North East Ambition

Facilitator's Guide

Module 5: Working Environments

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Follow this guide to facilitate delivery of this module with young people.

Ensure students have internet access to complete research.

The 'Student Resource' can be printed and completed by hand or may be downloaded and completed on the Word document. If completing on the Word document, students can highlight their selection where it asks for an answer to be circled or ticked.

Introduction (10 minutes)

This module is designed to help students prepare for the environment they could do their work experience in. It will also provide an opportunity for them to consider their personal needs and how they can communicate their needs to their employer.

Encourage student discussion around the introductory content (in student resource). Highlight that an important part of preparing for work experience is carrying out research to learn as much as they can about their employer and the environment they may work in.

Activity 1 (15-60 minutes)

It is suggested that students can work individually or in pairs/small groups. Students to research their host employer using the suggested search criteria for guidance and record their findings in the space provided. Begin with a discussion on why it is important that you know about the business you are working in before you start. Once completed, each student/group could share their findings with the class.

Activity 2 (15-45 minutes)

Begin by highlighting that it is also very important that your employer understands the things that you need from them. This means students will have to tell their employers about their needs so that the work environment can be made suitable, and students can be given any resources they might need. It is suggested that students can work individually on this activity. Students use the space provided to write down any of the things an employer would need to know about them and include ways that their employer could adapt the workplace for them.

Activity 3 (45-100 minutes)

This activity enables students to make links between their school and work environments, helping them see that a lot of the rules they will have to follow on work experience are the same as the ones they follow every day at school.

It is suggested that students can work individually or in pairs/small groups. For each rule students tick the box to say whether they think it would apply at school or at work, or both and then write down why it is important that we follow that rule.

Once complete, facilitate a class discussion on the many similarities between the school and work environments.

This could be a good opportunity to encourage students to share any concerns they may have about going into the work environment. If students are reluctant to share their concerns in front of the class, they could write this on paper and pass forward (or individually bring them to the front). Mix these up so they are anonymous and answer or solve each worry together. This could also reassure students who cannot pinpoint what they are concerned about.

Activity 4 (5-15 minutes)

Students work individually on this activity to reflect on what they have learnt. The same questions are asked at the end of each module and are designed to help learners identify which key areas of learning this module has helped them with.