



Towards Independence
World of Work:
Leisure Assistant

Name:

Contents

Welcome	1
Record Boxes	2
Tutor Notes	3
Record of Activities	4
Levels of Support	6
Section A: Preparing for the workplace	8
Section B: What I will be doing	10
Section C: My first day	12
Section D: Health and safety in the leisure centre	14
Section E: Using equipment in the leisure centre	16
Section F: Me at work	18
Section G: Project	20
Module Review	22
Next Steps	23

This module has been developed as the result of collaborative work between ASDAN and practitioners delivering the Towards Independence programme. Our thanks go to all those who contributed to the development of these materials.

DISCLAIMER:

Personal information, photographs and videos of students and staff are classed as personal data under the terms of the Data Protection Act 1998. The use of such information as portfolio evidence for ASDAN Programmes or Qualifications will require centres to obtain consent from students, parents and carers. ASDAN does not pass on, or use in any way, materials provided by centres, unless given permission to do so for publicity or training purposes.

Welcome

You are starting a module called

World of Work: Leisure Assistant

In doing the activities in this module you will be asked to:

- say
- show
- choose
- make things

You can say things by talking or signing, or by using any other means to let someone know what you want to say.

You can choose and show things by using:

- pictures
- digital recording
- other means
- photographs
- computer

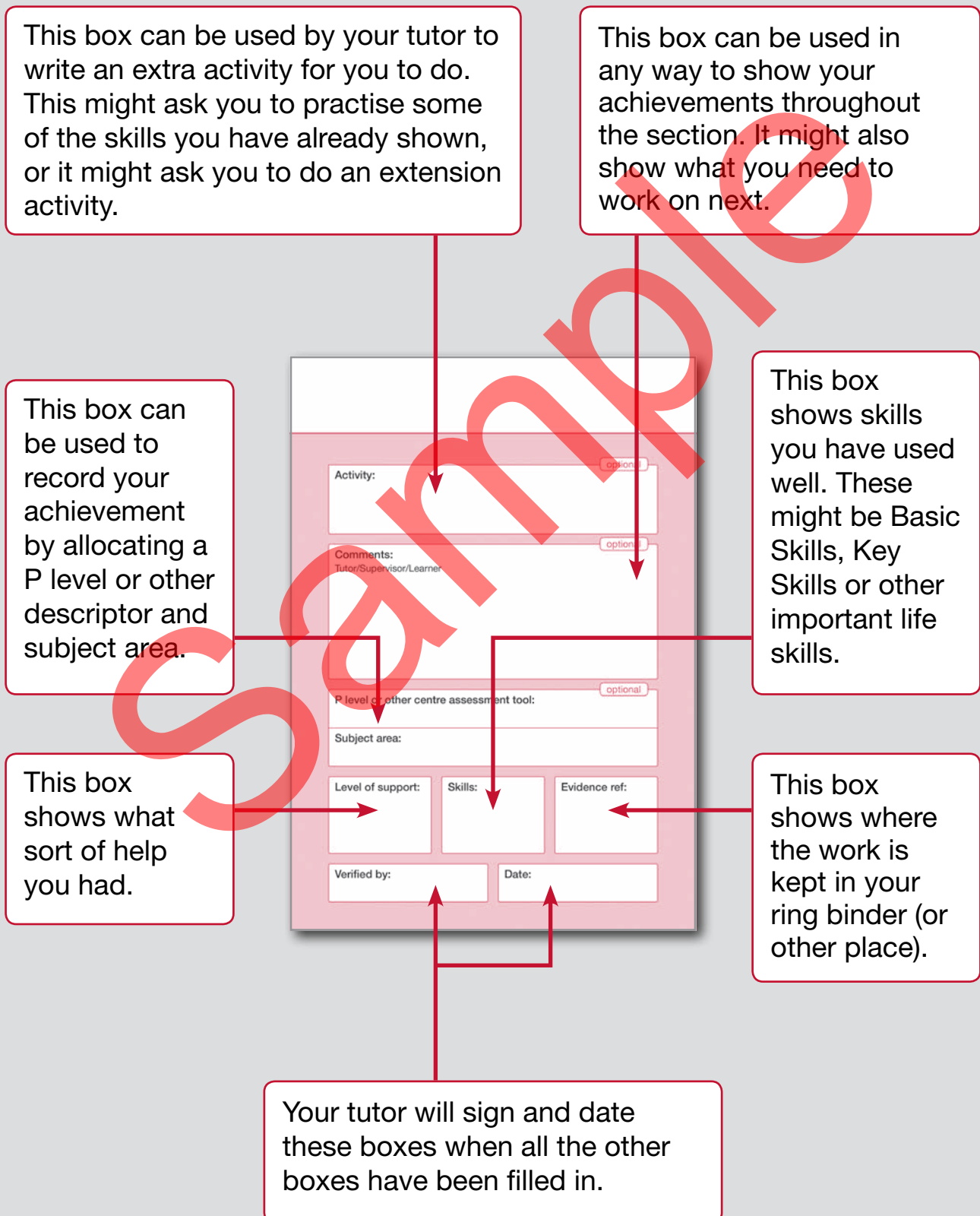
or by telling someone else so they can write or do it for you. All the way through you can have as much help as you need.

