

BAE SYSTEMS

Work Experience

STUDENT'S PORTFOLIO

KEY SKILLS

Name: *Chris Greenop*

Dates of Placement: *3rd April - 7th April*

*** Please complete your key skills during your placement, and on the last day send a copy to: Work Experience Coordinator-Employee Development, Xchanging HR Services, Fulwood Park, Caxton Road, Preston, PR2 9NZ. Retain your copy for your record of achievement.**

WORK EXPERIENCE ATTENDANCE REGISTER

Week Commencing:	Day	AM	PM
Monday 3 rd April	Monday	✓	✓
	Tuesday	✓	✓
	Wednesday	✓	✓
	Thursday	✓	✓
	Friday	✓	✓

Week Commencing:	Day	AM	PM
Monday.....	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		

Please put a tick in the appropriate box for attendance or an A for absence

Supervisors Name: Liz Naylor

Signature:

INTRODUCTION

What is Work experience all about?

Work experience is a unique opportunity for you, while still at school, to explore the world of work.

You Can:

- Find out about the significance of work.
- Discover something about your own skills, preferences and talents.
- Investigate how you can develop your potential through job choice and vocational training.
- Begin to adjust to the changed environment, routine and standards expected at work.

You will be treated during your work experience like an employee. You will carry out normal duties and, work normal Company hours. You will be expected to help, to the best of your ability, in the daily work under the supervision of older or more senior employees. You will need to take note of and obey Health and Safety regulations and co-operate with all members of the Company's staff.

You should, throughout the programme, discuss the work you do with people working in the company and note down important points.

YOU, AND YOUR FUTURE

Work experience can help you find the answers to some important questions:

What kind of person am I?

What am I good at?

What do I like doing?

What is important to me?

What am I looking for in adult and working life?

What can I contribute to the community through my work?

How can I make my plans come true?

Looking back at your work experience (and your other experiences of life) write down your answers to these questions. You may need help and practical advice on the last question - the careers guidance teacher can often help you make these plans, and so can other teachers, your family and the careers advisers:

I feel that I am a hard working person and I am easy to get on with. I think that I am good at making things and enjoy doing this.

HEALTH AND SAFETY AT WORK ACT 1974

The act requires that you take reasonable care of your Health and Safety as well as that of other persons who may be affected by your actions at work. It is illegal for you to intentionally or recklessly interfere with or misuse anything that has been provided in the interest of Health, Safety and Welfare.

Any failure to comply may lead to serious injury and the immediate termination of your work experience placement.

HEALTH AND SAFETY PROCEDURES

1. Safety glasses **must** be worn in any area designated as an eye protection zone and during any cutting operations.
2. Scarves, hooded shirts, rings, bracelets, earrings or necklaces **must not** be worn by pupils on engineering work placement.
3. Pupils working in a manual engineering environment wear strong shoes **not trainers.**
4. Hair must be tied back safely.
5. Great care **must** be taken when walking in and about the site, **look and listen** for electric trucks, fork lift trucks and overhead cranes or hoists.
6. You **must use designated walkways at all times** unless you have to enter a department as part of your programme.
7. All accidents including minor cuts **must** be reported to your supervisor.
8. Running within the site is prohibited.
9. You **must** inform your supervisor should you wish to leave the section or department.

If you are in any doubt about anything relating to Health and Safety, ask your supervisor.

THE COMPANY

Give an outline of the company's main products and services:

Defence systems
Ships
Submarines
Land Craft
Planes

Give examples of the occupations carried out within the organisation:

Welders
Electricians
Designers
Machine Operators
Computer operators

THE BAE SYSTEMS FIVE VALUES

At BAE SYSTEMS we aim to be the best in all that we do. In order for us to achieve this benchmark position, BAE SYSTEMS has 5 key values that we operate to, known as BAE SYSTEMS values. They are detailed below with a brief description of what they mean.

CUSTOMERS

We will delight all our customers, both internal and external, by understanding and exceeding their expectations.

PEOPLE

All BAE SYSTEMS people will be encouraged to realise their full potential as valued members of the BAE SYSTEMS Team.

PERFORMANCE

We will set targets to be the best, continually measuring, challenging and improving the way we do things both as individuals and as members of our team.

