

Skills Placement at Persona



Skills placement means you spend time at a workplace to

- see if you like it
- learn new skills
- get a **qualification**

A **qualification** shows what skills you have.



You can do a skills placement if:

- Persona or Shared Lives supports you
- you have a **personal budget**

Personal budget means you have money to spend on your support.



You can choose to spend:

- one day every week at your placement
- more than one day every week at your placement



Your days on your placement would not be extra days at Persona.

You can spend some or all of your Persona days on your placement instead of your normal day service.

Job skills you will learn on skills placements



On a skills placement you will learn job skills you can use in any job.

You will learn all these skills on all the placements:



Learning at work.

This means how to:

- learn and remember new things



- ask:
 - questions
 - for help



- think about things you have learnt

Job skills you will learn on skills placements



- what to do if you make a mistake



Confidence and independence.

This means how to:

- think on your own and when to ask for help



- find answers to problems



- be sure about what you know and what you can do

Job skills you will learn on skills placements



- understand and follow instructions



- change how you do things if you need to



Communicating with people and working with people.

This means how to:

- meet new people
- introduce yourself
- talk to different people



- work in a team

Job skills you will learn on skills placements



- help people get what they need



Managing your time planning and organising.

Organise means plan what to do with things

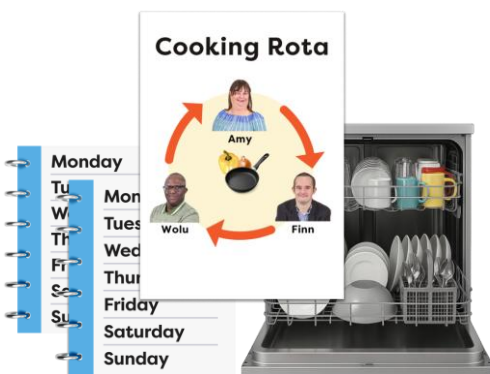
This means how to:

- make
- follow

routines at home and work



- get to work and back home



- organise:
 - things like bowls or chairs
 - time you have to do things

Job skills you will learn on skills placements



- decide which jobs at work are most important



- remember what needs doing



Staying safe at work.

This means:

- learning what health and safety is



- how to use machines and tools safely

Job skills you will learn on skills placements



Your skills placement will teach you other skills too.

You will do different jobs in different placements.

You will learn different skills to do these jobs.



You can choose from four placements.
They are:

- **welcome** in Whitefield
- **host** in Walmersley
- **community** in Whitefield
- **outdoors** across Bury

Jobs you will do: welcome in Whitefield



Cleaning means:

- mop floors
- vacuum or sweep floors
- clean toilets and bathrooms
- dust shelves and tables
- cleaning up spilt food or drink



Laundry means:

- washing clothes in the machine
- drying clothes in the machine
- ironing clothes
- putting clean clothes away



Serving breakfast means

This means

- giving people food or drink
- taking food and drink to tables
- making sure people have everything they need



Cleaning safety

This means

- learning how to use things for cleaning and washing so you won't get hurt
- keeping the building clean and tidy so people don't get hurt or sick

Jobs you will do: host in Walmersley:



Opening and closing

This means opening the cafe and making sure it is safe when it is closed

- unlock or lock doors
- open or close windows
- turn electrical things on or off
- check everyone has left the cafe



Taking orders

- listening to what people want to **order** to eat and drink
- telling people in the kitchen what the orders for food and drink are



Kitchen safety

This means

- learning how to use things in the kitchen so you won't get hurt
- keeping the kitchen clean so people don't get ill



Taking payments

This means taking money from people for their food and drink.

People might pay by cash or card.



Helping to prepare food and drinks

This means

- making sandwiches or baking cakes
- chopping vegetables or fruit
- making tea, coffee or hot chocolate



Food hygiene

This means making sure food is safe to eat.



Serving customers

This means

- giving people food or drink
- taking food and drink to tables
- making sure people have everything they need



Cleaning and clearing

This means

- taking empty plates and cups from tables to the kitchen
- wiping tables and the counter and kitchen
- cleaning up spilt food or drink
- sweeping the floor

Jobs you will do: community in Whitefield



Meet and greet

This means things like:

- saying hello to visitors
- showing people where they need to go



Look after community spaces

This means things like:

- help keep rooms clean and tidy
- help people with events
- finding information for people



Look after a building

This means opening and closing the cafe

- unlock or lock doors
- open or close windows and blinds
- turn electrical things on or off
- check everyone has left the building



- Making sure everything in the building works. This is so people are safe and can use things they need

Jobs you will do: outdoors across Bury



Maintain gardens

Maintain means keep something tidy.

This means things like:

- mowing grass
- clearing up grass cuttings
- keeping paths tidy



Maintain allotments

Allotments means a type of garden where people grow food.

This means things like:

- weeding flowerbeds
- watering plants
- sweeping leaves



Outdoors safety

This means

- learning how to use garden tools so you won't get hurt
- keeping garden tools clean so they work

Get a qualification



You can get a **UAS qualification** on your skills placement.

A **qualification** is a way to show what you have learnt.

UAS means Unit Award Scheme.



The qualification has lots of different **units** in it.

A **unit** is a part of the qualification.

You can choose which units to do.



You don't have to do any exams.



Staff on your placement will get proof of what you have learnt.



There will always be someone on your placement to

- teach you new things
- help you do these things
- talk to you about your day and about how you feel
- help you get your qualification



Do you want to find out more about a skills placement?

Talk to your support worker or a manager to find out more.



Get more information on this link:

tinyurl.com/PEPskills

or scan this qr code with your phone:



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