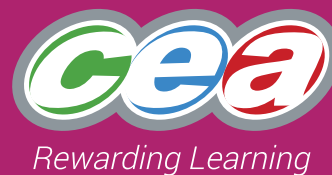


# Task Sheet

Entry Level Learning for Life and Work:  
Unit 6 Workplace Learning (Level 2)



Name:

## Resource Sheet 6.1

Can be used to meet

**Assessment Criteria: L2 2.1**



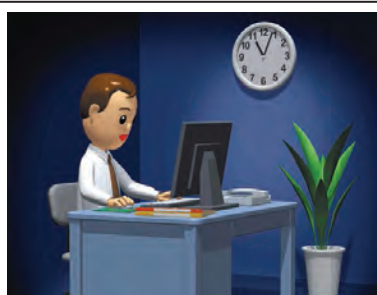
Cleaner



Secretary



Occupational Therapist



Office worker



Hairdresser



Carpenter



Barber



Delivery person



Painter and decorator

# Task Sheet

Entry Level Learning for Life and Work:  
Unit 6 Workplace Learning (Level 2)



Physiotherapist



Shopkeeper



Kitchen Assistant



Crane driver



Dish washing



Car washing



Gardener



Baker



Waiter

# Task Sheet

Entry Level Learning for Life and Work:  
Unit 6 Workplace Learning (Level 2)

Choose two of the jobs. State three tasks performed in each job.

**Job 1:** \_\_\_\_\_

Task 1: \_\_\_\_\_

\_\_\_\_\_

Task 2: \_\_\_\_\_

\_\_\_\_\_

Task 3: \_\_\_\_\_

\_\_\_\_\_

**Job 2:** \_\_\_\_\_

Task 1: \_\_\_\_\_

\_\_\_\_\_

Task 2: \_\_\_\_\_

\_\_\_\_\_

Task 3: \_\_\_\_\_

\_\_\_\_\_

State one reason why you might like to work in one of these jobs.

One day I might like to work as a \_\_\_\_\_ .

I might like to work as a \_\_\_\_\_ because \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Task Sheet

Entry Level Learning for Life and Work:  
Unit 6 Workplace Learning (Level 3)



**Name:** \_\_\_\_\_

## **Resource Sheet 6.2**

Can be used to meet

**Assessment Criteria: L3 1.1/1.2**

Job from the careers software

**Job 1:** \_\_\_\_\_

Three tasks carried out in this job:

Task 1: \_\_\_\_\_

\_\_\_\_\_

Task 2: \_\_\_\_\_

\_\_\_\_\_

Task 3: \_\_\_\_\_

\_\_\_\_\_

Skills, qualities and achievements needed:

Skill: \_\_\_\_\_

\_\_\_\_\_

Quality: \_\_\_\_\_

\_\_\_\_\_

Achievement: \_\_\_\_\_

\_\_\_\_\_

# Task Sheet

Entry Level Learning for Life and Work:  
Unit 6 Workplace Learning (Level 3)

Job from the careers software

**Job 2:** \_\_\_\_\_

Three tasks carried out in this job:

Task 1: \_\_\_\_\_

\_\_\_\_\_

Task 2: \_\_\_\_\_

\_\_\_\_\_

Task 3: \_\_\_\_\_

\_\_\_\_\_

Skills, qualities and achievements needed:

Skill: \_\_\_\_\_

\_\_\_\_\_

Quality: \_\_\_\_\_

\_\_\_\_\_

Achievement: \_\_\_\_\_

\_\_\_\_\_

# Task Sheet

Entry Level Learning for Life and Work:  
Unit 6 Workplace Learning (Level 3)

Job from the careers software

**Job 3:** \_\_\_\_\_

Three tasks carried out in this job:

Task 1: \_\_\_\_\_

\_\_\_\_\_

Task 2: \_\_\_\_\_

\_\_\_\_\_

Task 3: \_\_\_\_\_

\_\_\_\_\_

Skills, qualities and achievements needed:

Skill: \_\_\_\_\_

\_\_\_\_\_

Quality: \_\_\_\_\_

\_\_\_\_\_

Achievement: \_\_\_\_\_

\_\_\_\_\_

# Task Sheet

Entry Level Learning for Life and Work:  
Unit 6 Workplace Learning (Level 1/2)



