareness of the types of jobs you might be doing during your placement. Share your findings with others.

- ☒ **Skills I used:**
- ☐ Learning
 - ☐ Teamwork
 - ☐ Coping with Problems
 - ☐ Use of IT
 - ☐ Use of English
 - ☐ Use of Maths

- 8** Other agreed challenge:

- ☒ **Skills I used:**
- ☐ Learning
 - ☐ Teamwork
 - ☐ Coping with Problems
 - ☐ Use of IT
 - ☐ Use of English
 - ☐ Use of Maths