

Remember:

- i) Write a letter of thanks to your employer.
- ii) Research companies in your career library and IT suite to investigate further career ideas.
- iii) Update your personal Career Plan

Extended Work Experience

Logbook



Student's Name: _____

School: _____

Work Experience School Co-ordinator: _____

School Number: _____

Name of Work Placement Organisation: _____

Date of Placement: _____

Introduction

It is useful to have a record of your placement, what you did, how the organisation works, who you met and what you learnt. Remember to keep, for reference, any leaflets or further information you are given on your placement.

Your record will help you prepare for, and gain maximum benefit from, your work placement and provide evidence for the scheme.

The record has three sections:

Section 1 Preparation

Section 2 The Work Placement

Section 3 Reviewing

The record has been designed so that you can work through it by yourself, with your family or fellow pupils, your tutor or your manager/supervisor at work.

Try to complete your record as fully as possible. You can use additional sheets if you need to.

If in doubt, ask questions.

Preparation

Why go on Work Experience?

- It is a unique opportunity for you to find out about the world of work and to meet people of various age groups.
- You will have the chance to gain experience of typical working conditions in commerce, industry, retail or other types of workplace.
- You will meet people doing various types of jobs and find out more about the work by talking to them and working with them.
- You will discover more about your own skills, talents and interests and their application.
- It will help you to see the links between school work and the skills you need in working life.
- It will also help you to understand why services, industry and commerce are so important in our society.

Student's Review of the Work Placement

Look back at your Action Plan on page 7 and write about how well you did in completing your targets:-

What were the most enjoyable and rewarding things about of your placement?

What would you say was your greatest achievement?

Tutor/Work Experience Co-ordinator Comments:-

Employers Report on the Student

Section 1 - Preparation

At the end of your placement go and see your supervisor and ask them to complete this section with you.

Attendance- She/he attended ____ days out of ____ days

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

Do you feel that the student was well prepared for this placement? **YES** **NO**

If no, what could have been done to improve this?

What would be your comments about the “employability” of this student?

SIGNATURE OF SUPERVISOR:- _____ DATE:- _____

Thank you very much for participating in our Work Experience Programme and taking the time to make these comments

Think about what questions you may be asked and have some answers ready.

Make sure you:

- Arrive on time
- Dress appropriately
- Are polite

You may want to prepare some questions to ask your employer.

For example:

- How many people will I be working with?
- Will I be given any responsibility?
- What qualifications would I need to get a job at this company?

After your interview, make an evaluation of how you think it went, including good and bad points.

Were you well prepared? Nervous? Able to answer all questions?

What would you improve on for future interviews?

Things to remember:

I will avoid making routine doctor's/dental appointments during my placement.

If I am ill - I should ring my employer and my school and let them know.

If I know I am going to be late - I will ring the employer and let them know.

If I am unexpectedly late - I will apologise when I arrive and give a reason.

If I do not understand something - I can ask my supervisor or line manager.

If I have difficulties - I will speak calmly to my supervisor about them and try not to lose my temper.

Your Action Plan will outline what you want you achieve in developing your **KEY SKILLS** and **ENTERPRISE SKILLS**. To help you do this the following pages will get you to look at what level of skills you have at present and which ones could be improved.

KEY SKILLS

Key Skills are essential if you want to make the most of opportunities in adult life. It is important that you can:- make yourself understood when speaking and writing, carry out basic calculations, use information technology, work with others, improve your own learning and solve problems. These skills are important to most aspects of adult life. Indeed, every job needs some or all of these skills, and they are just as useful in further and higher education. Your work experience should help you develop some **key skills** that will help you at school and in your future.

Look at the Skill Tasks below. Tick the number that shows your skill level for each skill task.

1 = not good or confident at this,

5= very good or confident at this

	Skill Tasks	1	2	3	4	5
communications	1. talking to work colleagues					
	2. talking to supervisors/managers					
	3. talking to customers/clients					
	4. filling in forms or record sheets					
	5. writing letters					
	6. writing reports					
	7. using images e.g. diagrams, pictures which help to explain any written material					
	8. using images e.g. drawings or models to explain things to people to help support what you have done					
	9. understanding images e.g. pictures, photographs					
	10extracting information from written material					
	11.summarising information obtained e.g. writing things in their own words, making notes, taking messages					

	Skill Tasks	1	2	3	4	5
Information	1. using a word processing package to write things					
	2. using a graphics package to produce a picture					
	3. using a spreadsheet to work with numbers (e.g.					

Work Experience Evaluation

What was the biggest surprise you had on placement?

What was the most important thing that happened on placement?

What was the most difficult part of your work?

What was the most enjoyable thing about your placement?

Was the placement different from what you expected?

How have you benefitted most?

Your Last Day

How have things changed since you filled in the sheet about your first day?

What have you learnt about people?

What do you think about work?

What have you discovered about your own skills, talents and interests?

Would you have liked to continue working for the organisation? Yes / No

Give reasons

How has your work experience helped you to decide what kind of a job you would like to do?

Would you recommend the placement to future students?

Are there any improvements that could be made?

	Skill Tasks	1	2	3	4	5
Application of Number	1. carrying out a survey					
	2. using appropriate measuring instruments (e.g. scales,					
	3. doing calculations					
	4. using common units of measurement (e.g. centimetres,					
	5. understanding information involving numerical facts					
	6. using data to produce tables, bar charts and graphs					

	Skill Tasks	1	2	3	4	5
Working with Others	1. awareness of own strengths and weaknesses					
	2. agreeing targets with supervisor					
	3. completing tasks to meet targets					
	4. asking for and getting help when needed					
	5. working independently, without direct supervision or					

	Skill Tasks	1	2	3	4	5
Improving Own learning	1. planning and agreeing joint activities with others					
	2. identifying what you have to do when working in a group					
	3. organising self to complete group activities e.g. what will you need to get the job done?					
	4. following given working methods and procedures e.g. following work plans or job instructions					
	5. co-operating with others in the group you are working with					

	Skill Tasks	1	2	3	4	5
Problem	1. understanding the nature of problems e.g. what do					
	2. solving problems - coping with the job you are given					

Now that you know what you are good at and not so good at:-

Choose the KEY SKILLS you would like to develop on this Extended Work Experience

Add these to your Action Plan on page 7

ENTERPRISE SKILLS (C2)

Enterprise skills are to do with the Skills, Qualities and Attitudes you need to succeed in business.

Employers will look for these and you should be able to develop these on Work Experience.

Look at the Enterprise Skills, Qualities and Attitudes below. Tick the number that shows your skill level for each skill task.

1= Not good or confident at doing this

5 = Very good or confident at doing this

Skill Tasks		1	2	3	4	5
Enterprise Skills	I can take the lead in a group					
	I can work better on my own than in a team					
	I can make decisions easily					
	I am good at putting across my ideas					
	I can come up with new ideas easily					
	I can deal well with situations where I am not sure what is expected of me					

Skill Tasks		1	2	3	4	5
Enterprise Qualities	Good at time keeping and attendance					
	Well organised for the day at work					
	Following instructions properly and carefully					
	Work well as part of a team					
	Get on well with other workers and the public					
	Know when to ask for help and advice					
	Work safely and follow Health & Safety instructions					

Skill Tasks		1	2	3	4	5
Enterprise Attitudes	Use your initiative to make your own decisions					
	Be positive and enthusiastic about the things you have to do					
	Be hard working and trustworthy					
	Willing to listen to others points of view and accept them					
	Take pride in your work and doing a good job					
	I am willing to do new things with enthusiasm					

Now that you know what you are good at and not so good at:-

Choose the Enterprise Skills, Qualities and Attitudes you would like to develop on your Extended Work Experience

Add these to your Action Plan on page 7

TEACHER VISITS

During your placement you will be visited by a teacher from your school on several occasions. Use the table below to note down when you were visited:

TEACHER VISIT	TEACHER SIGNATURE	DATE	Student	Teacher
			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1			<input type="checkbox"/>	<input type="checkbox"/>
2			<input type="checkbox"/>	<input type="checkbox"/>
3			<input type="checkbox"/>	<input type="checkbox"/>
4			<input type="checkbox"/>	<input type="checkbox"/>
5			<input type="checkbox"/>	<input type="checkbox"/>
6			<input type="checkbox"/>	<input type="checkbox"/>
7			<input type="checkbox"/>	<input type="checkbox"/>
8			<input type="checkbox"/>	<input type="checkbox"/>
9			<input type="checkbox"/>	<input type="checkbox"/>
10			<input type="checkbox"/>	<input type="checkbox"/>
11			<input type="checkbox"/>	<input type="checkbox"/>
12			<input type="checkbox"/>	<input type="checkbox"/>
13			<input type="checkbox"/>	<input type="checkbox"/>

