



## Young Crossrail – Corporate Work Experience Scheme

### Assessment Day

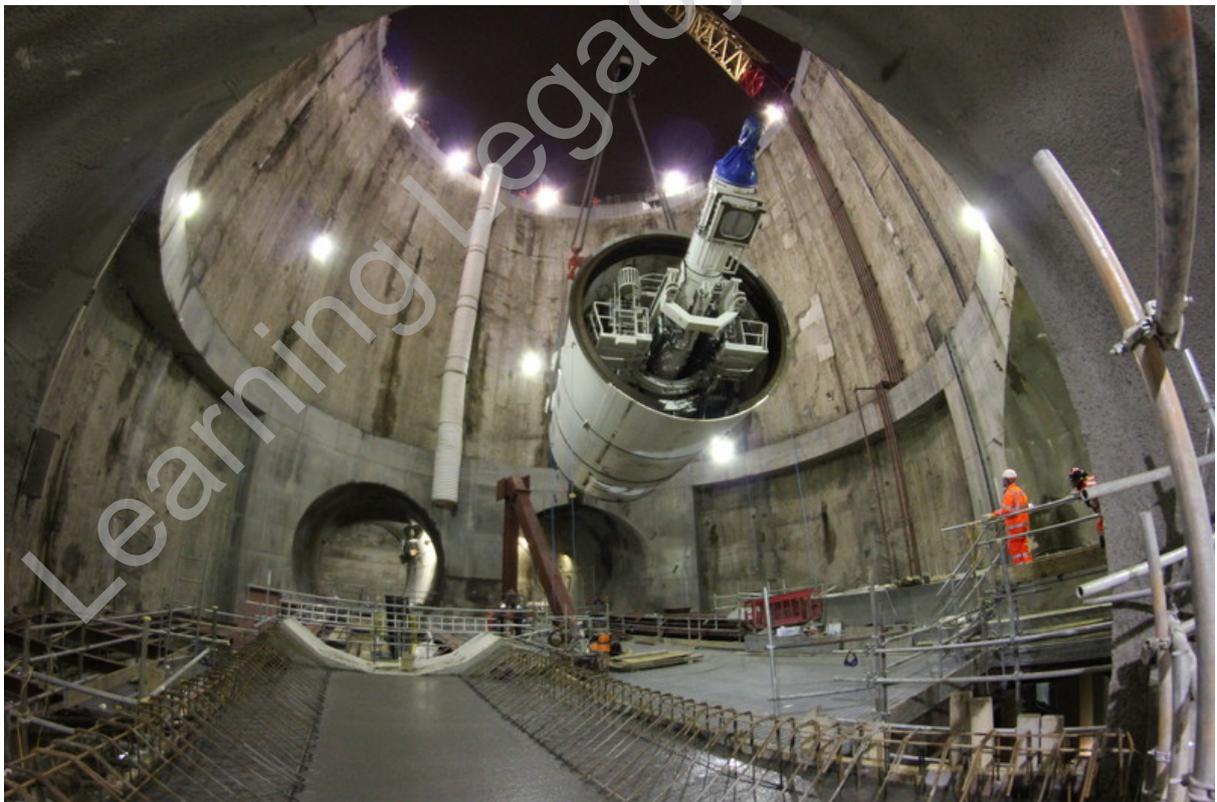
**Name:**

**School:**

**Date:**



## What is Crossrail?



# Who are we...?



**List 5 facts about the project...**

- 1.
- 2.
- 3.
- 4.
- 5.

**Mission.....**

**Values....**

- 1.
- 2.
- 3.
- 4.
- 5.

**Personal Values**

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**Why are values important to Crossrail?**

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## Why are values important to the workplace?

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Do you have values at school? If so, list them in the space below.

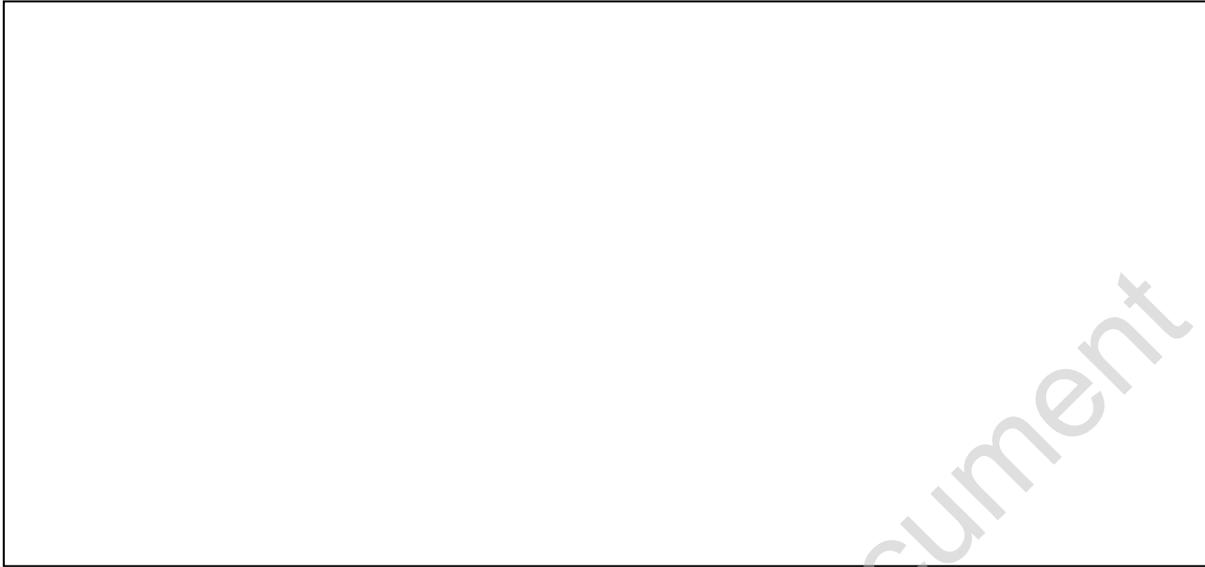
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VALUE	WHAT IT MEANS	WHAT YOU CAN EXPECT	WHAT WE EXPECT OF YOU
<b>Safety</b>	We put safety first	You have the right to go home unharmed everyday	You think about how to prevent harm today
<b>Inspiration</b>	It's in our power to change things for the better	You get support to share your ideas and receive great leadership	You support people with their ideas and consider how to inspire others
<b>Collaboration</b>	We're stronger together	The team works well and you can rely on it	You think about team and project goals, not just your own
<b>Integrity</b>	We keep our promises	You deliver on commitments with the highest quality work	You are clear on what you commit to and hold others to account for their commitments
<b>Respect</b>	We treat people as we'd like to be treated	People treat you with dignity and respect	You treat people with dignity and respect

## What is Target Zero?



### School Health & Safety codes

1.

2.

3.

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## Code of conduct

What should Crossrail expect from you?

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What should you expect from Crossrail?

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## What's the placement all about?

What tasks do you think you will do?

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- 
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Why behaviour is important?

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- 
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## CROSSRAIL JOB DESCRIPTION

<b>Title of Post:</b>	<b>Work Experience</b>
<b>Department:</b>	
<b>Directorate:</b>	
<b>Reports to:</b>	
<b>Date:</b>	<b>July 2015</b>

### 1. Purpose of the Job

The placement candidate will be required to undertake various duties to help the smooth running of the team.

### Key tasks:

- Support activities of the department.
- Work with software packages.
- Assist with the formatting, production and editing of documents.
- Maintain team documents, records, data and document management system and ensure compliance with the appropriate project standards.
- Assist with the production of reports and presentations.
- Organise meetings and coordinate attendance of key stakeholders.
- Take minutes at meetings, circulate notes and update action lists.
- Distribute incoming post.
- Compose routine correspondence in response to requests for department services; answers inquiries from other departments, area offices, or outside entities.
- Assist with the organisation of events.
- Organise material for meetings, presentations, and training sessions. May operate a variety of audiovisual equipment in the presentation of programmes, orientation, and conferences.
- Help monitor budget or financial information.
- Perform other duties as assigned by supervisor.

- Take reasonable care of your own and others' health and safety and of those who may be affected in the day-to-day delivery of this role by taking personal responsibility for working to the Crossrail Target Zero principles.
- Co-operate with Crossrail in all matters relating to health and safety, including following safe working procedures at all times.
- Act as a role model for Crossrail's vision and values, behaving in ways that are in alignment with Crossrail's Ways of Working. Encourage and support others to do so too.
- Promote equality in the workplace and adopt appropriate behaviour when interacting with colleagues.
- Take necessary care to properly protect the confidentiality, integrity and availability of corporate information from unauthorised disclosure, modification or destruction. Never knowingly put Crossrail's information or information systems at risk.

## 2. Person Specification

- Competent in numeracy and literacy.
- A strong interest in transport, engineering and construction.
- Good keyboard skills, telephone skills and a good standard of spoken and written communication.
- Good interpersonal skills.
- Knowledge of Word, Excel, PowerPoint and Microsoft Outlook computer systems.
- Ability to acquire a good working knowledge of administrative functions

**Signature of Job Holder(s):** ..... **Date:** .....

**Signature of Line Manager:** ..... **Date:** .....

## Personal presentation

W	R	C	L	E	A	N	F
Y	S	M	A	R	T	R	E
S	E	M	R	T	N	I	O
B	F	T	I	M	E	L	Y
U	H	R	E	L	P	X	A
T	H	B	O	E	E	L	J
A	T	T	I	T	U	D	E
P	T	E	N	U	R	O	E

What is personal presentation?

Why is personal presentation important?

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# Stress

Sometimes work can be stressful, especially when you are in a new environment

Think about THREE potentially stressful situations and how you could deal with them

1.

2.

3.

Lets share...

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## Goal Setting

Have a look at your completed work experience application form and the job description. Think about what you want to achieve from your work placement.

### Skills

- 1.
- 2.
- 3.
- 4.
- 5.

### Personal

- 1.
- 2.
- 3.
- 4.
- 5.

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**Notes...**

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