# Student worksheet - Your responsibilities

## Key messages

* During work experience, you are responsible for tasks or jobs that your employer or supervisor ask you to do.
* Being a responsible person means making decisions and behaving in a way that allows other people to rely on you.
* If you show yourself to be reliable and perform your responsibilities well, people will feel confident about your abilities, and they will trust that you will get the job done.

##  Activity 1: Responsibilities in my life

You may already have some responsibilities in your life. List them below.

### At home:

|  |  |
| --- | --- |
|  |  |
|  |
|  |  |
|  |
|  |  |
|  |
|  |  |
|  |

### At school:

|  |  |
| --- | --- |
|  |  |
|  |
|  |  |
|  |
|  |  |
|  |
|  |  |
|  |

Your responsibilities at home and at school may be helping you prepare for responsible behaviours that will be expected of you in the workplace. What responsibilities that you already perform at school or at home will you need to continue in the workplace?

### In the workplace:

|  |  |
| --- | --- |
|  |  |
|  |
|  |  |
|  |
|  |  |
|  |
|  |  |
|  |

##  Activity 2: Transferrable responsibilities

Some responsibilities you already have in your life can be applied to different situations, just like transferrable skills you have learned. Read through the responsibilities listed below. Do you think they are related to home, school, or work? Or are they needed in more than one situation? Tick the box or boxes you think fit.

|  |  |  |  |
| --- | --- | --- | --- |
| Responsibility | Home | School | Work |
| Make your own travel arrangements |  |  |  |
| Arrive on time each day |  |  |  |
| Bring your phone fully charged |  |  |  |
| Wear appropriate clothing or uniform |  |  |  |
| Bring your own food, or money to buy food |  |  |  |
| Call if you are running late or not able to make it |  |  |  |
| Pay attention to safety instructions at all times |  |  |  |
| Let your supervisor know if you have finished your tasks |  |  |  |
| Come back from your breaks on time each day |  |  |  |
| Try to finish your tasks each day |  |  |  |
| Clean up your area at the end of the day |  |  |  |
| Get along with the people around you |  |  |  |
| Ask for help if you do not understand the rules or responsibilities |  |  |  |
| Report anything you think might be a risk to yourself or others |  |  |  |
| Be aware of the emergency evacuation procedures |  |  |  |