

SQA Work Experience Responsible Business Task

Section 1

Personal Details

Please include your details so that we know who has completed the task.

What is your name?

Please include your first and last name

What school do you attend?

Please include the full name of your school

Section 2

Creating content for a volunteering community garden project

We have been asked to get involved with a community garden project, we need your help to recruit our colleagues to sign up and take part. All the information you need is below:

Where? [Glasgow Hidden Gardens](#)

- When? (you decide)
- What do they need?
- They require 12 staff members to help with the project
- What are the details of the project? They will be creating a new plant bed area for the springtime vegetable patch.

Think about your first steps?

How will you recruit the staff you require?

Think about how you communicate with the community project?

Step 1 Create a promotional article

One way we connect with our staff is using internal communications channels. Such as a virtual newsletter or our internal webpages.

Can you write a short article using the information provided to promote this opportunity to SQA staff.

Make it sound as exciting and fun as you can! Remember we use Slogans so that staff recognise what we want them to do. Your title will attract people. For example, "Do you like to be outdoors?"

Step 2

You have managed to secure 12 staff members to join the community group, to secure their safety, we need to create a risk assessment ensuring we have thought of all possible risks that they might face when volunteering.

Write down 5 top risks our staff might come across at the hidden gardens and what could we (SQA) do to combat them?

Risk	SQA actions
Example: Using Garden Tools	Staff to wear garden Gloves and trainers or boots

Step 3 Create Briefing Document

To ensure our staff know what to expect on the day, we create a briefing document. Can you help me by filling in the information for each of the titles below – this will create your briefing:

- Slogan
- Title
- What is the activity
- Place of the activity including address
- Date of activity including times
- What jobs will they be doing
- What clothing should they wear?
- Will lunch be provided?
- End – finish with a fun statement

Section 3

Reflective Diary

Think back to what you read about the area and the tasks that you were asked to complete and then answer the following questions.

1. Why do you think it is important for businesses to be responsible for their people, community and environment?

2. What activities does your school do to be responsible for its pupils, community or environment, pick one area and tell us about it.

3. Please use the space below to make a note of any other thoughts you have had about the Responsible Business area below.