

finnjdpenny@gmail.com

Finn Penny

WORK HISTORY

Temp staff at Carmarthen Tesco

Mainly on till

Cotswold outdoor customer advisor

Worked here whilst studying developing people skills and helping customers

McDonalds Crew Member

Working nightshifts, taking orders and payment at the window and ensuring all equipment was clean and ready for day shift staff upon their arrival.

Alpine Clean Exterior Cleaning Specialist May 2019 - September 2021

Working independently to clean a driveway or patio and in a team cleaning windows being as efficient and productive as possible whilst being friendly and communicative with customers.

Obstacle Training Ground (OTG) Instructor March 2021 - July 2021

Instructing participants on obstacle equipment ensuring correct technique to ensure safety at all times.

EDUCATION

University of Wales Trinity St David (UWTSD)

September 2021 – August 2022

HCert in Personal Training and Sports Massage Level 2 Gym Instructor

Level 3 Personal Trainer award

September 2022 – Current

Undergraduate Studying: Sport Science Degree

Cambridge Regional College

September 2019 - May 2021

Sports in Exercise and Health and Fitness. Grade - merit, pass, pass

Bassingbourn Village College, Hertfordshire

September 2014 - May 2019 English grade - 4

Maths grade - 4

Science grade - 4

Construction grade – merit

Health and Fitness grade - pass

QUALIFICATIONS:

Level 2 gym instructor

Level 3 personal trainer

Personal statement/ previous work experiences.

I am an enthusiastic, reliable, responsible and hard working person showing flexibility in a team and whilst working alone. I am able to work well under pressure and keep to deadlines. I can talk confidently to clients and customers and give and follow instructions.

Whilst working at the obstacle training ground I led a large group of university students with different abilities and body types in a team building exercise around an obstacle training, ground where I kept them together and got them working as a team, communicating and empathising with them to develop their communication and soft skills to keep them safe and engaged. I had to be enthusiastic

to keep them engaged as some of them were a little scared of some of the obstacles in preparation I had to make sure the course was challenging enough for the group and also safe so the session went as smoothly as possible.

During my time working at McDonald's, I mostly work for the nightshift where I would frequently have to do multiple persons jobs at once. In preparation for the morning staff has to make sure everything was ready for the following day as well as serve evening and night customers. Whilst working the nightshift one time we were very understaffed and I had to do more than my standard jobs to get all these tasks done. The rest of the crew staff on the shift had to work and help each other to complete everything in the desired timeframe, to compensate for a lack of staff members I had to delegate and prioritise the more important jobs.

Placement aspirations.

During my placement period alongside currently working at the Cotswold outdoor, I am aiming to further improve and focus on my communication skills and talking to customers as it will greatly aid me to order being a successful personal trainer. In the future I'm aiming to develop the necessary skills, through aiding customers to find what they are looking for and advise them on what would appear to be suitable for their needs.

Also, during my placement, I'm aiming to develop my time management skills as it's very important when being self-employed to have good time management to meet with clients and satisfy their needs to help them meet their goals.

A fundamental part of personal training is communication and communicating with clients about their goals and aspirations of what they want to achieve as well as be able to communicate and understand them to make them feel safe and stay safe whilst doing exercise, during my placement I want to develop these communications

PLACEMENT PROVIDER HEALTH AND SAFETY QUESTIONNAIRE

Placement Organisation:	Cotswold outdoor O&CC		
Placement Address:	Unit 5 SA31 1GA Carmarthen		
Placement Supervisor Name (or other provider contact):	Gabriela		
Placement Supervisor Role:	Store manager		
Telephone:	01267222039		
E-mail:	/		
Name of student(s):	Finn Penny		
Duration of Placement:	4 weeks	Start Date:	01.04.23

Dear Placement Provider

Re: Health and Safety for Work Placements

The University of Wales Trinity Saint David has a duty of care to ensure, so far as is reasonably practicable, the health and safety of our students whilst on placement. We ask for your assistance in meeting this obligation by completing this questionnaire and supplying a copy of your health and safety policy and current insurance certificates.

I'd be grateful if you would return the documents by email to my contact details below.

If you have any questions or problems, please don't hesitate to get in touch.

Yours faithfully

Kate Piper

Sport and Healthy Living
Institute of Management and Health
Carmarthen Campus
Carmarthen
SA31 3EP

Email: k.piper1@uwtsd.ac.uk

PLACEMENT PROVIDER HEALTH AND SAFETY QUESTIONNAIRE

1.	Health & Safety Policy	Yes	No
Does your organisation have a written health and safety policy?		Y	
Do you communicate and consult with staff on Health and Safety matters?		Y	
2.	Insurance	Yes	No
Is Employer Liability Insurance held?		Y	
Insurer Name:		Not willing to disclose	
Policy Number			
Start Date:		End Date	
Is Public Liability Insurance held?			
Insurer Name:			
Policy Number			
Start Date:		End Date	
3.	COVID19 Risk Assessment	Yes	No
Has a written COVID19 risk assessment of the workplace been completed?		Y	

Will it be updated in line with Government requirements?		Y	
Have the findings of the COVID19 risk assessment been communicated to your staff, as appropriate?		Y	
Are workplace social distancing measures in place in line with Government requirements?		Y	
Are workplace cleaning protocols in place in line with Government guidance?		Y	
Will awareness training be provided around COVID controls to the student placement?		Y	
4.	Other Risk Assessments	Yes	No
Have risk assessments for other workplace tasks / activities to identify possible hazards to employees and others affected by your activities been completed?		Y	
Are these risk assessments kept under regular review?		Y	
Will instruction and training be provided to the student placement for any risk assessment relevant to their duties?		Y	
5.	Fire Safety	Yes	No
Have fire risk assessments been completed for the buildings you occupy?		Y	
Have the findings of the fire risk assessments been completed satisfactorily?		Y	
Are suitable fire warning & detection systems in place and serviced in line with manufacturer requirements?		Y	
Are firefighting equipment in place & serviced within manufacturer requirements?		Y	
Are Fire Alarms tested weekly?		Y	
Are Fire Drills carried out at least annually?		Y	
Will fire safety awareness training be delivered to student placements?			N
6.	Other Health and Safety Areas	Yes	No
Are First Aid arrangements in place			Y
Are systems in place to ensure equipment and machinery is maintained?			Y
Are systems in place to ensure hazardous substances are controlled?			Y
Are systems in place to control any Working at Height activities?			Y
Is Personal Protective Equipment (PPE) made available?			Y
Are systems in place to control Manual Handling activities?			Y
Are systems in place to control risks in the use of Display Screen Equipment?			Y
Is an accident reporting and investigation system in place?		Y	
In relation to any student placement will you report to the University all accidents / incidents, near misses or any sickness attributable to the work?		Y	
7.	Health & Safety Competent Person		

Please provide details of your competent person for Health and Safety matters.

Name: Gabriela

Position: manager

Tel No:

Email address:

	ROLE SPECIFIC CHECKLIST	Yes	No	N/A
1.	Safeguarding			
	a) Will the student be working with children/young persons/vulnerable adults?		N	
	b) Is a DBS/police check required?		N	
	c) If a DBS/police check is required, will you fund it?			Y
	d) Will the student be working alone i.e. unsupervised? If yes, please specify the extent: Doing individual tasks out the back of the store and on the shop floor	Y		
2.	Accommodation			
	Will you provide help with accommodation for the student? If yes, please explain:			N
3.	Health checks			
	a) Do you require any inoculations/pre-employment health checks?			N
	b) If yes, please specify the nature of the health checks:			N
	c) If yes, will you fund these?			N
4.	Travel			
	a) Does the student have to undertake any travel as part of the work role? If yes, please specify:			N
	b) To what extent will you fund this, if any?			N
5.	Work permits and visas			
	a) If the role is overseas, i.e. not in the UK, is a work permit/visa required?			N
	b) If yes will you sponsor the student's application for the visa			N

6	Please specify any other specific pre-employment requirements:			N

CONFIRMATION

I confirm that the preceding information is correct to the best of my knowledge. I confirm also that the student will receive:

- Induction briefing on their first day of attendance.
- Appropriate training and supervision in relation to their placement.

Signed:				
Name:	Gabriela Malkzewska			
Position:	Manager	Date:	26.03.23	

Thank you for completing this questionnaire. Please return it as soon as possible with PL1a Placement Provider Agreement form to the Placement Coordinator (contact details above)