



OLDFIELD
SCHOOL



WORK EXPERIENCE LOG BOOK

Name:

Tutor Group:



Mr Nash

Assistant Headteacher

Welcome

Your Work Experience is the first step on a long journey. For many of you this will be your first taste of the world of work. For some of you, it will reinforce your own current ambitions about your future careers; for others it may change your minds. Either way, when you return to school, you will have learnt a lot and hopefully developed key employability skills, such as team work, problem solving and interpersonal relationships.

This booklet is designed to help guide you through the process and sign post key areas of the experience for you. There are tasks to complete in tutor time before you go, key points to complete while on work experience and finally activities designed to help you reflect on your experience when you return to school.

Your tutor and I will also be using this booklet as a basis to start giving you individual support and guidance on fulfilling your future ambitions, whatever they may be, once you have completed your GCSEs.

I wish you all the very best and hope you enjoy and make the most of your work experience.

Mr Nash

Assistant Headteacher - Careers

About this book

This log book is for you to:

- Set out your personal information
- Clarify what you hope to gain from the work placement
- Record your activities during the week
- Help you update your personal career plan
- Think about what you learned and enjoyed

It is divided into three sections:

SECTION 1: Before the work placement

SECTION 2: During the work placement

SECTION 3: After the work placement



Section 1

Before the placement

Why take part in a work placement?

- It gives you a chance to experience typical working conditions.
- You can meet and talk with adults who are earning their living and you can ask them about their jobs.
- It will help you see links between the subjects you are studying at school and the skills you will need in working life.
- It will help you find out more about your own skills and interests.
- You will be out on your own and it will give you responsibility. You will need to be punctual, independent and helpful to others.
- It will help you to understand your business, industry and commerce.

What do you already know about your work placement organisation?

Preparation

Name of organisation:

Address:

Tel:

Start time:

Finish time:

Lunch time:

To get to work in good time, I will need to leave home at:

.....

I will travel by car/bus/train/foot

The cost of travel will be per day

For lunch I will bring a packed lunch/buy lunch from:

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Is specific clothing or footwear required? Yes/No

If Yes, will this be provided by the Employer? Yes/No

REMEMBER to wear suitable clothing and footwear

Objectives

What do you hope to achieve by the end of your placement?

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List 5 key **skills** or **qualities** you believe your employer would like you to have:

- 1.
- 2.
- 3.
- 4.
- 5.



Section 2

During the placement

Student Induction Checklist

*To be completed with the employer at the start of your placement

- Introduction to the company
- Contact name and numbers exchanged
- Hours of work
- Lunch break etc
- Leave procedure
- Sickness notification procedure
- Location of facilities (toilets/canteen/cloakroom etc)
- First Aid details
- Fire evacuation procedures
- Information on: Company rules, security, confidentiality, use of resources, uniform/protective clothing



Record of activities

Identify four typical activities in any one day

1

2

3

4

Section 3

After the placement

Describing your work placement

Circle the words which best describe the tasks undertaken during the week

Tiring *Administrative* *Practical* *Skilled* *Repetitive*

Challenging *Interesting* *Scientific* *Rewarding*

Add some words of your own:

Indicate which skills/aptitudes you needed during your placement:

Stamina *Good memory* *Ability to understand instructions*

Good at mental arithmetic *Clear handwriting* *Patience*

Ability to make decisions quickly *Confidence on the telephone*

Ability to get on with people *Ability to stand for long periods*

IT Skills *Accuracy* *Strength*

Employer's Assessment Form

Assessment of student's performance - to be completed by employer

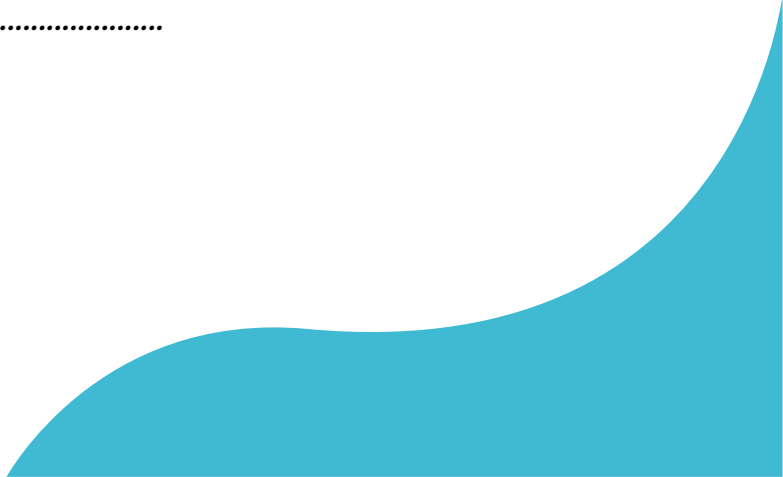
	Excellent	Good	Satisfactory	Poor
Timekeeping				
Personal appearance				
Ability to work in a team				
Relationships with others				
Regard for Health and Safety				
Ability to follow instructions				
Communication skills				
Enthusiasm				
Initiative				

Signed:

Position:

Date:

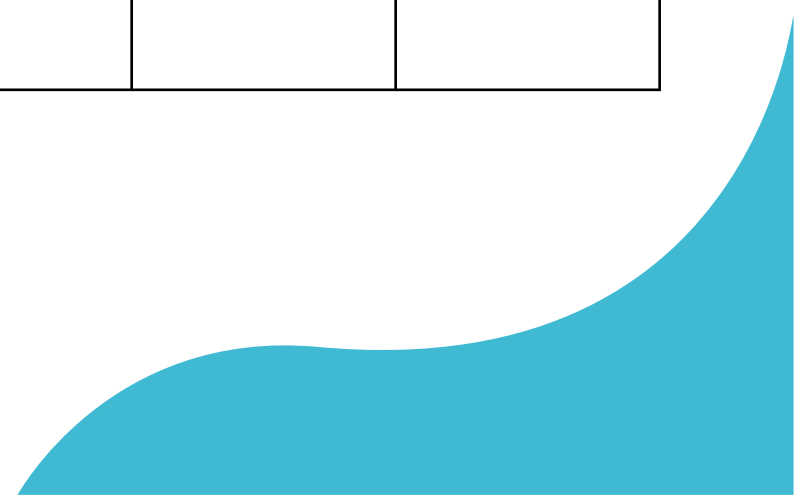
Additional comments:



Self Evaluation

Circle the words which best describe the tasks undertaken during the week

	Excellent	Good	Acceptable	Needs Attention
My timekeeping was				
My attendance during work experience was				
The clothes I wore suited the work I was doing				
My attitude to fellow workers was				
My willingness to listen and learn was				
My skill at adapting to different situations was				
My awareness of health and safety practices was				
My ability to show my initiative was				
My attitude to work was				



Reflection

Did you enjoy your work experience placement? What parts did you most enjoy? What did you least enjoy? Would you recommend this placement to another student?

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Remember to write a thank you letter or email to your employer.



Think about what type of job or career you may like to do in the future and do some research to find out the different pathways available to you: Apprenticeship or Traineeship; Sixth Form/College; Employment or University. Below are some useful websites:



www.careerpilot.org.uk



www.apprenticeships.gov.uk



www.ucas.com



sacu-student.com



nationalcareersservice.direct.gov.uk