

Work Activity Brief

Course(s)	Sport Levels 2 and 3
Project Title	An Induction Assignment
Tutor	Lily Franklin
Date issued	April 2020
Hand in deadline	August 2020

Project Overview

Welcome to the East Surrey College Sport Department. As a new student, it is extremely important for you to be clear of your goals and ambitions whilst on the course. It is also important that staff get to know you and your ambitions so that they can support your aspirations on your learning journey. This will give you the best possible chance of success in your studies.

Once you have completed your project, please forward this to the following email address along with your full name: submissions@esc.ac.uk. We'll then forward this on to our curriculum teams who will be in touch shortly.

Outcome of project

This project has been developed to help you to prepare for the programme that you will be joining in September. It will hopefully give you some insight into the subject area and assignment writing and the task will help you to develop the skills of working independently, as you will be required to do as a College student.

Task 1 – About you

You are to write a formal report of no less than 500 words and no more than 750 words about yourself:

1. Explain why you have chosen the course and describe the skills and qualities that you have that make you suitable for this programme
2. Identify where you hope to progress to on completion of this programme

The following information will help you to write your report:

- Name
- Introduction
- Explain why you have chosen East Surrey College
- Give an explanation as to why you want to be on the programme
- Explain what career path you are interested in
- Conclusion

Task 2 – Curriculum Vitae

Complete a CV (Curriculum Vitae) that includes the following:

- Personal information

- Education, qualifications and/or achievements
- Previous work and volunteering experiences
- Hobbies and interests
- The name of a person that would be willing to provide a reference

If you need any help, there are many useful websites online.

Task 3 – Work Experience

In line with your aspirations, research online local businesses and organisations where you would like to gain work experience and provide the following details:

- Name of organisation
- Explain why would you like to obtain work experience at this particular place
- Does it mention online if work experience is offered?
- The contact number and email address of the organisation
- Explain why you would benefit from receiving work experience at this particular place.
How would this benefit your studies?