**Name:**

## Resource Sheet 6.3

Can be used to meet

**Assessment Criteria: L1 2.1/2.2**

**Assessment Criteria: L2 2.1/2.2**

### Title: Feedback from my supervisor

My attitude to work, reliability, timekeeping and appearance:

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My ability to work with other staff:

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# Task Sheet

Entry Level Learning for Life and Work:  
Unit 6 Workplace Learning (Level 1/2)

My contribution to the business:

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My ability to follow instructions:

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My name: \_\_\_\_\_

My supervisor's name: \_\_\_\_\_

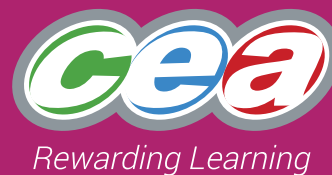
My supervisor's title: \_\_\_\_\_

The company's name: \_\_\_\_\_



# Task Sheet

Entry Level Learning for Life and Work:  
Unit 6 Workplace Learning (Level 1)



Name:

## Resource Sheet 6.4

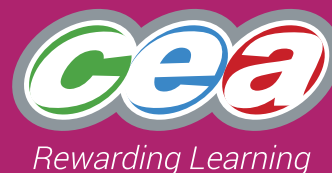
Can be used to meet

**Assessment Criteria: L1 2.3**



# Task Sheet

Entry Level Learning for Life and Work:  
Unit 6 Workplace Learning (Level 2)



Name:

## Resource Sheet 6.5

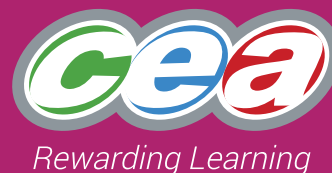
Can be used to meet

**Assessment Criteria: L2 2.3**

Safety Rule	Why is it important to obey this rule?
No running	
Do not lift heavy objects	
Do not climb up ladders	

# Task Sheet

Entry Level Learning for Life and Work:  
Unit 6 Workplace Learning (Level 2)



**Name:**

## **Resource Sheet 6.6**

Can be used to meet

**Assessment Criteria: L2 2.4**

Communication

Using ICT

Using maths

Working with others

Solve problems

Leadership

Planning

Organising

Being enterprising

# Task Sheet

Entry Level Learning for Life and Work:  
Unit 6 Workplace Learning (Level 3)



Name: \_\_\_\_\_

## Resource Sheet 6.7

Can be used to meet

**Assessment Criteria: L3 2.1/2.2/2.3**

My work placement was in \_\_\_\_\_

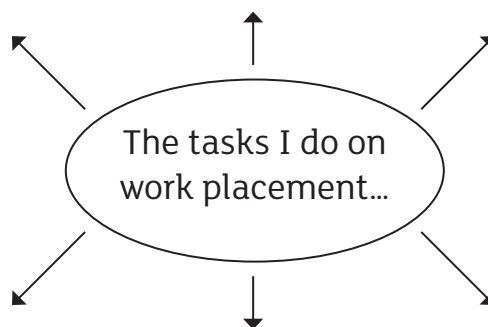
The person in charge of me is called \_\_\_\_\_

Below is a summary of the work that is done by the organisation: \_\_\_\_\_

1: \_\_\_\_\_

2: \_\_\_\_\_

3: \_\_\_\_\_



# Task Sheet

Entry Level Learning for Life and Work:  
Unit 6 Workplace Learning (Level 3)



Name: \_\_\_\_\_

## Resource Sheet 6.8

Can be used to meet

**Assessment Criteria: L3 2.5**

Match the symbol with its' meaning:



No Smoking

Wear Ear Protection

Fire Exit

Wear a Hard Hat

Take three of the symbols and state why it is important to obey it.

Symbol 1: \_\_\_\_\_

Reason: \_\_\_\_\_

Symbol 2: \_\_\_\_\_

Reason: \_\_\_\_\_

Symbol 3: \_\_\_\_\_

Reason: \_\_\_\_\_

# Task Sheet

Entry Level Learning for Life and Work:  
Unit 6 Workplace Learning (Level 1)



Name:

## Resource Sheet 6.9

Can be used to meet

**Assessment Criteria: L1 3.1**

Draw a happy face beside the activities you liked or enjoyed. Draw a sad face beside any activity you did not like. Leave out the activities that do not apply.

Activity	Sad/happy face
I worked with others.	
I watched what other people were doing.	
I spent time outside the classroom.	
I was given instructions.	
I followed health and safety rules.	
I helped tidy/clean up.	
I worked very hard.	



