

Some of the types of signs that you may see in the workplace and what they mean

# Alde Valley Academy Work Experience Log Book

8<sup>th</sup> – 12<sup>th</sup> July 2019



Red Squares  
Fire Fighting



Green Squares  
Safe Conditions



Blue Circles  
Commands



Red/White Circles  
Must Not Do



Orange Diamonds  
Hazardous Materials



Yellow Triangles  
Warnings



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## Attendance Register

*{Employer to complete}*

**Pupil name:** \_\_\_\_\_

Please indicate that the pupil has attended each day.

Day	Date	Am	Pm	Supervisor Initials
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

If the pupil is absent and no explanation is received, please contact the School office on 01728 830570.

## Introduction

### Introduction to Students

This logbook will help to record your experiences and achievements on this placement. You can use it to write your CV in the future. Please fill in carefully and make sure that you take it with you each day.

Your diary will help to show that you have experienced some very important aspects of work-related learning and it can be used as evidence for future applications.

### Introduction to Parents

It will be helpful to your son/daughter if you discuss this logbook with them several times during the placement.

Please complete the questionnaire for parents (page 27) after the placement has been completed.

### Introduction to Employers

Please help the student to complete the appropriate pages of this logbook to enable them to reflect upon their experiences and to have a record for use upon returning to school. It would be helpful if the student's supervisor could complete the enclosed report to be included in the student's records on pages 28 and 29. Please also fill in the attendance register on page 30.



## Employer Report

Student Name \_\_\_\_\_

Company \_\_\_\_\_

Would you please fill in the following report, preferably discussing it with the student first. This information is confidential to the student, to the school and to yourself.

Characteristic	Good	Acceptable	Further Development
Punctuality			
Appearance			
Enthusiasm			
Confidence			
Adaptability			
Attitude to Authority			
Effort put into work			
Sustained interest			
Initiative			
Communication Skills			
Co-operation			
Working with others			
Following instructions			
Reliability			
Completion of tasks			
Compliance with Health & Safety			
Suitability for this type of work			

## Placement Information

Name of Company: \_\_\_\_\_

Address:  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_

On arrival I will report to: \_\_\_\_\_

At (time): \_\_\_\_\_

Special clothing and/or equipment needed:  
 \_\_\_\_\_

Lunch & refreshments:  
 \_\_\_\_\_

How do I get to my placement? (walk, cycle, car, bus etc):  
 \_\_\_\_\_

Approximate journey time:  
 \_\_\_\_\_

**What if?...**

**I am sick and I can't go to work?**

- Ring your employer **AND** ...
- Ring the school attendance **line**- 01728 830570
- Do this each day you are unable to attend — preferably by 9.00 am

**I feel ill while I'm at work?**

- Tell your supervisor
- If you go home, ring the school to let us know what has happened

**I have an appointment at the doctor/dentist/hospital etc?**

- Explain to your supervisor as soon as possible, at least the day before your appointment and show him/ her your appointment card
- Ring the school

**Something goes wrong or I am unhappy?**

- Talk politely to your employer or supervisor
- Ring the school IAG Co-ordinator if you are still unhappy
- If your parents are concerned, they must contact the school not the employer.

**School telephone number:** 01728 830570

**Placement telephone number:**  
*(write this down here to remind you)*

Son/Daughter's Name \_\_\_\_\_

We would appreciate any comments, good or bad, that you wish to make relating to:

Your son/daughter's willingness to go to work in the morning?

	GOOD	ACCEPTABLE	NEEDS ATTENTION
Your son/daughter's willingness to go to work in the morning			
Punctuality/Attendance			
Behaviour (at home)			
Appearance			

Attitude to the world of work \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your feelings about the value of the experience  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

General comments (Have you noticed any change in your son/ daughter?)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Visiting Teacher

The following questions are to give a general impression of the student's experience in a working environment. Please tick as appropriate.

Has the student....

	Yes	No	N/A
Received health & safety instruction/guidance?			
Attended regularly?			
Been punctual?			
Dressed appropriately?			
Carried out instructions?			
Communicated well with other members of staff/ customers?			
Shown initiative?			
Been able to work independently when needed?			
Answered the telephone?			
Used a computer?			
Been on any visits outside the working environment?			
Kept their work experience diary up-to-date?			

Is it a suitable placement? Will they accept students next year?

