

ACTION-BASED ACTIVITIES

TOPIC C5.1 : WORKING OUTDOORS

THEME C5 EDUCATION & TRAINING



COMMUNICATION

LEVELS 1 & 2

ISSUED SEPTEMBER 2005

INSTRUCTIONS

WHAT DO I DO?

Use this booklet to help you:

- plan an Action-based Activity on the theme of Education & Training
- carry out an investigation into the subject
- produce ALL the evidence needed for your portfolio.

NOTE: Use this booklet WITH the Learner's Planner and Guide.

WHAT IS ASSESSED?

Education & Training is one of six themes you can choose for your Action-based Activity/portfolio work. It includes topics such as:

- C5.1 WORKING OUTDOORS
- C5.2 Customer/Client care
- C5.3 Health & Safety at Work

COMMUNICATION

TOPIC C5.1 : WORKING OUTDOORS

TOPIC C5.1 WORKING OUTDOORS

Working Outdoors is a very broad title covering a range of possible vocations from Farming to Leisure Pursuits. If you want to study it, you will need to narrow it down. This guide will take you step by step from how to get started to writing and checking your final piece of work. Each step follows Part Two of your *Student Planner & Guide*, so read it alongside this booklet.



It's a good idea to follow this advice.



You must do this to get the qualification.



**STEP
A**



CHOOSING A TOPIC

Think about the topic "*Working Outdoors*" and things about it that you might like to study. Don't rush or you may miss something. One of the best ways to start is to *mindmap*.

TASK 1

GETTING STARTED MAKING A MINDMAP

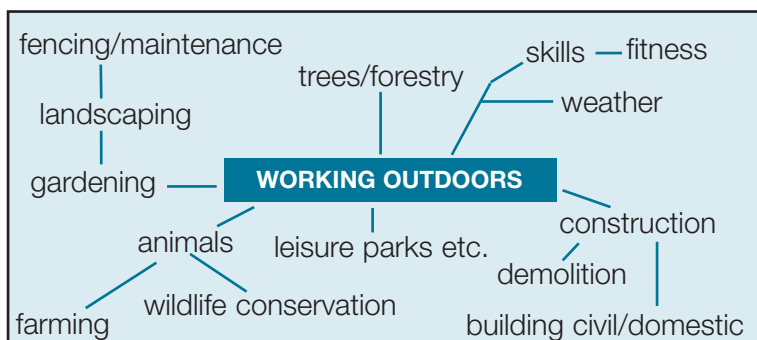
Allow about
20 minutes

On your own, or with a colleague, think about and talk about "*Working Outdoors*" and aspects of it you might like to study.

Work together to make a **mindmap** of the subject. You can find how to do this on page 5 of the *Learner's Planner & Guide*. You may want to think about:

- the importance of the outdoor working environment
- what working outdoors involves – e.g. hard physical work, working in all weathers; seasonal employment
- the broad categories of outdoor work.
- the skills needed – being fit and strong, working alone,
- possible career opportunities
- training opportunities in construction, conservation etc

PORTFOLIO EVIDENCE – You could copy and add to the unfinished example below. This could then go into your portfolio as evidence that you have thought about your chosen subject.



ESSENTIAL SKILLS
ACTION BASED ACTIVITIES



Continued

TASK 2 FRAMING A QUESTION

Allow about 15 minutes

When you have made your mindmap, focus in on one or two ideas that:

- interest you
- will be easy to research and get information about (talk to your tutor if you are unsure).

Write these ideas down and then try to turn them into **QUESTIONS**. This will help when you write up your conclusions later. The examples in the box may help you do this.



Topic : Working Outdoors

Original Idea	Question
Job satisfaction	What are the advantages and attractions of working outdoors?
Careers in various outdoor vocations	What career opportunities are there in outdoor work?
Skills and qualities	What skills and qualities are needed for someone interested in working outdoors?

In your portfolio, write down your chosen title/question.

Check with your tutor that it is okay. (Remember, you can always change it later if necessary.)

TASK 3 LOCATING RELEVANT INFORMATION

Allow about 10 minutes

Your next task is to locate relevant information for your portfolio. Check with your tutor that:

- there is enough information
- it is easily located
- it is of the right standard

TASK 4 ACTION PLANNING

Allow about 30 minutes



PLAN – It's a good idea next to draw up a plan of action. Make a table and on it write down what you intend to do and when you will do it by. Highlight key dates and deadlines (e.g. when you are giving a talk or having a discussion).

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READING TO OBTAIN INFORMATION

Reading and obtaining information are an essential part of the qualification and you must be able to show that you have collected, read and extracted information for **DIFFERENT** sorts of documents.

There are lots of ways of finding information on this subject such as:

- books and other resources in the local library
- magazines (e.g. Farming, Wildlife) or newspapers
- using the Internet
- advertisements
- carrying out a survey

TASK 5 READING AND FINDING OUT (to answer your question)

Allow about 1½ hours

Look for suitable documents to read. If you are studying for **level 2** communication skills they will need to be more than 500 words long.

TASK 6 RECORDING INFORMATION

Allow about 1½ hours

READ and MAKE NOTES from all documents that you think are helpful and relevant (the box below shows you how to write your notes).



Topic: 'Landscaping'

Title of article read: *'Landscape – the work'*
Date: *September 2003*
Author: *Learn direct*
Length of article: *986 words*

Main points in the article:

1. The work is varied and seasonal, requiring liaison with clients.
2. Use of machinery is often essential
3. Hours often involve early starts and weekend work.
4. The work is physical and strenuous
5. Entry does not require qualification, but training opportunities are often available.

Summary: Write up your notes in your own words.
This is a major piece of evidence.



- ASSESSMENT** Your tutor will assess that:
- the notes you have made are relevant
 - you have clearly identified key points
 - you understand what you have read.

**STEP
C**



DISCUSSIONS

Taking part in discussions is an essential part of the qualification. For **LEVEL 1** you can take part in a one-to-one **OR** a group discussion. At **LEVEL 2**, it must be a group discussion. A discussion can be on any topic from the six Themes (See *Learner's Planner & Guide*, page 10).

Your **tutor** will need to observe and assess how well you do.

TASK 7

TAKING PART IN DISCUSSIONS ABOUT YOUR TOPIC

Allow about
1 hour

1. **Invite** colleagues to join you in a discussion about your chosen topic and fix a time and date when you will meet. Make sure your tutor is also able to be there if you want to be assessed.
2. **Plan** and practise for the discussion so you are properly prepared (see the box below).



PLANNING AND TAKING PART IN DISCUSSIONS

1. Think about what you will talk about – it's no good just having a chat! The discussion must be focussed on the subject.
2. Decide on a subject and a question to discuss e.g. *"Does the issue of deforestation apply at home as well as abroad? Should we be replanting woodlands now?"*
3. Agree a time and place for the discussion.
4. Set aside 15–20 minutes for the meeting.
5. Make sure your tutor is there to assess it.



ASSESSMENT Your tutor will assess you on:

- speaking clearly
- keeping to the point
- giving relevant information
- listening to others
- using positive body language
- keeping the discussion going.

**STEP
D**



GIVING A TALK (Level 2 only)

At level 2 you must give a short talk to an audience (see your *Learner's Planner & Guide*, page 21 for detailed tips on how to give a good talk).



Although there are no hard and fast rules, a talk will normally follow the format given in the box below (in this case on the topic of "Women in the Construction Industry")

It is a good idea to prepare prompt cards and material (e.g. pictures, PowerPoint etc) to illustrate your talk.



1. Think up a **title** e.g. **"Women in Construction"**
2. **Introduction** – *"My talk is about challenging pre-set ideas about the place of women in outdoor work such as 'construction'. I will talk about my research and why women are suited to this kind of work"*
3. **Main section** – take each of the points in 2 and expand them.
4. **Conclusion** – *So, I hope that you enjoyed my talk and will perhaps remember some of these CITB case studies about women helping to build our future ..."*
5. **Questions** – *"Are there any questions or observations you would like to make?"*

TASK 8

Allow about
2 hours

GIVING A TALK OF AT LEAST 4 MINUTES ABOUT YOUR TOPIC

Note: This task is only relevant if you are doing level 2.

Plan and prepare for your talk. Make sure the time and date is fixed and that your tutor can be there to assess it. Practise at home – it really does help!



ASSESSMENT Your tutor will assess you on:

- speaking and making your case clearly
- keeping to the point
- giving relevant information
- being well organised
- using positive body language
- answering questions clearly.

ESSENTIAL SKILLS

ACTION BASED ACTIVITIES

**STEP
E**



PLANNING AND WRITING DOCUMENTS

Your portfolio must contain at least two different written or word-processed documents (see pages 12–13 in your *Learner’s Planner & Guide*). At level 2, one of them must be over 500 words long.

TASK 9

Allow about
2 hours

PLANNING AND WRITING ONE TYPE OF DOCUMENT ON YOUR CHOSEN TOPIC

1. Check what you already have in your portfolio. You should have notes of documents you have read and information gathered. You may find that you have already written a letter or short report which you can use as evidence of writing!
2. Decide on **one** type of document you will produce on your chosen topic. For example, you might include a report of work experience you have had or a survey of people’s views on working outdoors.



EXAMPLES OF DOCUMENTS YOU MIGHT WRITE ON ‘WORKING OUTDOORS’

Short documents:

- a letter or email telling someone about your experience of working outdoors
- a leaflet on the importance of arboriculture
- a short report on the quality of outdoor leisure provision.

Longer documents:

- a guide for customers and clients to the National Parks of NI
- a full report on a survey you carried out on types of outdoor work with animals
- a wall display on Conservation organisations eg RSPB.

3. Start **WRITING** one type of document on your chosen topic. You are strongly advised to use a computer to do this as this will:
 - enable you to redraft work quickly and easily
 - make your work look more professional
 - make spell checking easy
 - provide opportunities to include images, tables, charts, graphs etc. – you **MUST** include an **image**.
4. **PROOF READ** your work carefully.

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ESSENTIAL SKILLS

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ASSESSMENT Your tutor will assess your work for:

- its relevance – sticking to the point
- its structure – it must be organised
- its style – easy to read and suited to the job

TASK 10 PLANNING AND WRITING A DIFFERENT TYPE OF DOCUMENT ON YOUR CHOSEN TOPIC

Allow about
2 hours

Repeat Task 9 for a different type of document on your chosen topic.



COMPILING THE FINAL PORTFOLIO

TASK 11 THE FINAL PORTFOLIO OF EVIDENCE

Gather together all your work and select from it the evidence needed to meet the requirements of the qualification.

(Your tutor will help you with this task).



WORKING OUTDOORS MORE ACTION-BASED ACTIVITY IDEAS

1. Carry out a survey to find out what people think of the importance of amenity trees and gardens in towns and cities. You will need a questionnaire.
2. Carry out an investigation into the quality of outdoor leisure centres. You will need to create an interview script before you arrange interviews.
3. Contact and visit a large garden centre and interview members of the staff on changing trends in the growth of the gardening industry.
4. Carry out research into a possible career in the care of animals to include finding out about types of work with organisations such as the RSPCA. Find out what skills and qualities and qualifications are required.
5. Plan a visit to a Forestry centre and observe and interview staff going about their work and undertaking their responsibilities. Find out about working through the winter in adverse weather conditions.
6. Research into the way the care for the environment has become a growing issue. What are the main causes for concern in NI and what can be done to reverse some of the damage.
7. Apply for a job working outdoors in the area of your choice. Check advertisements, select one or two and write off for information. Write letters, a CV and complete application forms.
8. Research a number of Leisure facilities such as Country Parks, National Trust properties, Golf courses etc. Undertake a 'skills audit' required by maintenance staff working outdoors. Draw up a list of training courses it would be useful to put on a CV if applying for a job eg National Proficiency Tests Council: Chain Saw Certificate.
9. Research what other NPTC certificates are appropriate to outdoor work and would enhance your CV and employability. (Eg fencing, sports turf management, arboriculture etc.)



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