



Facilitator Guide

Module 6: Workplace Practicalities

Delivered by



Module 5 – Workplace Practicalities

Facilitator's Guide

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 practicalities of going on work experience. Encourage student discussion around the introductory content (in student resource).

Activity 1 (20-40 minutes)

Students now have an opportunity to develop 4 questions they would like to ask their employer. There is also space to record their answers once they meet their employer. It is suggested that students work individually on this activity. It may be helpful for students to refer to the details they recorded in Module 4, Activity 1 where they researched their employer. These questions could be directly linked to the company and what it does, or they could be more specific about the students experience working with that company.

Activity 2 (60-90 minutes)

This activity is designed to help students plan their travel arrangements for getting to their work experience placement. It is suggested that students work individually on this activity. Students begin by researching all the possible routes they could take and write down the important information in the boxes provided

Students then make a 'Plan A' and 'Plan B' for getting to their work experience. Highlight that having this plan will help them feel more prepared but that plans can go wrong, and that is why they will also make a plan B.

Plan A should be their preferred plan. Plan B is their back up plan to use if their first plan doesn't work out. It needs to be reliable, but it might take longer or cost more than plan A.

Activity 3 (40-100 minutes)

This activity is designed to help students get their final plans in place. By answering all the questions in as much detail as possible they will have a document that they can regularly refer to, helping them feel more prepared for their work experience.

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.