



Sample

# Workright

Name:



ASDAN

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## Welcome to Workright!

Workright will help you to show people that you have the skills that they need. The important work skills that people look for when they want someone to work for them are:

- being able to work safely
- being responsible
- working well with others
- getting the work done

Workright is made up of four modules:



**Health and safety  
at work**



**Working with others**



**Responsibilities  
in the workplace**



**You at work**

As you work through the book, you can be given as much help as you need. Some of the modules might not be right for you; you can discuss with your tutor/supervisor/assessor which modules you will do.

You will need to show that you can do the activities in this workbook. You will be asked to say, show and note things. You can say things by talking or signing, or by using any other means to let someone know what you want to do.

## Evidence

As you complete the modules, you will collect **evidence**, such as photographs, pictures, written records, audio or video recordings. You will need to keep all your work in a folder to show your achievements.

## Important pages

When you have finished Workright, make sure that the **Record of Activities** on pages 4 and 5 is complete. You and your tutor/supervisor/assessor can sign your names at the bottom of page 5.

Use the **Review** and **Next Steps** pages at the end of this book to show what you did well and what you will do next.

# Recording Boxes

At the end of each section you will find a page of record boxes:

This box can be used by your tutor to write an extra activity for you to do. This might ask you to practise some of the skills you have already shown, or it might ask you to do an extension activity.

This box can be used in any way to show your achievements throughout the section. It might also show what you need to work on next.

This box can be used to record your achievement by allocating a P level or other descriptor and subject area.

This box shows skills you have used well. These might be Basic Skills, Key Skills or other important life skills.

This box shows what sort of help you had.

This box shows where the work is kept in your ring binder (or other place).

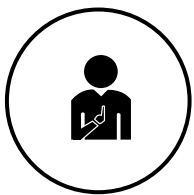
The image shows a sample recording box form titled "Section 1: Recording Boxes". The form has several sections: "Activity:" with an "optional" button; "Comments:" with a sub-label "Tutor/Supervisor/Learner" and an "optional" button; "P level of other centre assessment tool:" with an "optional" button; "Subject area:"; "Level of support:"; "Skills:"; "Evidence ref:"; "Verified by:"; and "Date:". A large red "Sample" watermark is overlaid on the form. Blue arrows point from the surrounding text boxes to the corresponding fields in the form.

Your tutor will sign and date these boxes when all the other boxes have been filled in.

# Levels of Support

You may be able to do some of the activities in this book without help, or with spoken/signed, gestural or physical help from others (for example, your supervisor or a colleague). The different kinds of help you may get are called 'Levels of Support'.

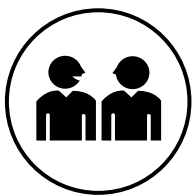
Ask your tutor/supervisor/assessor to talk to you about the Levels of Support that are appropriate to you:



NH

## No Help

You can do things on your own.



SH

## Spoken/Signed Help

You are helped by someone speaking or signing suggestions to you.



GH

## Gestural Help

You are helped by someone using hand signals or other gestural prompts.



PH

## Physical Help

You are helped by someone holding you or helping you to move.

## How to record your Level(s) of Support

The Level of Support you get when completing your activities will be noted on the Recording Boxes pages, and also on your Record of Activities overleaf. You can either write the letters (NH, SH, GH or PH) in the round boxes provided, or use image stickers (available from ASDAN).

# Module 1: Health and safety at work

## Section 1: Health and safety rules



### What you need to know:

- The main health and safety rules where you work
- The safety and warning signs where you work

### What you must do:

You must show that:

- you have followed the health and safety rules
- you know the safety and warning signs that are important to you

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## Guidance and definitions:

### Workplace/where you work:

This is the place where you are doing your work experience, working on a mini-enterprise, or doing paid or voluntary work. It might be an office, shop warehouse, college, community centre or other place.

### Main health and safety rules:

The rules that you need to know to do your job safely.

### Safety and warning signs:

For example: Fire Exit, No Entry, Hot Water, Safety Boots Must Be Worn, First Aid Box, No Smoking.

# Section 1: Recording Boxes



**Activity:**

optional

**Comments:**  
Tutor/Supervisor/Learner

optional

**P level or other centre assessment tool:**

optional

Subject area:

Level of support:

Skills:

Evidence ref:

Verified by:

Date:

# Module 2: Responsibilities in the workplace

## Section 2: Timekeeping



### What you need to know:

- What time you need to start and finish work
- When you have your breaks
- What to do if you are going to be late for work
- Why it is important to be on time for work

### What you must do:

You must show that:

- you are always on time for work, unless you have a good reason
- you go to break and come back from break at the right time
- you know what to do if you are going to be late
- you are able to consistently demonstrate these skills

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### Guidance and definitions:

#### Time:

You do not need to be able to tell the time, but you must find a way to be on time. For example: going to your work area as soon as your transport drops you off; coming back from break on time; looking at the hands of a clock; setting a timer.



#### Important:

To meet the requirements of this section, you must be able to consistently demonstrate these skills, over several work sessions.



## Section 2: Recording Boxes



**Activity:**

optional

**Comments:**

Tutor/Supervisor/Learner

optional

**P level or other centre assessment tool:**

optional

Subject area:

Level of support:

Skills:

Evidence ref:

Verified by:

Date:

# Module 4: You at work

## Section 3: Getting help with problems at work



### What you need to know:

- What to do if you have a problem at work
- Who to see if you have a problem at work

### What you must do:

You must show that:

- you know who to ask for help and advice if you need it
- you can use the help and advice given to you to deal with the problem

Sample

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### Guidance and definitions:

#### Problems at work:

For example: something going wrong; equipment not working; not understanding something; not finding the right tool; not feeling well.

You may need to use role play, simulation or discussion to show that you can deal with problems at work.

## Section 3: Recording Boxes



optional

**Activity:**

optional

**Comments:**

Tutor/Supervisor/Learner

optional

**P level or other centre assessment tool:**

Subject area:

Level of support:

Skills:

Evidence ref:

Verified by:

Date:

My next challenge:

Activities and modules that will help:

Who can help me and when:

Tutor/supervisor/assessor comments:

optional

Learner signature:

Date:

Tutor/supervisor/assessor signature:

Sample



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© ASDAN 2016 Wainbrook House, Hudds Vale Road, St George, Bristol BS5 7HY  
t: 0117 941 1126 | e: [info@asdan.org.uk](mailto:info@asdan.org.uk) | [www.asdan.org.uk](http://www.asdan.org.uk)  
@ASDANeducation | [facebook.com/ASDANeducation](https://www.facebook.com/ASDANeducation)