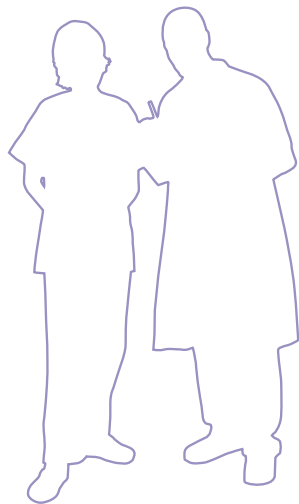


# Sector Employability Toolkit

## Three Week Work Trial



better **skills**  
better **jobs**  
better **health**

# Sector Employability Toolkit

## Materials and Resources

### Section 4

#### Three Week Work Trial

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NB For further information on how to use these materials please see  
**Sector Employability Toolkit Guidance Notes**

# Sector Employability Toolkit

## Three Week Work Trial

### Outline Timetable and Accompanying Notes

#### General overview of the work trial

- Prior to the work trial it is important to fully brief all staff within the workplace where the trainees are to be placed. Staff should be told about the programme and given an opportunity to ask questions / raise any concerns that they may have.
- As this type of work is likely to be new to the trainee, it will be beneficial to introduce them into their work role in stages. The **Work Trial Checklist** details the aspects of the work which should be covered and indicators as to when these should be introduced.
- It is important that Day 1 and 2 are used to familiarise and introduce the trainee to the workplace, working arrangements and health and safety aspects.
- Throughout the work trial, trainees should be supported on a day to day basis by a named person. This may be a Union Learning Representative (ULR) a mentor (i.e. a person at a higher level with no line responsibility who the trainee can talk freely to about work matters), or a 'buddy' (i.e. this is likely to be an experienced worker who the trainee can 'shadow' and who can provide a model of good practice for the trainee to learn from).
- It is important that the named person should be equipped with the skills and knowledge to undertake their role. ULRs undertake training as part of preparation for their role so they should already have the required skills. Others could undertake an appropriate qualification such as the City and Guilds Award in Literacy, Language, Numeracy and ICT Awareness (9297).
- Implementation of the SET is a good opportunity for the employer to develop prospective mentors and others interested in supporting learning in the workplace.
- Practical activities introduced on day 1 and 2 will assist with developing the trainee's confidence. The candidate may then be introduced to more complex and demanding tasks as the placement develops.
- Regular feedback from and to the trainee throughout the work trial will provide a structure for identifying individual learning needs and building on successes.
- Where an organisation has a more formal or standard induction programme or system in place, this should be made available to the trainee in line with the organisation's normal procedures (omitting any aspects already covered as part of the 2 week training programme).

## Outline Timetable and Notes Day 1

- 1. Check Criminal Records Bureau (CRB) check has been received**  
A CRB check will have been initiated during the initial selection event and a check may be necessary to ensure that appropriate clearance has been received.
- 2. Check occupational health clearance has been received**  
An occupational health assessment will have been initiated during the initial selection event and a check may be necessary to ensure that appropriate clearance has been received.
- 3. Issue of uniform and protective clothing**  
Applies where this has not already been done.
- 4. Applying health and safety good practice in own work role**  
Clarify any health and safety good practice and how this relates to the specific job role. A comprehensive list for this aspect is shown in the Employer Safety Procedures section.
- 5. Meeting with allocated 'buddy'/ULR**  
On day 1 trainees should be introduced to the named person who will be their day to day support during the work trial. See note in 'general overview' above.
- 6. Shift patterns**  
In order to gain a realistic view of the work, the trainee should be introduced to shift patterns appropriate to the job vacancy.
- 7. Practical activities under supervision**  
Practical activities, particularly on days 1 and 2, may include work shadowing and practice at small tasks or parts of tasks. (*This may include use of a piece of equipment, completion of a task with the named contact*)
- 8. Reflective learning log – introduce**  
A log which notes down experiences, successes, failures and learning points should be completed by the trainee during the work placement. Completion of the log should be encouraged by supervisory staff and this will assist with feedback and identification of further learning needs.
- 9. Opportunity to ask questions and clarify issues**  
Please encourage the trainee to ask as many questions as they wish in order to familiarise themselves with the work, procedures and their own development

## Outline Timetable and Notes Week 1

### 1. Agree personal objectives for work placement

A structured approach to the work placement will enable all parties to be confident that the trainee is working in a safe manner and that they are progressing at the right pace. Use the **Work Trial Checklist** to help you in this.

Identification of individual learning needs and how these needs will be met should take place. These should be recorded and then updated as the candidate progresses and transferred to their Personal Development Plan if he or she is offered employment.