I discussed the following points with the teacher who visited me:

DAY No _____ DAY DATE _____

Were you:- EARLY ON TIME LATE ABSENT (circle ONE)

Describe what you have done today and say if it helped towards one of your Action Plan Skills:-

DAY No _____ DAY DATE _____

Were you:- EARLY ON TIME LATE ABSENT (circle ONE)

Describe what you have done today and say if it helped towards one of your Action Plan Skills:-

DAY No _____ DAY DATE _____

Were you:- EARLY ON TIME LATE ABSENT (circle ONE)

Describe what you have done today and say if it helped towards one of your Action Plan Skills:-

EXTENDED WORK EXPERIENCE ACTION PLAN

KEY SKILLS - Put in the KEY SKILLS you chose after looking at pages 4 & 5

KEY SKILLS I WANT TO IMPROVE ARE:-

WHAT I CAN DO TO IMPROVE THIS SKILL

ENTERPRISE SKILLS - Put in the ENTERPRISE SKILLS you chose after looking at page 6

ENTERPRISE SKILLS I WANT TO IMPROVE ARE:-

WHAT I CAN DO TO IMPROVE THIS SKILL

Put in the WORK SKILLS you chose after talking with your employer

WORK SKILLS I WANT TO IMPROVE ARE:-

WHAT I CAN DO TO IMPROVE THIS SKILL

I have discussed my Targets with my Teacher and my Work Placement Supervisor. We have agreed that they are Specific, Measurable, Achievable, Realistic and Can be completed whilst on my Work Experience

Signature of Teacher:- _____ Date:- _____

Signature of Supervisor:- _____ Date:- _____

HEALTH & SAFETY INDUCTION ON THE FIRST DAY

You and your employer must complete this section on the first day.

	Student	Employer
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Name and role of supervisor explained	<input type="checkbox"/>	<input type="checkbox"/>
Tour of work area including toilet, hand washing, eating and drinking	<input type="checkbox"/>	<input type="checkbox"/>
Shown the Health & Safety at Work poster	<input type="checkbox"/>	<input type="checkbox"/>
Aware of action to take if Fire Alarm sounds	<input type="checkbox"/>	<input type="checkbox"/>
Aware of who looks after First Aid and what to do in case of an accident	<input type="checkbox"/>	<input type="checkbox"/>
Safe System of Work explained	<input type="checkbox"/>	<input type="checkbox"/>
Shown manual handling techniques, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
Use Personal Protective Equipment explained, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
Aware of any Specific Significant Risk and their Control Measures as outlined in the Risk Assessment	<input type="checkbox"/>	<input type="checkbox"/>

Signature of Student:- _____ Signature of Supervisor:- _____

THESE ARE THE NAMES OF PEOPLE TO BE CONTACTED IN AN EMERGENCY:

Name of Parent/Guardian: _____

Telephone Number(s): _____

If I am going to be late, or I am unable to get to my Work Experience Company, I will need to tell the following people as soon as possible:-

AT SCHOOL

Teacher: _____

School Telephone Number: _____

AT WORK

Supervisor: _____

Company Telephone Number:- _____ Extension:- _____

REPORTING ACCIDENTS AND INJURIES

You will be required to work in a safe manner. If you are involved in an accident however slight you will need to report it. Please follow the guidelines set out below:

- If I hurt myself or am injured at work, I will need to inform my Supervisor.
- They will need to put the details in the Company Accident Book, the time, the date and how the accident occurred.
- I will need to inform my teacher and the school.