# Task Sheet

Entry Level Learning for Life and Work:  
Unit 6 Workplace Learning (Level 2)



**Name:**

## **Resource Sheet 6.10**

Can be used to meet

**Assessment Criteria: L2 3.1**

What I enjoyed about my work placement:

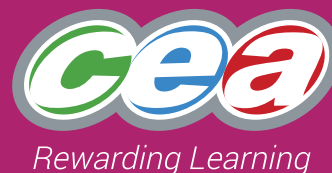
1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

What I did not enjoy about my work placement:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

# Task Sheet

Entry Level Learning for Life and Work:  
Unit 6 Workplace Learning (Level 3)



**Name:**

## Resource Sheet 6.11

Can be used to meet

**Assessment Criteria: L3 3.1**

### Writing Frame

There are many benefits of doing a work placement.

One benefit is \_\_\_\_\_

This is a benefit because \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Another benefit is \_\_\_\_\_

This is a benefit because \_\_\_\_\_

\_\_\_\_\_

Finally, another benefit of doing a work placement is \_\_\_\_\_

\_\_\_\_\_

This is a benefit because \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

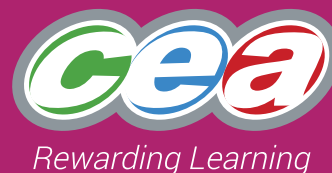
### Think about:

- Meeting new people
- Communicating with others
- Working with others
- Learning to be on time
- Knowing what the world of work is like



# Task Sheet

Entry Level Learning for Life and Work:  
Unit 6 Workplace Learning (Level 3)



Name:

## Resource Sheet 6.12

Can be used to meet

**Assessment Criteria: L3 3.1**

Skills and qualities I have developed	Skills and qualities I would like to develop further

### Think about:

- Communication
  - Decision Making
  - Patience
  - ICT
  - Being Creative
  - Determination
  - Using Maths
  - Managing Information
  - Commitment
  - Problem Solving
  - Team Work
  - Understanding
- and any others that you feel you have developed/need to develop.

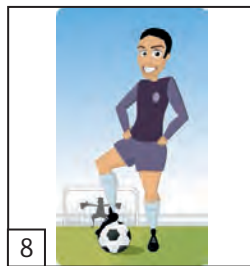
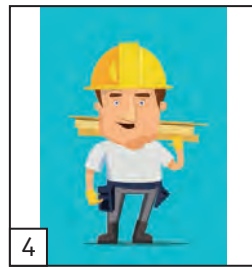
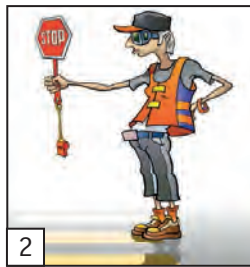
# Task Sheet

Entry Level Learning for Life and Work:  
Unit 6 Workplace Learning



## Appendix 1:

Jobs Matching: Place number beside the job title that the picture represents below.



School patrol man	
Baker	
Construction worker	
Policeman	
Doctor	


Hairdresser	
Artist	
Painter decorator	
Fireman	
Teacher	


Pilot	
Businessman	
Waiter	
Judge	
Footballer	


# Task Sheet

Entry Level Learning for Life and Work:  
Unit 6 Workplace Learning



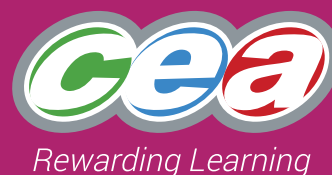
## Appendix 2:

Employability skills, qualities and values cards (1 of 2).

Communicate	Work in a team	Solve problems and decisions
Be enterprising	Plan and organise	Use ICT
Use mathematics	Take the lead	Dependable
Reliable	Hardworking	Independent

# Task Sheet

Entry Level Learning for Life and Work:  
Unit 6 Workplace Learning



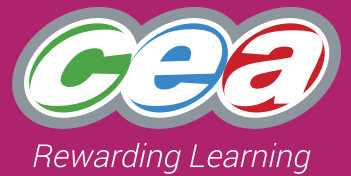
## Appendix 2:

Employability skills, qualities and values cards (2 of 2).

Proactive	Co-operative	Enthusiastic
Punctual	Integrity	Quality
Postitive relationships	Responsibility	Honesty
Fairness	Trust	Lifelong learning

# Task Sheet

Entry Level Learning for Life and Work:  
Unit 6 Workplace Learning



## Appendix 3:

