

BTEC HIGHER NATIONALS-UNIT 3857F WORK EXPERIENCE MODULE

ASSIGNMENT 1 OF 1 – WORK EXPERIENCE

NAME: _____	Date Issued _____
I agree to the assessment as contained in this assignment. I confirm that the work submitted is my own work.	
Signature _____	Date submitted _____

Pass Criteria

Outcomes 1 to 9	Assessment Criteria	Achieved
A pass will be awarded for the satisfactory completion of the documentation specified within.		

Grading Criteria

Grade	Descriptor	Achieved
MERIT	<ul style="list-style-type: none"> <li>• Use a range of methods and techniques to collect, analyse and process information/data.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Coherently present and communicate work using technical language accurately.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Apply and analyse detailed knowledge and skills, using relevant theories and techniques.</li> </ul>	
DISTINCTION	<ul style="list-style-type: none"> <li>• Check validity when collecting, analysing and processing complex information/data.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Show an individual approach in presenting and communicating work coherently, using technical language fluently.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Evaluate and synthesise relevant theories and techniques to generate and justify valid conclusions.</li> </ul>	

Feedback Comments:
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Brief produced by Dave Dunn 2/02 and internally verified by		
Grade Awarded:	Tutor Signature	Date:
Work internally verified by		Date:

## **WORK EXPERIENCE MODULE 3857F**

You should have in your possession a copy of the module stating the aims and outcomes. This document is a guide to what you must do and what you must present to your tutor in order to be assessed.

In order to be assessed you must produce a major report covering every aspect of your work experience to date. Give importance to presentation and style. You must discuss your report with your tutor at all stages. The report must contain the following.

- 1. *List the main work experience that you have received and obtain the signature of someone who can verify it (e.g. your personnel manager)***
- 2. *Produce evidence that during work placement or training you managed to achieve the following.***
  - Good time keeping.
  - Ability to complete tasks satisfactorily.
  - Ability to do accurate work.
  - Liased with colleagues in order to do your work.
  - Demonstration of initiative.

Copies of employers reports, training logbooks and certificates will be ideal.

- 3. *Produce evidence that you have worked in a team project and achieved the following.***
  - Understanding of the scientific basis of the project.
  - Understanding of the aims and objectives of the project.
  - A statement of your contribution to the team effort.

Evidence might be in the form of worksheets, schedules or a signed statement.

- 4. *Produce a record or diary of your work experience.***

Logbooks would be ideal.

- 5. *Produce evidence that you have been involved in a cost analysis of work you did, such as the following.***

- Running costs –staff, consumables and capital
- Overheads.

- 6. *Produce a written report in which you must describe the work of your organisation.***  
You must include the following.

- The organisation, its departments, personal grading/structure and lines of accountability.
- The major areas of work, present concerns and future development.
- The legal considerations involved in your work.
- The marketing of your products.
- Your competitors.

7. ***Produce a written report making a critical evaluation of your work experience so far. You should talk about the following.***
  - The work carried out.
  - How this work relates to your companies activities.
  - Suggest areas for improved efficiency.
  - How your experience helped you in your personal career development.
8. ***Produce a report discussing any experience you have of job interviews and how you prepared for it and conducted yourself.***
9. ***Produce evidence of a job application or prepare for a fictional one. Include a curriculum vitae.***

**TRACKING SHEET**

STUDENT NAME \_\_\_\_\_

Date of first discussion with student \_\_\_\_\_

Signed \_\_\_\_\_

Matters raised by discussion to be addressed \_\_\_\_\_

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Date of second discussion with student \_\_\_\_\_

Statement of progress \_\_\_\_\_

Signed \_\_\_\_\_

Matters raised by discussion to be addressed \_\_\_\_\_

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Date of final discussion with student \_\_\_\_\_

Signed \_\_\_\_\_

Further matters raised by discussion to be addressed.

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