Baseline Assessment: Supported Internship – Term 1

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

Unit 1: Team Building

1. What are three key characteristics of an effective team member?

 - A) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 - B) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 - C) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. When a conflict arises in your team, what should be your first step?

 a) Report it to management immediately

 b) Try to resolve it directly with team members involved

 c) Ignore it and hope it goes away

 d) Ask another team member to handle it

3. Describe a situation where you would need to demonstrate leadership in a team:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. When working on a team project, you should:**

a) Complete your part and ignore what others are doing

b) Coordinate with team members to ensure all parts fit together

c) Wait for someone else to organise the work

d) Do everyone's work yourself to ensure quality

Unit 2: Workplace Safety

5. Which of the following is NOT considered workplace harassment?

 a) Making unwanted physical contact

 b) Giving constructive feedback on work performance

 c) Making offensive jokes about someone's appearance

 d) Repeatedly excluding someone from team activities

6. If you notice a safety hazard at work, you should:

 a) Fix it yourself immediately

 b) Report it to your supervisor

 c) Wait to see if someone else notices

 d) Warn your co-workers but take no other action

7. List three signs that might indicate you're experiencing workplace stress:

 - A) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 - B) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 - C) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**8. During onboarding and daily work, you should: (Select all that apply)**

* □ Understand company policies and procedures
* □ Follow cleaning and disinfecting guidelines
* □ Learn materials management systems
* □ Make friends with all co-workers immediately
* □ Use any available cleaning products
* □ Ask a co-worker to do it for you

Unit 3: Technology

9. When creating a professional presentation, what elements should you include? (Select all that apply)

* □ Clear headings
* □ Relevant images
* □ Personal social media links
* □ Key points in bullet form
* □ Animated GIFs

9. What information should NOT be included in a professional email?

 a) Your name

 b) Casual slang

 c) Subject line

 d) Professional signature

**10. When using technology for work, appropriate practices include: (Select all that apply)**

* □ Using search functions to navigate websites
* □ Muting yourself when not speaking in virtual meetings
* □ Testing equipment before virtual meetings
* □ Clicking on every link until you find information
* □ Having distracting backgrounds during video calls

**11. When searching for information on a website, effective strategies include: (Select all that apply)**

* □ Using the search bar with keywords
* □ Checking the navigation menu
* □ Using browser bookmarks to save useful pages
* □ Clicking random links until you find what you need

Unit 4: Self Advocacy

12. When disclosing your disability to an employer, you should:

 a) Explain how it affects your work and suggest accommodations

 b) Share your complete medical history

 c) Only mention it if you're having problems

 d) Tell all your co-workers about it

**13. Understanding your rights and responsibilities includes:**

a) Knowing the Equality Act 2010 protects against disability discrimination

b) Accepting being taken advantage of as normal

c) Avoiding voting because it's too complicated

d) Only learning about workplace policies

**14. If you feel you're being taken advantage of, you should:**

a) Seek advice from trusted support services

b) Quit immediately without discussing it

c) Accept it and say nothing

d) Complain to everyone except supervisors

**15. To find information about your legal rights as a disabled employee, you should check: (Select all that apply)**

* □ The Equality Act 2010
* □ ACAS website
* □ Citizens Advice Bureau
* □ Government.uk website
* □ Social media posts

Unit 5: Maintaining Employment

16. Your supervisor gives you feedback on your work. The best response is to:

 a) Defend your actions immediately

 b) Listen actively and ask clarifying questions

 c) Agree without discussion

 d) Promise to do better without taking notes

**17. Confidentiality at work means:**

a) Never talking to anyone about anything

b) Only sharing work information with authorized people

c) Telling your family everything about work

d) Sharing information only with friends

18. When prioritising tasks, you should consider (select all that apply):

* □ Deadlines
* □ Task importance
* □ Personal preferences
* □ Manager's expectations
* □ Co-worker’s schedules

