



# Student Resource

Module 5: Working Environments

Delivered by



## Module 5 – Working Environments

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### Introduction

New environments can be scary, so this module will help you prepare for the environment you could do your work experience in. It is important that you understand the new environment, but that you can also help your employer understand you and your needs.

By completing this module, you will:

- Research the company environment that you will be going to for your work experience.
- Think about your own needs.
- Think about how you could explain your needs to your employer.
- Connect the environments of school and work and explore their similarities and differences.

### Activity 1

As part of your introduction to your work experience employer, it is useful to find out some information about the company. It is very important that you know about the business you are working in before you start so that you understand more about what you will need to do and what work is going on around you.

Use the internet to help you. See what you can find out from these places.

- [Companies House](#)

- The company website
- Social Media eg. [LinkedIn](#) or [Facebook](#)

**Use the space below to record anything you want to remember about the company such as:**

- Name of company
- Location
- Type of workplace e.g., office
- One site / multi-site / national / international
- Industry sector
- What the company does
- About the company e.g. mission statement etc.
- Number of employees
- Latest success / news
- Company history

Company name: \_\_\_\_\_

## Activity 2

When you go on your work experience, it is also very important that your employer understands the things that you need from them. This means you will have to tell them about your needs so that the work environment can be made suitable, and you can be given any resources you might need.

In this space, write down anything an employer would need to know about you, and you could include ways that they could adapt the workplace for you.

For example, having a desk downstairs, or writing documents in a large font.

### Activity 3

For this activity, you are going to compare the environments of your school with a workplace environment. It might be scary, the idea of having to go somewhere new for your work experience, but at the end of this activity you will be able to see that a lot of the rules you will have to follow on your work experience are the same as the ones you follow every day at school. It will also get you to think about why we do all those things. If you need help thinking of the reasons why, ask your teachers why you have to do it at school.

For each rule below, tick the box to say whether you think it would apply at school or at work, or both and then write down why it is important that we follow that rule.

**Wear a uniform or follow the dress code.**

At school ☐

At work ☐

Why is this important?

**Arrive on time.**

At school

☐

At work

☐

Why is this important?

**Do not do anything that is against the rules, like running in corridors.**

At school

☐

At work

☐

Why is this important?

**Have access to special software on the computer if you need it, for example screen readers.**

At school

☐

At work

☐

Why is this important?

**Respect everyone's privacy.**

At school

☐

At work

☐

Why is this important?



**Use technology in the appropriate ways, such as not playing games on your phone.**

At school

☐

At work

☐

Why is this important?

**Behave in an appropriate way, for example respecting other people.**

At school

☐

At work

☐

Why is this important?

**Be allowed to use adapted equipment, for example chairs and keyboards.**

At school

☐

At work

☐

Why is this important?

**Be respectful of different peoples' abilities, religions, races and genders.**

At school

☐

At work

☐

Why is this important?

## Activity 4

Think about the things you have done in this module. Answer the questions below by circling the answer you think is most like how you feel.

1. Has this module helped you learn about yourself?

No

A bit

A lot

2. Has this module helped you learn about jobs?

No

A bit

A lot

3. Has this module helped you learn about teamwork?

No

A bit

A lot

4. Has this module helped you learn about being a good employee?

No

A bit

A lot

5. Has this module helped you learn about the ways you could get to your work experience?

No

A bit

A lot