Teacher's Name \_\_\_\_\_ Date of visit \_\_\_\_\_

## Induction and Health & Safety

**Remember while you are there:**

- Keep your diary up to date
- Observe the safety regulations and listen carefully to all instructions- particularly concerning first-aid, fire emergency and the dos and don'ts associated with your work
- When you first arrive at your work placement, you should receive a briefing on:
  - *how to be safe in the workplace*
  - *how to raise the alarm in case of emergency*
  - *where the emergency exits are and how to operate them*
  - *where to assemble if you had to leave the building in an emergency*
  - *how to report an accident*
  - *to whom to report an accident*
  - *where the accident reporting book is kept*
  - *how to get first-aid treatment*
  - *how to use any special protective equipment/clothing*
- If you are not told about the above points, ask your contact/supervisor to explain them to you.

## Action Plan

### Preparation and Expectations

Before your work experience begins, think about the following questions and note down your answers to reflect back on after your placement when completing the Pupil Report:

- How are you feeling about going out of school on your work experience placement (e.g. excited, nervous,..)?

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- What are you looking forward to?

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- What are you nervous about?

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- What are you expecting to happen/for your placement to be like?

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- What would you like to get out of this placement?

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Use this page to write down what you are going to do to build on your Work Experience.

List the actions you are going to take and who could help you.

	ACTION	WHO OR WHERE COULD HELP
e.g.	Find out more information about this job	
1		
2		
3		
4		
5		

Take this with you to your careers interview to help you complete your action plan.

**Advice for next  
Year 10s**

What advice would you give the next group of Year 10s on Work Experience?

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Remember, while you are on  
Work Experience ...**

- Make sure you get there on time
- You will be treated like a junior employee and be working the agreed hours
- Listen to and follow instructions
- If you are unsure about anything, ask for help
- Show an interest in what goes on and ask lots of questions
- Show initiative- ask for things to do and be prepared to do something new
- Follow the Health and Safety regulations and work safely
- Fill in your diary each day
- Be enthusiastic and willing to learn
- Be responsible
- Be polite, friendly and do your best
- Remember you are a representative of your school
- If for any reason you are unable to attend work experience, please ensure that both your employer and the school are informed as soon as possible.

## Health & Safety

After your induction you should be able to answer the following:

What is the Fire Drill at the company?

Who is responsible for First Aid?

What is the procedure to follow if there is an accident at work?

Which skills/qualities have you developed?

How is Work Experience different to school?

## Pupil Report

What have you enjoyed about your Work Experience?

What would you have changed about your Work Experience?

Do you have to wear any protective clothing? If so, describe it and say what it is designed to protect you from.

List any specific Health & Safety rules you must follow in your workplace, including any Hygiene regulations.

## Work Experience Diary - Day 1

Answer the following questions each day to give you a record of your placement.

What did you do today?

What were your first impressions?

Are there things you have learnt from today that you will do differently tomorrow?  
(e.g. Get up earlier? Dress differently? Take extra money? Ask more questions?)

How many people do they employ where you are based?  
Do they employ people elsewhere?

What is the ratio between managers and staff? How many managers are there? How many staff?

How many part-time staff do they employ? Are their roles different?

What qualifications and skills do people need for the job(s) they are doing?

Would you like to work in this company/organisation? If so, which role would you like? If not, what would you rather do?

## Placement Study

During your Work Experience find out the answers to as many of the following questions as you can. You may need to talk to a variety of employees to gain the information required.

When was the company/organisation formed?

What does the company/organisation do or produce?

  

Who are the company/organisation's main type of customer/client?

List the variety of jobs within the company/organisation.

## Work Experience Diary - Day 2

What did you do today?

How was today different from yesterday?

How did you feel by the end of the day?

## Work Experience Diary- Day 3

What did you do today?

What do you think you have done well?

What do you feel you could improve?

What are the main differences you have noticed between school and work so far?

## Key Skills

Do you have evidence of these key skills?

Application of Number

Improving own Learning and Performance

## Key Skills

Throughout the placement, you will have developed your Key Skills. List below evidence of where and how you used the following skills:

Communication and Working With Others

I.T.

Problem Solving

## Work Experience Diary - Day 4

What did you do today?

How has your Work Experience influenced your future career plans?

What new skills have you learned during your placement?

## Work Experience Diary-Day 5

What did you do today?

What will you miss most about your placement?

Has the placement been different to what you expected?

## At the end of your placement

Make sure your Work Experience Log Book is up-to-date!

1. Have you completed your diary (pages 12-16)?
2. Think about the key skills you have used during your placement and complete pages 18 and 19 (ask your employer for help if needed)
3. Make sure you have completed the research about your company on pages 20 and 21
4. Ask your employer to fill in the report on pages 28 and 29 and the attendance register on page 30
5. Thank your employer and the people you worked with and say goodbye
6. Ask your parent/guardian to complete page 27
7. Complete the pupil report on pages 22 and 23, the Advice on page 24 and your action plan on page 25
8. Discuss your placement with your tutor when you are next back in school