

James Lewis

Horizons

COLLEGE

Hello I'm James Lewis, I am 22 years old. I would like to show you my presentation about my experience at Horizons College.

I AM ON THE PSI WHICH STANDS FOR PREPARATION FOR SUPPORTED INTERNSHIP.

I am on the PSI

AS A PSI STUDENT I SPEND TWO DAYS IN MY WORK PLACEMENT AND TWO DAYS IN COLLEGE.

I HAVE ALWAYS WANTED TO BECOME A RECEPTIONIST AND PSI HAS ALLOWED ME TO GAIN VALUABLE EXPERIENCE WITHIN THIS JOB

THE COLLEGE PLACES LEARNERS AS PER THEIR PARTICULAR INTERESTS AND CAREER ASPIRATIONS. OTHER WORK PLACEMENTS INCLUDE:

RETAIL, LAND BASED WORK AND CARE

My typical week

- ▶ Tuesday and Wednesday
- ▶ Thursday and Friday
- ▶ I am gaining experience as a receptionist at Horizons reception and at the Learning Centre reception.
- ▶ Swindon 105.5 community radio station

Swindon 105.5

I attend Swindon 105.5 on a Wednesday afternoon

This is a fantastic experience

I have learnt to interview people

I have learnt how to edit and put together features



Receptionist duties

- ▶ I have gained valuable experience as a receptionist.
- ▶ I answer the phone, take down messages and pass these on to other staff.
- ▶ I have developed my communication skills
- ▶ I work as part of a team of other receptionists and support lunch cover
- ▶ Whilst I am on work experience I have one to one support from Carl.

College days

- ▶ Thursdays and Fridays are spent in college.
- ▶ I spend time with my friends and we take part in a range of activities that include:
- ▶ Cooking lunch
- ▶ Enterprise activities: Creating craft activities to sell
- ▶ Football at Swindon Supermarine
- ▶ Functional Literacy and Numeracy and Accreditations

My progression

IN SEPTEMBER I WOULD LIKE TO CONTINUE WITH MY STUDIES AT HORIZONS COLLEGE.

IT IS MY AIM TO PROGRESS ONTO SUPPORTED INTERNSHIP AND CONTINUE TO DEVELOP AND BUILD ON MY EXISTING SKILLS.

AFTER SI I WOULD LIKE TO GET PAID EMPLOYMENT AT A RECEPTION IN A WORKPLACE.

Enrichment a time to socialise





Thank you for listening.
I hope that you have
enjoyed my
presentation

I AM HAPPY TO ANSWER ANY QUESTIONS THAT YOU
MAY HAVE.