PARTNERING

We will strive constantly to be our customers' preferred supplier; our supplier's preferred customer; a respected partner in our industrial alliances; and a source of pride to our government and local community.

INNOVATION & TECHNOLOGY

We will encourage a hunger for new ideas, new technologies, and new ways of working, to secure sustained competitive advantage for our company.

The following pages are provided for you to keep a diary of your activity over the week/s which will help you to complete the Key Skills part of the pack.

Date: 3rd April

Activity:

Firstly we had a health and safety talk. We were shown how to behave in the work environment – they stressed how important it is. Then we had a tour of the site – it was amazing! The equipment was so big! In the afternoon we did some Team Building activities which involved us trying to walk as a group using planks of wood!

Date: 4th April

Activity:

Today we started working in the Apprentice Training Centre learning how to read drawings and work to timescales. We were using high quality aircraft materials.

Date: 5th April

Activity:

Today I started off doing some office work to see how to use office equipment, but in the afternoon we did a business simulation where we took on roles in a production line. Someone was a manager, then there were people making models, someone was responsible for quality control. I was on final assembly. We were making frisbees out of paper.

Date: 6th April**Activity:**

Today we actually went to work on the factory floor. We had to work in the area that we were doing in the business simulation, so I was in final assembly - it was awesome! Working on a Hawk jet. I got to work along side Mike seeing how the aircraft were finally put together before going off to the customer.

Date: 7th April**Activity:**

Today we had to show what we had learnt this week, so in small groups we prepared a presentation for the BAE Systems staff, our teachers and our parents. We all had to take a part in the presentation. We made a power point slide show and we used examples of the work we had done to demonstrate what we had been doing.

Favourite activity and Key learning from the week:

I think my favourite activity was the team building activity 'cos we had a laugh but we also had to work well together - with people I hadn't worked with before.

This was a key learning point for me, 'cos if you can't work well within your team then you will cause hold ups in the production line.

Date:

Activity:

Date:

Activity:

Date:

Activity:

Date:

Activity:

Date:

Activity:

Favourite activity and Key learning from the week:

GUIDELINES FOR STUDENTS

Within the portfolio, there is a sheet that refers to one of the Key Skills Areas. These are:

Application of Number

Communication

Working with Others

Improving Own Learning & Performance

Information Technology

Within each of these Key Skills areas, a number of tasks have been identified which you might be expected to undertake during the length of your placement.

For each of the tasks you will see brief details on how to complete the tasks.

You should identify what you did with relevant dates etc. in the box marked 'Evidence'.

You can also provide further evidence should you wish to do so. For each of the tasks, two or three pieces of 'Evidence' will suffice.

At the end of the day, you will be allocated some time to work on your portfolio. When you have completed each task you should get your supervisor to put his/her initials and ask him/her to date it in the relevant boxes.

You should try to complete as many tasks as possible as this will only improve your experiences. However, do not worry if you do not complete all the tasks or fail to obtain 'evidence' for all of them . You will probably cover most of them during your placement!

APPLICATION OF NUMBER

Key Skills	Specific Details	Evidence	Initials	Date
Gathering information and data	<p>Find out sources of information/data</p> <p>Select and analyse appropriate information and data</p> <p>Record data in an appropriate format</p>	<p><i>Creating a database and presenting it. using books and leaflets to find out lots of information</i></p>	LN	4 th April
Interpret data (technical data)	<p>Use simple mathematical terms & techniques</p> <p>Use simple calculations to obtain results/conclusion</p> <p>Show results are accurate</p>	<p><i>Measured out metal and creating a pencil case using the correct tools and equipment.</i></p>	LN	4 th April
Present data	<p>Select appropriate format for display of data</p> <p>Ensure displayed data is accurate and precise</p>	<p><i>Talking to a group about what to do. use evidence to provide this information</i></p>	LN	3 rd April

