

The background features several abstract, hand-drawn style lines in shades of blue and orange. A prominent light blue line forms a large, irregular shape that frames the central text. Other blue lines are scattered in the upper and lower portions of the page, and a few orange lines are visible in the top right corner.

Suggested Activities for:
Work
Placements

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Suggested Activities for:

Accountancy Placements

- Find out what advice accountants can give to their customers and the regulations/agencies that dictate the advice accountants give.
- Investigate the impact central government has had on the tasks undertaken by accountants over the last five years.
- Investigate the qualifications required to become an accountant.

Present your answers as

Suggested Activities for:

Art & Design Placements

- Investigate the type of design work the company specialises in and the reasons for such specialisation.
- Investigate how quality assurance is built into the alternative design processes.
- Comment on the strengths and weaknesses of the software packages used within the design process.
- Comment on the level of flexibility and the opportunity for creativity within the art and design briefs.
- Investigate the processes involved in satisfying customers' art and design needs.
- Investigate where designers get their design ideas.
- What equipment do art and design staff use to create their work?

Present your answers as

Suggested Activities for:

Bakery Placements

- Investigate the ways that bread types get their distinctive flavours and textures.
- To what extent is the bakery an automatic process?
- Carry out a risk audit to identify the different Health & Safety risks within the bakery.
- Investigate how the bakery/food producer caters for the needs of customers with food allergies or intolerances.
- Categorise the different products sold by the bakers. How do bakery staff decide which bakery items to produce and how are these scheduled into the baking day?

Present your answers as

Suggested Activities for: **Beautician Placements**

- What Health & Safety requirements govern the way that beauticians operate?
- Design a flow chart illustrating the order of tasks in applying every day cosmetics to a client's face.
- Investigate the range of face care products stocked by the salon and the reasons why certain brands of goods are favoured over others.
- Design a flow chart illustrating the order of tasks in giving a client a manicure/pedicure.
- What different hand treatments does the salon offer? What do these treatments involve?
- Investigate the different ways that massages can be given and the therapeutic benefits that massage can offer.

Present your answers as

Suggested Activities for:

Building Trades Placements

- Investigate the effect that the weather has on building trades.
- Investigate the materials used on a building site and the ways in which these are ordered and stored.
- Investigate the factors involved in pricing a job eg building a wall.
- Investigate the factors that influence the strength of brick structures.
- Investigate how the construction industry schedule the projects they work on.
- Investigate the types of paint/timber/bricks available and when each type is used.
- Find out how domestic wall coverings differ from commercial wall coverings.
- Investigate the extent that plumbing is detective work as opposed to a job following directions and plans.
- Describe the importance of customer care and service to a builder/plumber and his/her clients?

Present your answers as

Suggested Activities for:

Catering Placements

- Investigate the ways that the foods/meals are prepared to achieve their distinctive flavours and textures.
- Investigate how businesses cater for the needs of customers with food allergies or intolerances.
- Investigate how businesses ensure that the right amount of food is available for sale/consumption each day.
- What measures are taken to ensure the health and safety of people working in the kitchen area?
- Investigate the different processes involved from food production to consumption.
- Select two or three food products and examine their nutritional value. Take into consideration the different ingredients and the way the food products are cooked.
- Investigate the food regulations that have to be observed in the preparation and serving of food.
- Investigate the factors to consider when designing an industrial kitchen and the tools and equipment the kitchen should contain.

Present your answers as

Suggested Activities for:

Childcare Placements

- Investigate how the age of a child dictates the type of care and activities provided by the childcare centre.
- What legal and regulatory issues does the childcare centre have to adhere to and how does the centre illustrate that it adheres to these requirements?
- How does the childcare centre ensure the health and safety of the children in its care?
- Investigate the checks that are made on prospective employees before they join an organisation and find out why these checks are necessary.
- Design a weekly programme for a child in a childcare centre.

Present your answers as

Suggested Activities for: **Construction & Design Placements**

- What technical information is needed to design and plan structures and where is this information obtained?
- What are the important factors when deciding on the size and shape of a structure?
- Find out about the different types of surveying.
- Investigate the impact that technology has had on the construction & design industry over the last fifteen years.
- Investigate the stages of the design process.
- Investigate the stages of the planning process.

Present your answers as

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Suggested Activities for:

Dentistry Placements

- Investigate how a dental surgery keeps track of clients' dental records and appointments.
- How do dental practices ensure hygiene is maintained?
- Find out about the various dental problems people have.
- Describe the roles of the dental staff.

