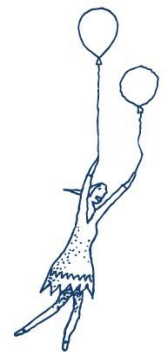


Work Experience Workbook



This workbook is full of useful information and advice to help you prepare well for work experience. It will help you to focus on the skills you already have and how to develop them further during your placement.

Filling in the workbook is your responsibility, but don't forget to ask your supervisor to complete the Employer's review before you leave. Look after it and keep it safe, as it will provide evidence of what you have achieved, which could help you when you make your next step in learning or work. You can also use the information you record here to help build your CV.

To help you prepare for your placement, complete the table below.

Organisation name	
Placement address	
Contact person/who to report to	
Phone number & email of contact	
Type of work	

More information about my placement

What sort of things will I be doing?

What will I wear?

Special equipment I will need (if any)

How will I get there?

How long will the journey take?

How much will it cost?

What time will I need to get up? What time will I need to leave the house?

Lunch arrangements

My WEX targets:

Here you should list three to five targets, explaining what you'd like to gain from your work placement.

1.

2.

3.

4.

5.

It's a good idea to look through these targets with your employer. Your employer may have other targets they would like to set with you. Please detail these below:

“Soft” skills

Using the table below, write down some examples of where you have already demonstrated these skills at school, at home or in your leisure time.

Skill	I have demonstrated this already by...	Example of how this could be demonstrated in the workplace
Integrity		
Problem Solving		
Teamwork		
Initiative		
IT (computer skills)		
Communication (written)		
Communication (verbal)		
Organisation		
Time management		

Health & Safety

All workplaces have some hazards. A hazard is something that can cause harm, illness or damage to health or property. The employer has a responsibility to control hazards so that you and other employees are safe, but you also have responsibilities, which are to:

Act responsibly and not do anything to endanger others

Be tidy in your work

Follow the health and safety rules and signs

Report anything you feel is dangerous such as a spillage

You will have a health and safety briefing at the beginning of your first day, during which you will be told about what to do if you have an accident, who the first aider is, what to do if there is a fire and if you need to use any protective clothing or equipment. Even if all the rules are carefully followed, accidents sometimes happen at work. If you have an accident, you should tell your supervisor. You should also record it below and let your teacher know about it when you return to school.

Date and time of accident:

Where it happened, including room or place:

What happened? Give the cause if you can:

If you were injured, say what the injury was and the action taken by the employer:

Signed (student):

Date:

Signed (supervisor):

Date:

Safety signs

You will see signs in the workplace that will help to keep everyone safe. They may not look the same in all workplaces, but they follow the same general rules of shapes and colours which mean they don't need to use a lot

Prohibition signs are red on white background and mean stop/must not.



Warning signs warn of dangers and have a black triangle with a yellow background and a symbol representing the hazard.

Mandatory signs mean you must obey or do something and have a blue background with a white symbol.



Safe condition signs have a green background and show the right way or give directions to things such as fire extinguishers or exits.

Day 1 Diary

The following pages give you the opportunity to fill out a 'daily diary' for each day of your placement. Completing this diary will help you to reflect on what you've learned during your placement and record information that could help you improve your skills and build your CV.

Tasks I completed today:

Skills I used (from the list of Soft Skills) and how I demonstrated

Brief description of what my employer does:

What I found out about health and safety today:

What I did well and am proud of today:

On reflection, I would have done this differently:

Day 2 Diary

Tasks I completed today:

Skills I used (from the list of Soft Skills):

The different types of job at my work placement:

What I did well and am proud of today:

On reflection, I would have done this differently:

Day 3 Diary

Tasks I completed today:

Skills I used (from the list of Soft Skills):

What I have learnt about the world of work:

What I did well and am proud of today:

On reflection, I would have done this differently:

Day 4 Diary

Tasks I completed today:

Skills I used (from the list of Soft Skills):

Qualifications I would need to do this job:

What I did well and am proud of today:

On reflection, I would have done this differently:

Day 5 Diary

Tasks I completed today:

Skills I used (from the list of Soft Skills):

The most important things I learnt this week are:

What I did well and am proud of today:

On reflection, I would have done this differently:

My work experience review

Summary of the main tasks I carried out during my placement:

These were the high points of my placement:

These were the low points:

I am strong in these skills:

I need work on the following skills:

Skills self-assessment

How well do you think you did on your work experience placement?
Complete the table below and remember to answer as honestly as you can.

Skill	Very good	Good	Would like to improve
Integrity			
Problem Solving			
Teamwork			
Initiative			
IT			
Communication (written)			
Communication (verbal)			
Organisation			
Time management			

Before your placement, what thoughts did you have about your future career?

Has your placement given you a better idea of what you career you'd like? If so, in what way?

Employer assessment

Your co-operation in completing this assessment is much appreciated. The information you provide will be important in helping students assess how they did on their placement. Please complete this before the end of the placement and return to the student.

Please rate the student on the following skills:

1 = needs improvement, 2 = satisfactory, 3 = good, 4 = very good, 5 = excellent

Skill	Rating	Comments
Timekeeping		
Attendance		
Enthusiasm		
Personal presentation		
Communication		
Team work		
Ability to solve problems		

_____ (name of student)'s overall performance whilst with our organisation was:

Excellent

Good

Satisfactory

Disappointing

Employer assessment (cont)

Please expand on your feedback, mentioning any particular strengths and weaknesses:

Name:

Job title:

Organisation:

Signature:

Date:

Parent/guardian comments

Name:

Signature:

Date:

Teacher comments

Name:

Signature:

Date:

