

Module 3: Company induction

Student resource

Introduction

Meeting people and understanding their roles and responsibilities is a key part of being successful in the world of work. It enables you to understand how different people in an organisation work together to achieve the company's goals. This is an opportunity to help you start to consider and explore the types of jobs, roles, workplace environments and cultures that may interest you as you embark on your career path.

In completing this module you will:

- Gain an understanding of the workplace environment, company culture, code of conduct and values
- Meet a range of employees and discover the types of work they do within their roles
- Understand that there are similarities between the expectations of you at school / college and that of employees in the workplace

During your company induction and workplace tour, whether you are on site or accessing virtual material, you will be provided with lots of information from a range of employees. Record key findings and information that you will use during and after your experience below.

Activity 1

During your welcome and introduction to the company, you may find out and wish to record information about the following:

- | | | |
|--------------------------|--|---|
| ▪ Welcome to our company | ▪ Supply chain information | ▪ Reason for company location |
| ▪ Company purpose | ▪ Market activity e.g. import and export | ▪ Importance of infrastructure |
| ▪ Size | ▪ How digitalisation and / or automation impacts the company | ▪ Future business plans |
| ▪ Industry / Sector | | ▪ Employment and pathway opportunities e.g. apprenticeships |

Use this space to record your findings:



TOP TIP

No question is a silly question? Make the most of the opportunity to find out as much as you can.

Activity 2

What stood out to you from your workplace tour?

For example:

- Size / layout and structure of office / facility
- Specialist equipment etc.
- Facilities that benefit employee wellbeing etc.

Use this space to record your findings:

Throughout your workplace tour you were introduced to some key employees, highlight what you discovered about them and their roles below:

- | | |
|---|--|
| ▪ Employees' background and career journey | ▪ Important skills required to fulfil employees' job |
| ▪ Their role and responsibilities | ▪ Specific qualifications required to fulfil employees' job |
| ▪ Team / department employees are part of within business | ▪ Outline of a typical working day |
| ▪ Interaction and communication with other teams | ▪ Examples demonstrating the importance of English and Maths in employees' roles |

Use this space to record your findings:

Activity 3

A representative from the employer organisation will have provided you with information detailing the: company mission statement, code of conduct and values, importance of equality and diversity and potentially the work of the company in the community. They will also communicate with you any specific expectations they have of all employees. This information is not only helpful for you to understand the company but is especially helpful if you are completing Module 5 (Being an effective employee) as part of your experience.

Use this space to record your findings:

*This may have helped to answer the questions you developed at the end of Module 1 (Company research), if not, can you ask them now?