

Module 2: Formulating a travel plan

Student resource

Introduction

Whether you are attending an interview, going to your first day of work experience or being a valued employee in your part-time or first full-time job, punctuality is an expectation in the world of work. Luckily, you have been practising all your school / college life possibly with rewards for good attendance and punctuality and consequences for poor attendance and punctuality. The reason for all those bells and registrations was to prepare you to meet the expectations of most employers.

Benefits of being punctual at work:

- ✔ Shows that you are professional
- ✔ Increases your reliability with colleagues
- ✔ Demonstrates that you respect other people's time
- ✔ Ensures that you are organised and have good time management
- ✔ Enhances individual and team productivity
- ✔ Can help you get ahead

Consequences of poor punctuality can include:

- ✘ Stress due to being disorganised at work
- ✘ Lack of respect from colleagues
- ✘ Reduction of wages
- ✘ Disciplinary action
- ✘ And could even result in..."You're fired!"

Watch this video to find out more about: [The importance of punctuality](#) (🕒 1 minute watch)

In completing this module you will:

- Develop a plan so that you are prepared and punctual to your work experience placement
- Have a Plan B if your first choice of travel is disrupted
- Understand cost and time implications of your journey
- Provide the employer with feedback on how accessible their work-place is
- Consider factors which may inform your decision on where to work in the future
- Develop independence
- Explore regional transport links and infrastructure

Activity 1 (30-45 minutes)

Research and complete the relevant information to develop a Plan A and Plan B travel plan.

To help you decide on the most appropriate way to reach your workplace you may wish to use some of the following resources:

[Google maps](#), [metro timetables](#), [journey planner](#), bus timetables etc.



TOP TIP

If you are considering cycling or driving yourself to the workplace, remember to check facilities such as bike storage and staff car parking.



TOP TIP

The employer might have multiple sites or entrances make sure you know where you're going!



TOP TIP

If you're not 10 minutes early, you're late! Being on time to catch a bus is one thing, what time do you need to get up to get ready and when do you need to leave your house?

Name of employer
Address of the employer
Distance from home to employer
Work start time
Work end time

Mode of transport	Plan A	Plan B (Back-up)
Walk		
Bicycle		
Car (Drop off)		
Car (Drive)		
Bus		
Metro		
Train		
Other		

Plan A

Total journey time:

Description of journey (including mode of transport, distance travelled, timings, cost etc.)

Plan B

Total journey time:

Description of journey (including mode of transport, distance travelled, timings, cost etc.)

Activity 2 (20 minutes)

When looking at job opportunities it is important to consider travel. How much will it cost over a week or year? How long will it take? What about those cold and dark days in the winter?

You have been offered 2 part-time jobs both as a shop assistant working 10 hours a week, use the travel information in the table below to choose which job you would accept.

Information	Job 1	Job 2
Distance	7.2 miles	2.8 miles
Mode of Travel	Walk and #952 Bus	Bicycle or walk (No public transport option)
Cost	£2.10 return	£0.00
Total journey time	1hr 5 mins	22 mins or 55 mins
Pay / hour	£9.05	£8.72



TOP TIP

Use a calculator to compare how much of your earnings would be spent on travel in each scenario.

Which job would you accept?

Give your reasons:

Activity 3 (30 - 45 minutes)

Come up with 5 reasons why location might be important to a business?

- 1.
- 2.
- 3.
- 4.
- 5.



TOP TIP

Consider how businesses operate. Do they have regular deliveries or outgoings?

Prepare a 2-minute presentation to the employer that summarises how you found the accessibility of their workplace. This is useful to businesses as it can help them to decide where to locate further sites and ensure they are being inclusive and accessible to all potential visitors and employees. Your presentation could include:

1. Reason(s) why you think being able to reach the business easily is important for employees
2. Summary of your intended travel Plan A
3. Any useful information, things for the employer to consider
e.g. subsidised travel scheme, bike storage, onsite shower facilities, employee car parking etc.

This activity will help you prepare for your final presentation delivered to employers at the end of your experience.