**19. Professional workplace behaviour includes: (Select all that apply)**

* □ Arriving on time consistently
* □ Speaking respectfully to all colleagues
* □ Using work equipment for personal tasks
* □ Taking responsibility for your mistakes
* □ Following your supervisor's instructions

**20. When you have a work scheduling conflict or don't understand a task, you should:**

a) Guess what to do and hope for the best

b) Contact your supervisor to discuss options or ask for clarification

c) Do nothing until someone notices

d) Ask a colleague to handle it for you

Unit 6: Financial Literacy

21. Calculate the monthly savings if you earn £2000 and spend £1600:

 Answer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

22. What information appears on a pay check? List four items:

 - A) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 - B) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 - C) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 - D) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

23. When creating a budget, which category is typically the largest expense?

 a) Housing

 b) Entertainment

 c) Transportation

 d) Food

**24. The difference between credit and debit is:**

a) Credit uses money you have, debit borrows money

b) Credit borrows money, debit uses money you have

c) They are exactly the same

d) Credit is for online, debit is for in-person

**25. When paying taxes, you need to understand:**

a) You never have to pay taxes

b) Taxes are automatically deducted from most paychecks

c) Only rich people pay taxes

d) Taxes are optional

**26. Banking services include: (Select all that apply)**

* □ Current accounts for daily transactions
* □ Savings accounts for storing money
* □ Online banking for managing accounts
* □ Payday loans for quick cash

**27. Calculate the total monthly cost of living independently:**

Rent: £800, Utilities: £120, Food: £200, Transportation: £80 Answer: £\_\_\_\_\_\_\_\_\_\_\_

Unit 7: Health and Wellness

28. List three healthy coping strategies for workplace stress:

 - A) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 - B) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 - C) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

29. Which of these is NOT a good practice for maintaining mental health at work?

 a) Taking regular breaks

 b) Working through lunch to finish tasks

 c) Setting boundaries

 d) Talking to a supervisor when overwhelmed

**30. Maintaining good self-esteem at work involves:**

a) Comparing yourself to others constantly

b) Focusing only on your mistakes

c) Recognising your achievements and strengths

d) Avoiding all challenges

Unit 8: Preparing for Employment

31. Your application materials (CV and cover letter) should include: (Select all that apply)

* □ Contact information
* □ Work experience and education
* □ Why you're interested in the position
* □ Personal medical history
* □ Relevant skills and achievements
* □ What you can contribute to the company

32. During a job interview, you should:

 a) Wait for the interviewer to end the interview

 b) Bring up salary immediately

 c) Talk about your previous employer negatively

 d) Ask questions about the company

33. List three appropriate questions to ask in a job interview:

 - A) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 - B) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 - C) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**34. Good sources for finding job opportunities include: (Select all that apply)**

* □ Job websites like Indeed or Reed
* □ Jobcentre Plus
* □ Company websites
* □ Networking with contacts
* □ Only asking family members

35. A professional reference list should include:

a) Only family members

b) Previous employers, teachers, or professional contacts

c) Your best friends

d) Anyone who likes you

Unit 9: Social Communication

36. When practicing active listening, you should: (Select all that apply)

* □ Maintain appropriate eye contact
* □ Think about your response while others speak
* □ Nod occasionally to show understanding
* □ Interrupt with questions immediately
* □ Summarize what you've heard

37. In professional communication, which is most appropriate?

 a) "Hey boss, got a sec?"

 b) "Good morning, Ms. Smith. Do you have a moment to discuss the project?"

 c) "I need to talk to you right now."

 d) "What's up?"

**38. Appropriate non-verbal communication at work includes:**

a) Standing too close to people

b) Maintaining appropriate eye contact and posture

c) Crossing your arms and looking away

d) Pointing at people while talking

**39. To ensure you understand a workplace message correctly, you should:**

a) Assume you know what the person means

b) Repeat back what you heard to confirm understanding

c) Interrupt to ask questions immediately

d) Wait until later to ask for clarification

Score: \_\_\_\_\_ / \_\_\_\_\_

Strengths identified:

Areas for development:

Recommended focus areas for Term 1:

Assessor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_