



Student Resource

Module 6: Workplace Practicalities

Delivered by



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To use this resource digitally, you must download a copy to your own area before making any changes to the resource.

Introduction

Going on work experience is going to be a new experience for you, so it is important that you feel prepared before you go. Preparing yourself for your work experience means you will know what to expect, how you are going to get there and the things you will need to take with you. You will also have some questions to assist you in finding out the things you are not sure of.

By completing this module, you will:

- Prepare yourself for your work experience.
- Prepare questions that you would like to ask your employer.
- Plan how you will get to your work experience.
- Prepare a list of the things you will need to have for your work experience.

Activity 1

In module 4, you recorded some details about the place where you are going for your work experience. You might have found out a lot of information, or only a little bit, but there might still be information that you want to know.

Use this space to write down 4 questions that you would like to ask your employer. Once you have met your employer you have spaces to record their answers.

Question 1

Answer

Question 2

Answer

Question 3

Answer

Question 4

Answer

Activity 2

How are you going to get to your work experience? It is very important that you plan your travel arrangements and give them a trial run before your first day.

Research all the possible routes you could take and write down the important information in the boxes below. Do not forget to include the time you would spend getting ready at home before you leave.

To make sure you'll be able to get there on time, you should make plan A and plan B.

Here are some useful resources:

- [Google Maps](#)
- [Metro Timetables](#)
- [Journey Planner](#)
- [Traveline](#)



TOP TIP

If you are going to cycle to the workplace, remember to check if there is bike storage.

Start by writing down the important information.

Name of employer

Address of the employer

Distance from home to employer

Work start time

Work end time

Consider the modes of transport that are available to you. Tick the box next to each mode of transport that you could use to get to your work experience.

- Walking ☐
- Bicycle ☐
- Car (Drop off or self-drive) ☐
- Bus ☐
- Metro ☐
- Train ☐

Plan A

Plan A should be your most reliable plan. This should be the plan you use every time you visit your work experience employer.

Having this plan will help you feel more prepared. Plans can go wrong, and that is why we will also make a plan B.

Which mode of transport will you use? Or will you need more than one?

In this box, write down all of the details for how you will travel to work. Make sure to include:

- The times/numbers of any public transport you would have to use.
- How long each part of your journey will take.
- The price of any tickets you will have to buy.

Plan B

Plan B is your back up plan that you will use if your first plan does not work out. It needs to be reliable as you still have to get to work, but it might take longer or cost more than plan A.

Which mode of transport will you use? Or will you need more than one?

In this box, write down all of the details for how you will travel to work.

Make sure to include:

- The times/numbers of any public transport you would have to use.
- How long each part of your journey will take.
- The price of any tickets you will have to buy.

Activity 3

This activity will help you get your final plans in place. Answer all of the questions with as much detail as you can. When you have answered all of the questions, you should feel ready to go on your work experience. You can use these questions to remind you. You might want to have a copy at school and at home.

What time do I have to wake up?

What am I going to have for snacks and lunch?

What am I going to drink?

What do I need to take with me?

Think about any personal things you will need and any equipment you could need.

What do I need to wear?

When will I practise getting there?

Will I need any assistance?

Think about anyone who may need to help you get there, or when you arrive, and think about any equipment that will make your job easier.

Who do I need to meet when I get there?

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