Present your answers as

Suggested Activities for:

Engineering Placements

- What developments have influenced engineering during the last decade?
- Investigate how the design of an object/piece of equipment has changed over time.
- Describe one process that takes place within the engineering company.
- Describe the role of your supervisor.

Present your answers as

Suggested Activities for: **Financial Institutions Placements**

- How does the financial institution measure the way its products and staff satisfy its customers' needs?
- Find out how the company's services have changed over the last decade and the reasons for these changes.
- Investigate the different ways that the organisation ensures customers' information is kept secure and confidential.
- Investigate how the basic current account has changed over recent years and the reasons for this. How have these changes affected the work of financial staff.
- Investigate the ways that the financial institution in which you are working satisfies the needs of people your age.
- How innovative are the financial institution's products/services and the delivery of these?
- Find out the type of financial advice that bank staff can give customers.
- What information can customers get about managing their financial matters and how accessible is this information?

Present your answers as

Suggested Activities for:

Floristry Placements

- Suggest flowers you might use and the designs you might follow to create a floral arrangement for a special occasion eg wedding.
- Investigate how florists select which flowers to use and where they are obtained.
- Find out which flowers sold in the florists are grown in Britain and which are grown overseas. How does where the flowers are grown affect the price a customer pays?
- What factors affect the price of flowers sold in a shop?
- Investigate methods of keeping flowers fresh.

Present your answers as

Suggested Activities for:

Generic Business Placements

- Investigate how staff are welcomed into the company - how they learn about the company and how they become familiar with their tasks and how the company operates.
- Investigate the checks that are made on prospective employees before they join an organisation and find out why these checks are necessary.
- Investigate the ways in which the company informs customers about its products/services.
- Investigate the ways the company tries to keep its existing customers and attract new ones.
- Investigate how the internet has influenced the way the business operates.
- Investigate how technology has changed the way the business has operated over the last few years.
- Investigate how many different departments/people are involved in providing and delivering products/services to customers.
- Investigate the use of bar codes on product labels.

Present your answers as

Suggested Activities for: **Ground Staff Placements**

- How do different types of playing surfaces (real grass, Astroturf, hard surfaces etc) affect the work undertaken by the ground staff?
- What equipment do ground staff use and how does this help them perform their tasks?
- Describe the role of your supervisor.

Present your answers as

Suggested Activities for: **Hairdressing Placements**

- Find out how hairstylists decide which hairstyles suit different facial features/types.
- Investigate the health and safety requirements needed in the salon. Whom they are designed to protect?
- Research the ingredients of different shampoos and conditioners used in the salon and find out how the ingredients clean and condition different hair types.
- Investigate which qualifications are required to become a hairdresser.
- Describe a typical day for a hairdresser in the salon in which you are working.

Present your answers as

Suggested Activities for: **Health Care Placements**

- Investigate how the hospital is organised. Which departments have a patient focus and which have an administration focus?
- Find out what different agencies/organisations are involved in providing health care in your local area.
- How important are the support and ancillary staff of a hospital/surgery in the running of the business and the care of the patients?
- Investigate how cleanliness and hygiene are maintained within the hospital/surgery.
- Investigate the way the pharmacy administers its drug supplies and how drugs are dispensed to the patients.
- Investigate the types of work/activities undertaken by voluntary workers and the part voluntary workers play in the smooth running of a hospital.
- Select an illness/ailment/injury and investigate the possible causes.
- Investigate how a hospital manages to feed large numbers of patients all at once.

Present your answers as

Suggested Activities for: **Horticulture / Garden Care Placements**

- Investigate the impact that soil variation has on the plants grown and sold at a nursery/garden centre.
- Investigate the different factors that influence the success of a nursery/garden centre.
- Investigate the way that garden centres have diversified over recent years. What trends have led to this diversification?
- Investigate the type of plants that can be grown in tubs and plan three different tub planting schemes.
- Find out what advice should be given to someone who is interested in maintaining neat flowerbeds.
- Find out about the last two innovative products that have been introduced to the product line. How have they been accepted by the customers?

Present your answers as

Suggested Activities for:

Hotel Placements

- Investigate how the hotel caters for the needs of its disabled and elderly customers.
- Investigate how the hotel caters for the 24-hour needs of its customers.
- How do the qualities needed by the reception staff differ from those of other hotel areas/departments eg housekeepers, restaurant and portering staff?
- Investigate how the housekeeping department is organised. What factors influence the number of housekeeping staff required and the tasks they undertake?
- Investigate the ways that the different hotel departments ensure that the guests' stay at the hotel is enjoyable.
- Plan a business function for 20 delegates attending a two-day conference at the hotel.