As you complete each activity, you or your tutor can tick the box shown alongside the activity and the corresponding box on the **Record of Activities** page.

When you have finished the module, remember to complete the **Module Review** and **Next Steps** at the end of the book.

Record Boxes

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



Levels of Support

Ask your tutor to talk to you about these:



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



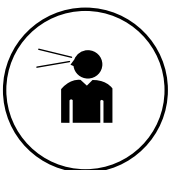
GH Gestural Help – you are helped by someone using hand signals or other gestural prompts



PH Physical Help – you are helped by someone holding you and/or helping you to move



SE Sensory Experience – you are given the opportunity of being involved through a sensory experience, e.g. hearing, touch, sight or taste



ER Experience Recorded – you are provided with an experience of the activity but are unable to take part

Section A:

Preparing for the workplace

- 1 Show you know the name of your workplace.
- 2 Show you know the name of the person who will be supporting you in your workplace.
- 3 Show you know how you will travel to your workplace.
- 4 Show you know which days you will be working.
- 5 Show you know what time you have to be at work and what time you will finish work.
- 6 Show you know what to do if you have a problem and cannot go to work.
- 7 Show you know what you will be wearing at work.



Section A:

Preparing for the workplace

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:

Section D:

Health and safety in the leisure centre

- 1 Show you know what clothing people wear when working in a leisure centre.
- 3 Show you know what the safety signs mean at your workplace.
- 3 Show you know about manual handling when working in a leisure centre.
- 4 Show you know about personal hygiene when working in a leisure centre.

For example:

- Washing your hands when dealing with food
- Covering open wounds with a plaster
- Wearing a clean uniform
- Other

- 5 Show you know some of the hazards in a leisure centre.

For example:

- Slippery or wet surfaces
- Equipment not being stored correctly
- Young children
- Heavy equipment
- Machines
- Chemicals and cleaning equipment
- Other



Section D:

Health and safety in the leisure centre

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:

Section G:

Project

In this section you can choose your own activity.

Here are some ideas:

- Keep a work diary
- Use a new piece of gym equipment
- Complete a health and safety course
- Visit different types of leisure centres
- Find out more about working in the leisure industry
- Practise going for an interview
- Other

- 1 Decide what your project will be.
- 2 Plan your project.
- 3 Make a list of the things you need.
- 4 Do your project.
- 5 Show what went well in your project.

✓

Section G:

Project

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:

Next Steps

My next challenge:

Activities and modules that will help:

Who can help me and when:

Remember to record that you have completed this module and review on the **Record Page** in your **Starting Out** module.

Learner signature:

Tutor/supervisor signature:

Date:

Sample



TISM82/1

© ASDAN 2015, Wainbrook House, Hudds Vale Road, St George, Bristol BS5 7HY
t: 0117 941 1126 | e: info@asdan.org.uk | www.asdan.org.uk
[@ASDANeducation](https://twitter.com/ASDANeducation) | facebook.com/ASDANeducation