DAY No _____ **DAY DATE** _____

Were you:- EARLY ON TIME LATE ABSENT (circle ONE)

Describe what you have done today and say if it helped towards one of your Action Plan Skills:-

DAY No _____ **DAY DATE** _____

Were you:- EARLY ON TIME LATE ABSENT (circle ONE)

Describe what you have done today and say if it helped towards one of your Action Plan Skills:-

DAY No _____ **DAY DATE** _____

Were you:- EARLY ON TIME LATE ABSENT (circle ONE)

Describe what you have done today and say if it helped towards one of your Action Plan Skills:-

DAY No _____ DAY DATE _____

Were you:- EARLY ON TIME LATE ABSENT (circle ONE)

Describe what you have done today and say if it helped towards one of your Action Plan Skills:-

DAY No _____ DAY DATE _____

Were you:- EARLY ON TIME LATE ABSENT (circle ONE)

Describe what you have done today and say if it helped towards one of your Action Plan Skills:-

DAY No _____ DAY DATE _____

Were you:- EARLY ON TIME LATE ABSENT (circle ONE)

Describe what you have done today and say if it helped towards one of your Action Plan Skills:-

First Day

Use the spaces below to record your feelings about your first day. Remember, you can use other methods of recording as well as writing, e.g. photographs, company literature and work that you have done.

What did you expect?

Describe what it was like when you first arrived

What did you have to do?

What were the people like?

How did you feel at the end of the day?

Section 2—The Work

1. Describe what the organisation does.

2. How long has the organisation been established?

3. How many people work in:

(a) the department you are assigned to? _____

(b) Are there any disabled people working in the organisation? _____

(c) What is the male female ratio? _____

(d) Has the number of employees changed in the past 2 years? _____

If so, in what way and why? _____

4. Who are the customers?

5. Which other organisations provide the same service:

(a) locally? _____

(b) nationally? _____

(c) internationally? _____

6. Who is in charge of your organisation? - What is his/her job title?

7. What jobs are done in your area of the organisation?

8. Does the organisation arrange further education/training for its employees?

9. Is there a dress policy?

10. Add any other relevant information below:

You should use the short Labour Market Information (LMI) quiz on <http://www.connexionsbucks.org.uk/quizzes/labour-market-information> to help you expand your knowledge and understanding of employment.

DAY No _____ DAY DATE _____

Were you:- EARLY ON TIME LATE ABSENT (circle ONE)

Describe what you have done today and say if it helped towards one of your Action Plan Skills:-

DAY No _____ DAY DATE _____

Were you:- EARLY ON TIME LATE ABSENT (circle ONE)

Describe what you have done today and say if it helped towards one of your Action Plan Skills:-

DAY No _____ DAY DATE _____

Were you:- EARLY ON TIME LATE ABSENT (circle ONE)

Describe what you have done today and say if it helped towards one of your Action Plan Skills:-

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Describe what you have done today and say if it helped towards one of your Action Plan Skills:-

DAY No _____ DAY DATE _____

Were you:- EARLY ON TIME LATE ABSENT (circle ONE)

Describe what you have done today and say if it helped towards one of your Action Plan Skills:-

DAY No _____ DAY DATE _____

Were you:- EARLY ON TIME LATE ABSENT (circle ONE)

Describe what you have done today and say if it helped towards one of your Action Plan Skills:-

Section 2—The Work

How are vacancies advertised? (newspaper, job centre, website, etc).

How are staff selected? (interview, application form etc.)

Does the employer ask for information about school performance?

What information is required? (qualifications, skills, experience etc)

Does the employer give a selection test?

Add any other relevant information below:

Equal Opportunities

Equality of opportunity is offering chances and prospects without discrimination as to gender, race, disability and other personal differences. Your employer has a legal responsibility to promote Equal Opportunities within the workplace.

Does the organisation have an Equal Opportunities policy? Yes No

If yes, what are the main points?

Are you treated as an equal in the company? How is it different from school?

Are there any jobs that seem to be done by men or by women only? If yes, which?

What special facilities are there for people with disabilities?

Are there any people with disabilities working for the company? YES/NO

Do any of the employees belong to a Trade Union? YES/NO

Which one? _____

What benefits do they get from belonging to a Trade Union?

Add any other relevant information below.

WORK EXPERIENCE DAY TO DAY DIARY

DAY No _____ DAY DATE _____

Were you:- EARLY ON TIME LATE ABSENT (circle ONE)

Describe what you have done today and say if it helped towards one of your Action Plan Skills:-

DAY No _____ DAY DATE _____

Were you:- EARLY ON TIME LATE ABSENT (circle ONE)

Describe what you have done today and say if it helped towards one of your Action Plan Skills:-

DAY No _____ DAY DATE _____

Were you:- EARLY ON TIME LATE ABSENT (circle ONE)

Describe what you have done today and say if it helped towards one of your Action Plan Skills:-
