

# VOCATIONAL PROJECT FOLIO 2011 -12



*(Project fulfils all outcomes of Personal Development: Self & Work – Intermediate 1)*

Throughout the ZEST programme everyone will receive a vocational project from their work department. You will be able to monitor this project along with your work experience to complete your Self & Work unit award.

*Vocational Project & Folio Assigned – 5<sup>th</sup> October 2011*

*Vocational Project Due – 8<sup>th</sup> March 2012*

*Vocational Project Folio Due: 15<sup>th</sup> of March 2012*

*Time to complete project : 5 months 3 days (~22 weeks)*

*Time to complete folio: 5 months 10 days (~23 weeks)*

## **Assignment booklet contains:**

*(Once you are given your assignment sheet from your work department add the pages of that into this document)*

*1 page overview of the outcomes of the Self & Work Unit*

*12 pages to monitor your progress in your vocational project & work experience.*

**Candidate Name :** \_\_\_\_\_ **Centre:** Royal Zoological Society of Scotland

**Assessor Signature:** \_\_\_\_\_ **Completion Date:** \_\_\_\_\_

*For Assistance on the project you may contact the ZEST co-ordinator Alaina Macri at*

*[amacri@rzss.org.uk](mailto:amacri@rzss.org.uk) or Tel: 0131 314 0330*

To achieve this unit award you will have to complete the following outcomes and provide the ZEST co-ordinator with **evidence** of how you have achieved these outcomes.

***Outcome 1*** – Evaluate your own task management skills before you start your vocational project

**Evidence** – Evaluation sheet (Multiple choice quiz)

***Outcome 2*** – Make a plan for the development of your own task management skills.

**Evidence** – Student plan and record

***Outcome 3*** – Carry out your plan for your own task management skills.

**Evidence** – Student plan and record, work diaries

***Outcome 4*** – Review your progress upon completion of your vocational project and work experience.

**Evidence** – Student review sheet and 1 power point slide in your conservation presentation about your personal development achievements.

Name: \_\_\_\_\_ School: \_\_\_\_\_

RZSS Work Experience Department: \_\_\_\_\_

Vocational Project Title: \_\_\_\_\_

## **Outcome 1 – Evaluate your own task management skills before you start your vocational project.**

Use this multiple choice quiz to help you identify your strengths and weaknesses.

### **1. Being on time for work, meetings and appointments is a very important job skill to have, how punctual are you?**

- 1 = I am never on time for things, I am always late
- 2 = I am usually late for things
- 3 = I sometimes make it to things on time
- 4 = I am almost always on time for things
- 5 = I am always on time for things

### **2. It is important to complete tasks to the standards that are expected of you. In a work situation poor task creation can lead to injuries, loss of sales or a poor public perception of your company. To what standard do you generally work to?**

- 1 = I do as little as possible to complete a task
- 2 = I generally complete tasks below accepted standards
- 3 = I complete all tasks to an acceptable standard
- 4 = I complete all tasks to a high standard and meet expectations
- 5 = I put all my effort into every task I do often exceeding expectation

### **3. In order to track your progress in the ZEST programme it is important to keep records of tasks/work done. How good are you at keeping records?**

- 1 = I never write down anything I have done
- 2 = I rarely take notes on tasks I have completed
- 3 = I sometimes make notes on tasks I've completed
- 4 = I usually take some notes about tasks completed, I have a diary
- 5 = I always make notes about what I have done and regularly write in a diary

**4. In order to make progress in your tasks/assignments you may need to ask for help from your colleagues or supervisors. How good are you at asking for help?**

1 = Even if I don't understand something I will never ask for help

2 = When I don't understand something I rarely seek help

3 = If I don't understand something I will sometimes ask for help/clarification

4 = If I don't understand something I will usually ask for help/clarification

5 = If I don't understand something I will ALWAYS ask for help/clarification

**5. In any work place it is very important to be able to follow instructions. In many jobs if tasks are not completed exactly how instructed, injuries can occur. For example if you were creating an enclosure for a tiger and you missed out connecting a section of electric fencing a tiger may escape. How well do you follow instructions?**

1 = I never follow instructions, I try to complete tasks without instructions.

2 = I rarely follow instructions, I may look at an instruction booklet to complete a task.

3 = I sometimes follow instructions, I will use an instruction booklet a bit to complete tasks.

4 = I usually follow instructions, I will follow and instruction booklet closely.

5 = I always follow instructions and do exactly what the instruction booklet/person has told me to do.

**6. It is not always possible for a supervisor or colleague to check over your work right away so it is important for you to check the quality of your own work. How often do you check the quality of your own work?**

1 = I never check the quality of my work. I don't care what quality my work is as long as I get it done.

2 = I rarely check the quality of my work

3 = I sometimes check to see if my work is of good quality

4 = I usually check to see if my work is of the quality it should be

5 = I always double check my work to ensure it is of the highest quality

**7. In most jobs you will be required to do multiple tasks in any given time period, so it is essential to be able to organise tasks in order of importance or prioritise.**

1 = I always prioritise what I like to do most over any other task regardless of deadlines.

2 = I rarely pay attention to deadlines and prioritise what I like to do best first

3 = Sometimes I consider deadlines and what I like to do when prioritising my tasks

4 = I usually take deadlines and project size into consideration when prioritising work tasks

5 = I always take deadlines and project size into consideration when prioritising my tasks.

**8. Staying on task can be difficult sometimes, especially if you don't like the task you are working. However it is important to be able to keep focused in order to finish the job at hand on time and to a good standard. How well do you stay on task?**

1 = I never stay on task, I am very easily distracted and avoid doing the task at hand by talking with friends, day dreaming or playing with my phone.

2 = I rarely stay on task, I am very easily distracted by what and who is around me.

3 = I can usually stay on task, but sometimes find it difficult if friends are around.

4 = I usually stay on task, I can concentrate fairly well even if friends are around.

5 = I always stay on task, I can block out everything that is going on around me and purely focus on the task at hand.

**9. In every job you will have set deadlines to meet so it is essential that you complete tasks on time. In the zoo world when animals move to different zoos you have ensure your enclosures are ready and waiting for the new arrivals.**

1 = I never finish tasks on time

2 = I rarely finish tasks on time, I often hand things in late

3 = I sometimes finish tasks on time, I sometimes ask for extensions on my work

4 = I usually finish tasks on time, I sometimes hand in work a day late

5 = I always finish all tasks on time and occasionally will hand things in early.

**10. In the ZEST programme and your future job roles you will be asked take on large scale projects. This can seem a bit overwhelming, however it is much easier if you can **break down big tasks into smaller parts**. Are you able to break things down into smaller tasks?**

1 = I can't break down big tasks into smaller parts I don't know how to do this.

2 = I rarely break down a big task into parts.

3 = I can sometimes break down a task into 2 parts

4 = I can usually break down a big task into a few parts

5 = I always break down a big task into easy manage small tasks

**Use the table below to summarise your answers from the multiple choice evaluation quiz.**

	<b>Task Management Skill</b>	<b>Weakness 1</b>	<b>—————&gt;</b>				<b>Strength 5</b>	<b>Assessor Agree/ Disagree</b>
1	Being on time	1	2	3	4	5		
2	Completing tasks to an appropriate standard	1	2	3	4	5		
3	Keeping records of tasks/ work done.	1	2	3	4	5		
4	Asking for help to allow you to make progress	1	2	3	4	5		
5	Following instructions	1	2	3	4	5		
6	Checking quality of you own work	1	2	3	4	5		
7	Organising tasks in order of importance	1	2	3	4	5		
8	Staying on task	1	2	3	4	5		
9	Completing tasks on time	1	2	3	4	5		
10	Breaking down big tasks into smaller parts	1	2	3	4	5		



**Assessor Comments:**

# Setting Goals



Now that you have evaluated your own task management skills, you will be able to see some of your strengths and weaknesses. Throughout the ZEST programme we would like you to work on improving these weaknesses into strengths.

Based on your scores in the above table choose **two different areas** that you want to work on throughout the ZEST programme.

Task #	Task Management Skill	Score	Goal to improve in this area
Eg. 1	<i>Being on time</i>	2	<i>I will be on time to the ZEST classes, work experiences and return to the education centre on time at the end of each work day.</i>
			
			

**Assessor Comments:**

**Assessor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## **Outcome 2 – Make a plan for the development of your own task management skills.**

### **Plan**

Now that you have identified your personal targets/goals you must create a plan to meet these. On the next sheet you will find a chart to help you create a plan for task management improvement.

You will identify **two tasks** that you can use to improve each of your chosen task management skills.

Check with the ZEST co-ordinator/your school teacher to see if these tasks are suitable to helping you achieve your goals.

## **Outcome 3 – Carry out your plan for your own task management skills.**

### **Record**

Once you have set up your plan you can begin to record your progress in reaching your goals.

At the mid-point of the course (8<sup>th</sup> December 2011) stop and think to see if you need to make any changes in your vocational project or your task management plan.

Then towards the end of the course (23<sup>rd</sup> February 2012) review your project and plans again to see if you need to make any final changes before you hand in this assignment on the 8<sup>th</sup> of March 2012.

# Planning & Recording

Name: \_\_\_\_\_ School: \_\_\_\_\_

Work Experience Department: \_\_\_\_\_

Vocational Project Title: \_\_\_\_\_

## **Goal 1** (from table on pg.7)



<b>Mini task to help you achieve your goal 1</b>	<b>Timescales (from – to)</b>	<b>Resources needed for this task</b>	<b>Date task completed (dd/mm/yyyy)</b>
<i>Eg. In order to keep detailed records I will use the work diary sheets every work day to track my work done.</i>	<i>03/10/2011-08/03/2012</i>	<i>Work diary sheets Pen or computer &amp; USB key</i>	<i>08/03/2012</i>

**Goal 2** (from table on pg.7)



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<i>Mini task to help you achieve your goal 2</i>	<i>Timescales (from – to)</i>	<i>Resources needed for this task</i>	<i>Date task completed (dd/mm/yyyy)</i>

# Monitoring Progress



In order to ensure you achieve your task management goals you should monitor your progress. Using the table below identify which goal you are working on (*place number in the star*) and which part of your vocational project is helping you achieve this goal. Record when you make changes to the project **midway through** and any changes **towards the end**.

Vocational project Title: \_\_\_\_\_

<b>Mini task to help you achieve your goal 1 or 2?</b>	<b>Task use in vocational project</b>	<b>Resources needed for this task</b>	<b>Change I had to make &amp; why</b>	<b>Date changed (dd/mm/yyyy)</b>
<i>Eg. In order to complete tasks to a good standard I will review my work.</i>	<i>When I reviewed my work I found I did not follow all the sections of the husbandry guideline.</i>	<i>The husbandry guideline template, the internet and my computer</i>	<i>I added the information about enclosure size because I was missing this section.</i>	08/12/2011
 In order to....  I will...			<b>Midway through</b>	
 In order to ...  I will...			<b>Towards the end</b>	

**Assessor Comments:**

**Tasks completed?**                      *yes*    *no (please circle)*

**Resources used appropriately?**    *yes*    *no*

**Assessor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Weakness**

**Thinking about one of your goals which of your mini-tasks did you find difficult to follow. Review your score**

<b>Goal to improve in this area</b>	<b>Original Score</b>	<b>Mini-task in vocational project and how</b>	<b>Reviewed score</b>
<i>Eg. Review work to ensure it is done to a good standard.</i>	2	<i>In order to complete tasks to a good standard I <b>should have</b> reviewed my education lesson plan before handing it in. Not doing this made me miss two spelling mistakes and not noticing I created an activity that was too hard for nursery kids to do.</i>	3
Goal _____		In order to...	

**Thinking about BOTH your goals how have these helped you complete your vocational project and work experience.**

**Are there any other task management skills you would like to work on in future?**

## **Strength**

**Which part of your vocational project or work experience do you feel you did the best at?** *(Eg. In my vocational project of creating a lesson plan, I feel I used the resources available to me in a very creative way.)*

## **Weakness**

**What bit of your vocational project or work experience did you find most difficult?** *(Eg. I found it very difficult to work in a team with the rest of the staff as I was a bit shy)*

**The ZEST programme has incorporated a wide range of experiences, what skill have you gained from this whole course that you think will help you most in future jobs/school courses/life?**