It is important that discussion with the trainee and clarification on who they will be working with (i.e. allocation to work team), and what they will be doing (i.e. allocation to tasks) is established at commencement of each week. This may also include working on other sites or with different work teams.

### 2. Review of progress

Review of progress should include discussion around successes and problem areas, identification of learning needs and opportunities, progression within the job, NVQ achievement and other progression routes.

## Outline Timetable and Notes Week 2 and 3

### 1. Performance of full range of tasks in job role

It is anticipated that during weeks 2 and 3 that the full range of tasks required in the vacant post should be introduced to the trainee during this time.

### 2. Statement of skills achieved

The reflective diary and additional feedback from the employer will contribute to a statement of skills achieved. This may be used by the trainee as potential NVQ evidence, personal portfolio or (in the event that a job offer is not made), evidence of achievement for a future employer.

## Sector Employability Toolkit Work Trial Checklist

### Week 1

#### To be completed on Day 1

##### Introduction to Workplace:

- check CRB check has been received
- check occupational health clearance has been received
- risk assessment of trainee in relation to specific workplace
- issue of uniform and protective clothing
- initial orientation to workplace and overview of the work placement
- what the organisation/department wants to achieve
- applying health and safety good practice in own work role
- conditions of employment/placement (what it's like to work here)
- working environment and work patterns
- expectations, role, responsibilities and reporting
- lines of responsibility in the work environment
- allocation and meeting with supervisor /'buddy'/mentor
- job role and skill needs
- limits of responsibility and when to refer/seek advice
- confidentiality arrangements
- uniform/dress code and how to identify other workers
- start/finish times and break arrangements
- shift patterns
- domestic arrangements (location of toilets/changing rooms/canteen)
- practical activities under supervision
- reflective learning log
- opportunity to ask questions and clarify issues

#### To be completed on Day 1 or 2

##### Employer Safety Procedures:

- health and safety personnel and reporting arrangements
- safety procedures
- safety signs, alarms and their meaning
- security arrangements
- sources of first aid
- personal actions and exits in event of a fire
- evacuation procedures in place of work and assembly points
- hygiene and cleanliness in the workplace
- infection control arrangements in relation to work role
- moving and handling arrangements
- personal protective equipment (PPE) issue and its use
- colour coding, storage and materials handling
- safety and working condition of materials and equipment
- practical activities under supervision

### **To be completed during Week 1**

#### Induction training

- use of equipment and materials
- safe working practices
- working with others
- the working environment
- customer care
- job role and allocation of work
- demonstration of skills and job tasks
- skills practice

### **To be completed during Week 1**

#### Work experience

- agree personal objectives for work placement
- allocation to work team
- allocation to tasks
- work shadowing
- demonstration and practice of work tasks
- performance of tasks under supervision
- experience of relevant shift patterns where applicable
- introduction to workplace terminology and jargon
- completion of reflective learning log

### **To be completed at the end of Week 1**

#### Feedback from employer

- feedback on technical performance from team leader
- feedback on personal skills and behaviour
- agree any additional training and support
- regular review of progress (throughout the week)

## **Week 2**

### **To be completed during Week 2**

#### Work experience

- allocation to work team
- performance of tasks under supervision
- performance of full range of tasks in job role
- experience of relevant shift patterns where applicable
- completion of reflective learning log

### **To be completed at the end of Week 2**

#### Feedback from employer

- feedback on technical performance from team leader
- feedback on personal skills and behaviour
- agree any additional training and support
- regular review of progress (throughout the week)

## Week 3

### To be completed during Week 3

#### Skills development

- reinforcement of workplace skills
- extension of range of skills
- working on different sites (if relevant)
- skills assessment (if relevant)

### To be completed during Week 3

#### Review by training provider

- employer feedback
- trainee feedback
- agreed action for improvement/progress
- periodic review of progress and additional support/training as required
- regular review of progress (throughout the week)

### To be completed at the end of Week 3

#### End of Placement Review

- employer, trainee and training provider
- completion of reflective learning log
- statement of skills achieved
- identification of additional training/support
- individual learning plan
- employment offer (if relevant)
- exit interview

The above structure is designed to form the basis of an agreed programme with the employer but within organisational procedures, systems and work patterns.



**Reflective Learning Log**  
**Three Week Work Placement**

**Name:**

**Work Placement:**

**Date from:**

**To:**

**Named contact at work:**

<b>Date</b>	<b>Tasks completed</b>	<b>What did I learn today?</b>

Date	Tasks completed	What did I learn today?



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Published: October 2009



Skills for Business is an employer-led network consisting of 25 Sector Skills Councils and the Sector Skills Development Agency. Through labour market intelligence, the identification of skills needs at all levels and its influence on the UK's education and learning infrastructure, the network aims to increase productivity in business and public services.