



Your first day of work experience

LESSON PLAN 3

Health and safety

Carry out a risk assessment of the practical elements within this session, considering in particular the potential for injury.

Equipment

Appropriate worksheets, facility to show scenario photos

Learning objectives – by the end of the session students will be able to:

- Explain what they will need to prepare for the first day
- Describe what their first day induction should include.

Key vocabulary

Induction

Starter activities

- Ask the students where they are going on their work experience placement. Ask if they have any concerns. Record and display responses from the students
- Ask the students for a list of things they would like to know before they go on work experience or what they would expect to find out on their first day. Record and display responses from the students.

Development

- Students write down all the things they need to think about before they start their work experience. Show slide with possible answers
- Show students the 'First day at work' form. Explain that on their first day there should be an induction, which will provide them with all the answers to the questions on the form. If not, they need to ask the person in charge of them.

Group activities

Students can discuss the five scenarios and decide what they would do in each situation. They can also discuss how they would handle the situation at work compared to how they would handle the situation at school. Discuss and respond to the students' answers.



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LESSON PLAN continued

Plenary activities

Review learning outcomes and ensure that all students have their First day at work form.

Learning outcomes – by the end of the session:

- a few students may be able to explain what they will need to prepare for their first day, know that they should have an induction and be able to describe what the first day induction should include
- the majority of students should be able to explain what they will need to prepare for their first day and know that they should have an induction
- some of the students may only be confident enough to explain what they will need to prepare for their first day.

Suggested additional activities

Notes



Your first day of work experience

TEACHER FACTSHEET

The first day of work experience

The first day of work experience can often be a daunting experience. The young people will be taken out of their familiar surroundings and friendship groups and will be required to adapt to a new way of working and new colleagues to work with. It is important that the young people know the name and contact details of their work experience supervisor so that they can contact them beforehand if necessary, but also so they feel confident that they know who they should report to on their first day. It is also important that the young people have the name and contact details for their work experience organiser at school/college just in case any problems arise during the work experience.

A well organised work experience employer will prepare an induction for the young person. This induction will include information on who is responsible for health and safety in the workplace, health and safety rules and specific rules and regulations the young person may need to follow. A worksheet has been included with this lesson to inform the young people of what they should be told on their first day of work experience.

Consideration should also be given to the young peoples' preparation for their work experience, for example, what should they wear, how will they get to their destination. It is important that the young people are confident enough when on work experience to ask questions. These questions can be as simple as 'where are the toilets?' or 'when can I have my lunch?' but if faced with a busy, unknown supervisor they may feel too intimidated to ask. Young people should be reminded that their employer has agreed to take them on for work experience and they should also be encouraged to assert themselves and ask any questions they may have.



Your first day of work experience

STUDENT WORKSHEET

Your first day of work experience

Here are some things that you will need to consider when going on work experience. Some of these you will need to think about before you start and you should aim to get answers to the others things by the end of your first day.

Name of employer

Name of supervisor

Contact number for supervisor

Getting ready for your first day

1. What time will you need to get up?
2. What will you need to wear?
3. What do you need to take?
 - Money (for fares, lunch etc)
 - Map/directions
 - Lunch
 - Travel timetable
 - Information from your employer
4. How will you get to work?
5. How long will it take?
6. What time will you need to leave home?
7. Will you need a practice journey?
8. Who can you contact at school/college if there are any problems and what is their contact number?

Your first day

1. What work is carried out by the company?
2. What will your job be and what duties will you carry out?
3. What is the dress code?
4. Is there any information you should read, eg. staff handbook?
5. Is there anything you can or can't do?



Your first day of work experience

STUDENT WORKSHEET

Once you have found out this information, make notes of your answers.

Health and safety information

1. Who should you go to when you need help?
2. Who is the first aider and where can you find them?
3. Who is responsible for health and safety and where can you find them?
4. What risks are there to your health and safety and what should you do to lower the risk of you getting hurt?
5. What does the fire alarm sound like and what should you do if it goes off?
6. Where is your nearest fire exit?
7. Where is the fire assembly point and how do you get there?
8. Who should you report any hazards to?
9. Who should you report to if you feel ill?

General information

1. Where are the nearest toilets?
2. What times will you start and finish work?
3. When can you have breaks/lunch and how long do you have?
4. Where can you have your breaks and lunch?