Present your answers as

Suggested Activities for:

ICT Placements

- Investigate how your company uses and benefits from information technology.
- Investigate how technology is changing the way organisations and individuals operate.
- Identify and describe simple problems and their solutions (eg no power) that may occur in a technology system (eg a PC).
- Investigate the use of digital media for communications in a range of business contexts.

Present your answers as

Suggested Activities for:

Journalism Placements

- How does radio or TV news reporting differ from newspaper reporting?
- What is the role and purpose of ‘free papers’ and how do they get the funds to operate?
- How does a local newspaper ensure that it represents a cross-section of the community it represents?
- How do journalists’ own views of the world and events guide the way they report the news?
- Journalists are the key employees within a newspaper or magazine. Argue for or against this statement.
- Select a local celebrity or event and produce a short newsworthy article.

Present your answers as

Suggested Activities for: **Legal Placements**

- Where can people go to get legal advice?
- Find out how the work undertaken by legal executives differs from that carried out by solicitors.
- What is involved in making a will?
- When should people make their wills?
- Select an activity undertaken by a legal professional and investigate the different tasks that need to be completed and the impact of these on the duration of the activity and the costs passed on to the client.

Present your answers as

Suggested Activities for: **Local Government Placements**

- How does the local authority help the needy, the homeless, the elderly, the infirm and the unemployed in your local community?
- Select two jobs within your local authority and find out all you can about them.
- Find out how many local authority departments serve your local community.
- Investigate the type of events that are sponsored by your local community.
- Find out what services the local authority is legally obliged to provide??
- What impact and say do people of your age have in the direction and work of the local authority and the services it provides?

Present your answers as

Suggested Activities for:

Manufacturing Placements

- Investigate the importance of creativity and innovation in the manufacturing industry.
- How important is quality assurance in the manufacturing process - what happens to products that do not meet the quality criteria?
- Investigate the processes that are involved in the manufacture of a product. What factors influence this?
- Investigate the impact that the products manufactured by the company have on the consumer/business market.
- Investigate what the costs of manufacturing a product are.
- Investigate the potential health and safety hazards for staff working in the manufacturing plant/area and the measures taken to reduce these hazards.

Present your answers as

Suggested Activities for:

Media Placements

- Describe two different organisations for each sector of the media industry. Explain what makes them different from each other.
- Identify a privately owned media organisation. Explain how its ownership differs from one publicly owned organisation, such as the BBC.
- Select one sector of the media industry. Identify and discuss a range of main job roles in that sector.
- From the one sector of the media industry that you have chosen, identify the different types of employment contracts that apply to the main job roles.
- Identify the different skills and qualifications needed for the main job roles in the media industry.
- Identify ways in which the organisation recruits people for jobs in the media industry.

Present your answers as

Suggested Activities for: **Motor Vehicle Repair Placements**

- Investigate the diagnostic checks that are performed to determine different faults.
- Investigate the checks that are carried out on a vehicle/bike once the service/repair has been completed. Why are these checks done?
- Review the hazards in the body repairs/spray shop and the procedures and systems used to protect staff and customers from these.
- Investigate why car/bike manufacturers recommend that their cars/bikes be serviced at specific intervals.
- Investigate the differences between unleaded and diesel vehicle systems.
- Find out what parts are replaced in routine car/bike services and the reasons for this.
- Investigate how the components of an engine operate together.

Present your answers as

Suggested Activities for: **Nature & Conservation Placements**

- Investigate the main factors that influence the conservation of the countryside.
- Find out how the natural heritage of your area has changed over the last two decades.
- How do the seasons influence the way in which the forest/nature area is managed?
- What procedures are in place to ensure that conservation and countryside laws and regulations are followed?
- How can the natural environment be used as a recreational resource and maintain its environmental heritage?

Present your answers as

Suggested Activities for: **Performing Arts Placements**

- Investigate the use of technology in choreographing dance.
- Investigate how lighting can change the atmosphere in the theatre.
- To what extent can information and communication technology (ICT) help in the theatre?
- Investigate how a production is planned.
- Describe the role of a member of the theatre crew.

