

Task Sheet

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

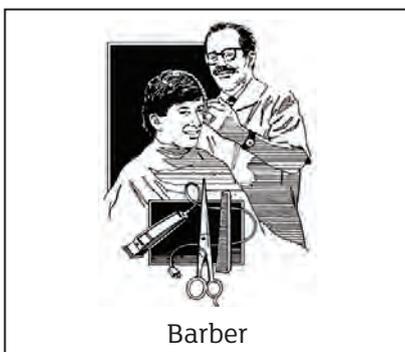
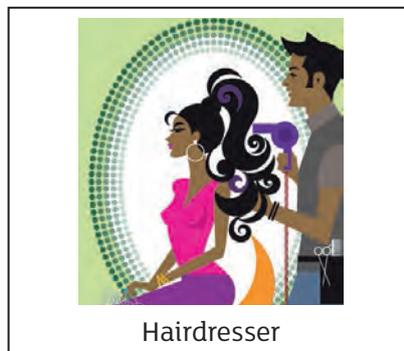


Name:

Resource Sheet 6.1

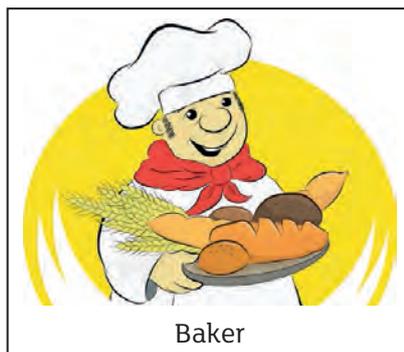
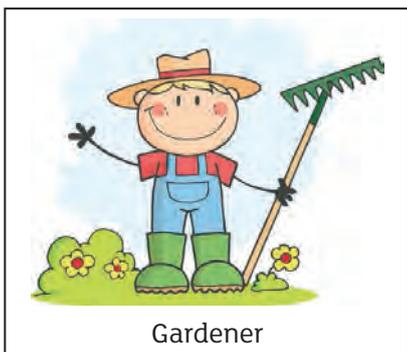
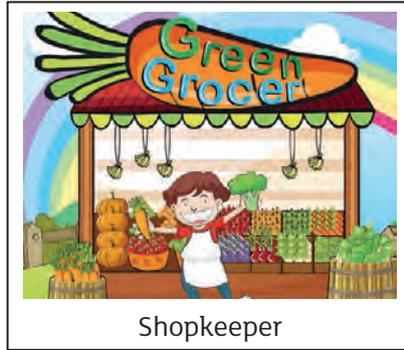
Can be used to meet

Assessment Criteria: L2 2.1



Task Sheet

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



Task Sheet

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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:

My ability to work with other staff:

Task Sheet

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

My contribution to the business:

My ability to follow instructions:

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)

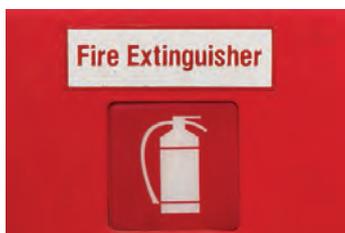


Name:

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 _____

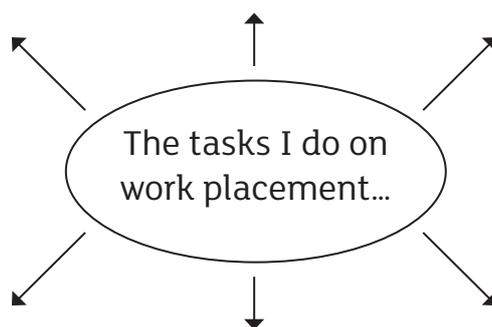
The person in charge of me is called _____

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

1: _____

2: _____

3: _____



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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.

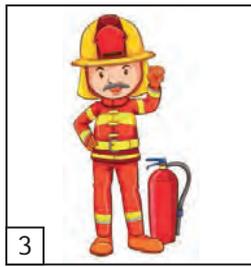
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Unit 6 Workplace Learning



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
Positive relationships	Responsibility	Honesty
Fairness	Trust	Lifelong learning

Task Sheet

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Appendix 3:

