



Towards Independence  
**World of Work:**  
**Office Assistant**

Name:

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This module has been developed as the result of collaborative work between ASDAN and practitioners delivering the Towards Independence programme. Our thanks go to all those who contributed to the development of these materials.

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# Welcome

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You are starting a module called

## World of Work: Office Assistant

In doing the activities in this module you will be asked to:

- say
- show
- choose
- make things

You can say things by talking or signing, or by using any other means to let someone know what you want to say.

You can choose and show things by using:

- pictures
- digital recording
- other means
- photographs
- computer

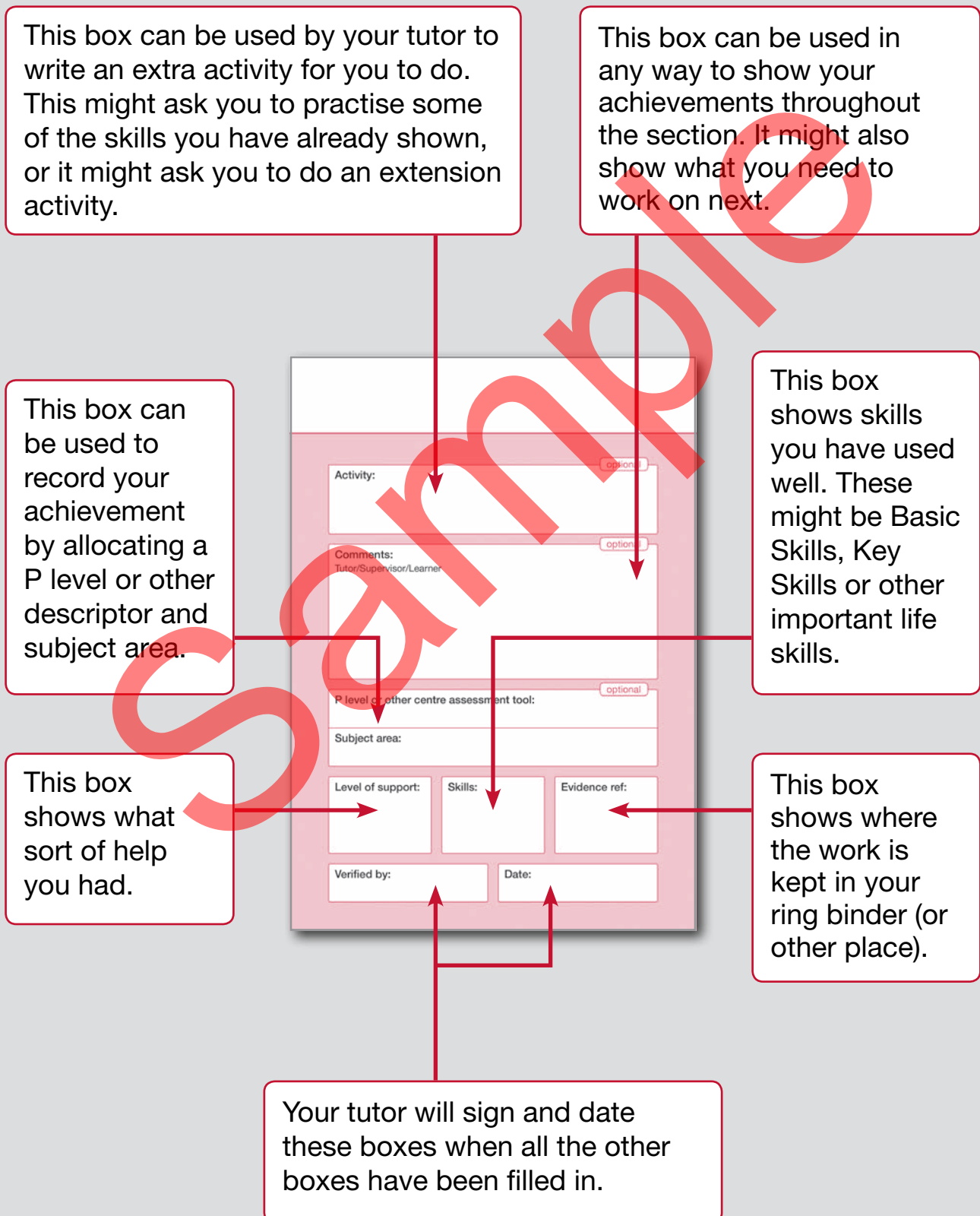
or by telling someone else so they can write or do it for you. All the way through you can have as much help as you need.

As you complete each activity, you or your tutor can tick  the box shown alongside the activity and the corresponding box on the **Record of Activities** page.

When you have finished the module, remember to complete the **Module Review** and **Next Steps** at the end of the book.

# Record Boxes

At the end of each section you will find a page of record boxes:



# Levels of Support

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Ask your tutor to talk to you about these:



**NH No Help** – you can do things on your own



**SH Spoken/Signed Help** – you are helped by someone speaking or signing suggestions to you



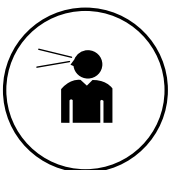
**GH Gestural Help** – you are helped by someone using hand signals or other gestural prompts



**PH Physical Help** – you are helped by someone holding you and/or helping you to move



**SE Sensory Experience** – you are given the opportunity of being involved through a sensory experience, e.g. hearing, touch, sight or taste



**ER Experience Recorded** – you are provided with an experience of the activity but are unable to take part

## Section A:

### Preparing for the workplace

- 1 Show you know the name of your workplace.
- 2 Show you know the name of the person who will be supporting you in your workplace.
- 3 Show you know how you will travel to your workplace.
- 4 Show you know which days you will be working.
- 5 Show you know what time you have to be at work and what time you will finish work.
- 6 Show you know what to do if you have a problem and cannot go to work.
- 7 Show you know what you will be wearing at work.



## Section A:

### Preparing for the workplace

Activity:

optional

Comments:

Tutor/Supervisor/Learner

optional

P level or other centre assessment tool:

optional

Subject area:

Level of support:

Skills:

Evidence ref:

Verified by:

Date:

## Section D:

### Health and safety in the office

- 1 Show you know what clothing people wear for working in an office environment.
- 2 Show you know what the safety signs mean at your workplace.
- 3 Show you know about manual handling when working in an office.
- 4 Show you know about personal hygiene when working in an office.

For example:

- Wearing clean, smart clothes
- Having clean hair
- Washing your hands
- Wearing clean shoes
- Other

- 5 Show you know some of the hazards in the office you are working in.

For example:

- Computer equipment
- Cables
- Poor lighting
- Overloaded shelves
- Electrical equipment
- Fire hazards
- Other





## Section D:

### Health and safety in the office

Activity:

optional

Comments:

Tutor/Supervisor/Learner

optional

P level or other centre assessment tool:

optional

Subject area:

Level of support:

Skills:

Evidence ref:

Verified by:

Date:

# Section G:

## Project

In this section you can choose your own activity.

Here are some ideas:

- Keep a work diary
- Complete a display screen equipment assessment
- Produce a poster on the most common office hazards
- Visit different types of office environment
- Practise going for an interview
- Other

- 1 Decide what your project will be.
- 2 Plan your project.
- 3 Make a list of the things you need.
- 4 Do your project.
- 5 Show what went well in your project.

A vertical bar on the right side of the page, containing a checkmark at the top and five empty rounded rectangular boxes below it, used for tracking progress.

# Section G:

## Project

optional

Activity:

optional

Comments:

Tutor/Supervisor/Learner

optional

P level or other centre assessment tool:

Subject area:

Level of support:

Skills:

Evidence ref:

Verified by:

Date:

# Next Steps

My next challenge:

Activities and modules that will help:

Who can help me and when:

Remember to record that you have completed this module and review on the **Record Page** in your **Starting Out** module.

Learner signature:

Tutor/supervisor signature:

Date:

Sample



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© ASDAN 2015, Wainbrook House, Hudds Vale Road, St George, Bristol BS5 7HY  
t: 0117 941 1126 | e: [info@asdan.org.uk](mailto:info@asdan.org.uk) | [www.asdan.org.uk](http://www.asdan.org.uk)  
@ASDANeducation | [facebook.com/ASDANeducation](https://www.facebook.com/ASDANeducation)