Present your answers as

Suggested Activities for:

Photography Placements

- Find out what sort of tasks are carried out in photographic studios.
- Investigate the similarities and differences between fashion, portrait and sports photography.
- Do photographs give a true or false impression of reality?
- Investigate how technology has changed photography over the last few years.

Present your answers as

Suggested Activities for: **Public Services Placements**

- What support do the operational public services get from their support staff and the local area?
- Investigate the different ways of preventing crime from occurring and the effectiveness of crime prevention in your local area.
- To what extent are drug and alcohol abuse a problem and how are the public services tackling these two issues?
- What are the good and bad aspects of being a member of a public service?
- If you were asked to prepare a job advertisement for a public service, what areas of the work would you want to promote?
- To what extent do television programmes such as 'The Bill', 'Casualty' etc reflect the jobs undertaken by the public services?

Present your answers as

Suggested Activities for: **Residential Care Placements**

- Describe how the needs of the elderly in residential care differ from your everyday needs?
- What measures are taken to ensure that the residents of a care home stay as mobile and active as possible?
- Investigate how a residential care home caters for the different dietary needs of its residents.
- Find out about different types of residential care homes.
- Investigate the checks that are made on prospective employees of residential care homes and find out why these checks are necessary.

Present your answers as

Suggested Activities for:

Retail Placements

- Investigate the measures the retail outlet/store takes to make its products attractive to customers. Is this planned, or does it happen by chance?
- Investigate how long customers wait unnecessarily at the cash desk/till. What factors contribute to customers waiting at the till?
- Investigate how bar codes on product labels help to manage stock levels.
- Investigate the major cause of customer complaints. How does the company view and handle complaints?
- Investigate how the store manages to keep its products stocked on the shelves.
- Investigate how the store advertises its new season stock or special offers. Design a display that shows off new stock or special offers.
- Investigate the qualities needed to be a successful sales person. Produce a job advertisement to attract applicants with the required qualities.
- Investigate how the internet has affected the retail outlet/store.

Present your answers as

Suggested Activities for: **Sports & Leisure Placements**

- Design a programme that would encourage ‘couch potatoes’ to try a sport.
- Investigate how a leisure centre caters for the needs of the local community.
- What is the most popular leisure centre facility/activity and why is it so popular?
- Investigate which sections of the community use leisure facilities and how this compares with the leisure centre’s usage expectations.
- Investigate the importance of warming up and winding down exercises.
- Design a training exercise for a sport of your choice which caters for people of mixed abilities.
- Produce a schedule detailing the different tasks and time undertaken by a sports instructor/coach during an average day. How much time was spent directly on coaching and how much on associated support tasks?

Present your answers as

Suggested Activities for:

Teaching Assistant Placements

- Investigate how children learn through play.
- Map how do the activities you undertake with the children fit into the teachers' learning plans?
- Investigate the ways that the teacher develops the reading skills of pupils.
- Suggest or prepare a display(s) that fits in with a current topic being taught in school.
- Investigate the techniques used by teachers to control and adapt children's behaviour.

Present your answers as

Suggested Activities for: **Travel & Tourism Placements**

- Produce a poster/display for a local interest event or holiday destination.
- Select a holiday destination of your choice and investigate the different things that a traveller to that destination needs to be aware of eg inoculations, climate etc.
- Select a holiday destination of your choice and find suitable holiday packages that will suit a range of different budgets.
- Investigate the different things that influence people's choice of holidays.
- Investigate how the internet has influenced the way that people book their holidays.
- Plan a fictitious holiday (eg a skiing trip) for you and a group of friends.
- Imagine that you have some foreign visitors coming to stay. They wish to visit some local attractions. How would your local tourist office be able to help?

Present your answers as

Suggested Activities for:

Veterinary Placements

- Investigate how a vet's appointment system works.
- Investigate the similarities and differences between human and animal illnesses. Find out if there are any that can be transferred between animals and humans.
- Investigate how the size and weight of an animal determines the amount of anaesthetic given for an operation.
- What rehabilitation/follow up is offered to sick animals following their operations?

Present your answers as

Suggested Activities for: **Woodwork & Carpentry Placements**

- Investigate the working hazards when making things from wood.
- There are a number of different joints that may be used in woodwork. Find out what these are and explain when they would be used.
- How many hard and soft woods are currently used by carpenters and what are their properties? Give examples of when each would be used.
- Describe a typical day in the life of your supervisor.
- Investigate where carpenters purchase their materials.

Present your answers as