COMMUNICATION

Tasks	Specific Details	Evidence	Initials	Date
Using a telephone	<p>Make a call</p> <p>Take a record</p> <p>Obtaining information</p> <p>Offering information</p>	<i>used a phone in the admin and spoke to a customer.</i>	LN	5 th April
Working with others (customers/client)	<p>Greet customers</p> <p>Use appropriate language</p> <p>Understand customers needs</p>	<i>used polite and correct language to talk to the customer.</i>	LN	5 th April
Gaining information as part of a group (e.g. in a meeting)	<p>Find out information</p> <p>Act upon information</p> <p>Ask questions</p> <p>Contribute to discussion</p>	<i>Talked to others and worked as a team.</i>	LN	6 th April
Following & carrying out instructions	<p>Listen to instructions</p> <p>Carry out instructions to complete tasks</p>	<i>Stayed with an escort all day.</i>	LN	6 th April
Prepare written material	<p>Find out information</p> <p>Prepare information in appropriate format</p> <p>Ensure material is legible</p>	<i>Looked on the Internet and found out background information about BAE</i>	LN	6 th April

WORKING WITH OTHERS

Tasks	Specific Details	Evidence	Initials	Date
Identify goals for the group you are working with	Ask questions to understand the group's goals Gather and record information	<i>The goals are to finish the given task well.</i>	LN	7 th April
Identify your own responsibilities	List your responsibilities List your working arrangements Check these with your supervisor	<i>I have to be responsible and be aware of the surrounding environment.</i>	LN	7 th April
Follow working methods accurately	Record a range of tasks that have been successfully completed	<i>Making a pencil case and team activities.</i>	LN	7 th April
Maintain effective relationship with work colleagues	Contribute to discussions with team members Discuss tasks with supervisors Assist other team members with tasks	<i>Contributed and have been involved in group work and discussions.</i>	LN	7 th April
Identify problems in working methods	Explain clearly why tasks cannot be completed to schedule	<i>The team must work together at all times.</i>	LN	7 th April

IMPROVING OWN LEARNING & PERFORMANCE

Tasks	Specific Details	Evidence	Initials	Date
Identify targets a) short term b) long term	Develop action plan for each target Review progress Record completion of targets	<i>I would like to complete all of the given tasks on time and work well as a group in the short term to get this done.</i>	LN	7 th April
Carry out identified tasks	Evidence of completion with dates	<i>I have completed the given tasks and done my best to finish them.</i>	LN	7 th April
Evaluate strengths & weaknesses	Give and receive effective feedback from others Students allocate team responsibilities appropriately Record own achievements	<i>The BAE Systems employees give effective feedback when a task is done properly.</i>	LN	7 th April

INFORMATION TECHNOLOGY

Tasks	Specific Details	Evidence	Initials	Date
Investigate what IT is available and it's features	<p>Select appropriate packages</p> <p>Store files to ensure information is secure and accurate</p>	<p>The BAE Systems website is very good and interactive. It made everything easy to do.</p>	LN	5 th April
Organise & Integrate information from different sources	<p>Ensure information is stored in suitable format</p> <p>Move & copy information within & between files</p> <p>Ensure correct information is retrieved</p> <p>Use different facilities within an application</p>	<p>Information can be found from books, the internet, leaflets, the newsletter and the bulletin.</p>	LN	5 th April
Present information	<p>Use formats which display information clearly and accurately</p> <p>Produced hard copy of stored information</p>	<p>Information can be projected and presented to other people.</p>	LN	5 th April

WORK EXPERIENCE EVALUATION FORM

*Please complete this evaluation form on the last day of your placement and send a photocopy in the envelope provided to the Site Work Experience Co-ordinator.

Name: *Chris Greenop* School: *Brough*

Department: *Final Assembly* Placement Date: *3rd April*

Key Skills/Attributes	Self Assessment	Supervisor
Time Keeping	3	
Dress Code	4	
Conduct	4	
Discussion i.e. 1 to 1, telephone use	2	
Use of I.T.	3	
Ability to collect & record data	2	
Working with others	3	
Initiative to work on own	4	
Receive & understanding instructions	3	
Enthusiasm & commitment to job role	4	

*Performance Rating: 1-Low 2-Satisfactory 3-Good 4-Excellent

Supervisor - Further Comments:

Student - How could your placement have been improved?

I think I need to take more care and pay close attention to detail.

Supervisor Name: *Liz Naylor*

Signed: (Supervisor)

Date:

Signed: (Pupil)

Date: *7th April*