



Stalham High School

Year 10

WORK Journal
E X P E R I E N C E

Student Name:

Using this Work Journal

A note for students

This work journal 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 Work Journal is your responsibility. 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.

When you apply for a job, employers will almost always ask about your experiences of work. This journal should help you to prepare to give a well thought-out response.

A note for teachers

Whether you are helping prepare students for their placements, or to learn from their experiences, this work journal will help:

- Meet health and safety briefing requirements set by the Health and Safety Executive and Learning and Skills Council
- Deliver the learning outcomes for work-related learning given by QCA
- Deliver learning outcomes for enterprise
- Follow the good practice guidelines for work experience given by Ofsted

A note for parents/carers

Please encourage the completion of this Work Journal by:

- Discussing your child's experiences
- Helping them to respond to new challenges
- Helping them use the placement to shape their ideas about the future

A note for employers:

You are providing this student with one of the most important experiences in their school career.

Helping the student to complete this Work Journal through regular, short discussions will help them learn from their experiences.

My Work Experience Placement

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

The school telephone number is:

01692 580281

The Out of Hours school number is:

07907 199098

Making the most of your work experience

The work experience that you are now preparing for is a very important part of your time in school.

The purpose of the placement is:

- To get first-hand experience of working conditions in different environments
- To find out information about jobs and careers by working alongside people who are doing these jobs
- To help you learn, apply and practice some of the basic skills needed in this type of work
- To help you understand the disciplines and relationships to be found in a working environment.

Criteria for completing the Work Experience Journal

Gold Award

- Outstanding employer reference (excellent in all areas) or teacher feedback
- All** sections of the Work Experience Journal completed
- Reflection sections completed **in detail**
- Evaluation completed **in detail**

Silver Award

- Good employer reference (excellent or good in all areas) or teacher feedback.
- All** sections of the Work Experience Journal completed
- Evaluation completed

Bronze Award

- OK employer reference (some areas judged as fair/poor) or teacher feedback
- Section of Work Experience Journal incomplete or missing evaluation

My Work Experience 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 the targets you set for yourself with your employer.

Your employer may have other targets they would like to set with you. Please detail these below:

1 – 2 Weeks Before Your Placement:

To help you prepare for your placement, this week you should arrange to visit, ring or email your placement.

You need to find out the information in the table on the next page. Complete the table as you talk to your employer. You might already have discussed these things when you first arranged your placement, but it is good to double-check all the arrangements as things can change in work places. It also shows your employer that you are organised and will help you have a great start!

What you need to find out before you start

<p>The first day: Who should I report to on the first day? At what time? Where should I go to?</p>	
<p>My Working Day What time do I start work? What time will I finish? What breaks will I get? Do I need to bring my own lunch or can I buy lunch from the canteen? (how much is a meal from the canteen?)</p>	
<p>What sort of things will I be doing?</p>	
<p>What will I wear? Are there any things I mustn't wear?</p>	
<p>Will I need any special equipment? Will this be provided?</p>	

After you have spoken to the employer you need to plan your first day:

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?	
What I am going to wear:	
Lunch arrangements	
Things I need to remember to bring with me:	My Work Experience Workbook!

How to make the right impression

- You will NOT be given any special treatment by your employer. You will work the same hours and under the same condition as regular employees
- Be prepared to do something new and be willing to learn
- Learn the names of the people you are working with. Write them down
- Listen carefully and take note of the instructions that you are given. If you do not understand what you have been asked to do, ASK the person to go over it again so that you are sure
- If you get into difficulties, do not walk out; telephone Mrs Davison at school. However, do remember that you are expected to be independent and you should try to solve your own problems, where you can
- You are representing the school, your family and yourself. Do not let yourself or anyone else down by your behaviour
- Take extra special care over safety precautions, eg wearing a helmet, special clothing, safety glasses or shoes. Make it your job to find out what the organisation's safety rules are
- Don't be afraid to talk to people you are working with. It's generally the rule that people are talking about their jobs!
- Don't talk outside about the private and personal things you may learn on work experience
- Always be polite when speaking to people. Don't be too pushy but try to behave in a way that shows you to be keen and interested. Don't sit or stand in a corner and say nothing
- When you finish, remember to thank the person concerned
- Keep your workbook up to date!

IF FOR SOME REASON YOU ARE UNABLE TO ATTEND, YOU MUST TELEPHONE THE SCHOOL AND THE EMPLOYER TO EXPLAIN YOUR ABSENCE.

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“Soft” skills

These are the skills that help you to perform well in the working world. They are the sort of things that employers look for when they are recruiting. Below are some of the skills that employers would most like their employees to have.

Write a brief explanation underneath each one of what each skill means.

Integrity (honesty)

Problem solving

Teamwork

Initiative

“Soft” skills

These additional skills will help you stand out from the crowd and shine in your job.
Write a brief explanation underneath each one of what each skill means.

Personal presentation

IT (computer skills)

Communication

Written:

Verbal:

Organisation

Time management

“Soft” skills

You will certainly have some of these skills already which you have developed either in school, at home or in activities you do in your own time. 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		

What are your expectations?

Complete this before you start your placement

The work hours compared with school times:

The work environment compared with school:

How you expect to be treated as an employee:

Difficulties you expect to see compared to school:

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 of 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

During your work experience placement, you will be treated as an employee of the company. You must follow the rules regarding health and safety at all times.

All companies have their own rules and will have signs posted around the buildings to remind you.

Red Signs	Prohibition signs are round signs with a bar across them. The rim and bar are red. These signs tell you things you cannot do.	 A circular sign with a red border and a red diagonal bar across the center. Inside the circle is a black silhouette of a lit cigarette with smoke rising from it.
Yellow Signs	Warning signs have a black rim and picture and the rest is yellow. These signs warn of a danger.	 A triangular sign with a yellow background, a black border, and a black lightning bolt symbol in the center.
Blue Signs	Mandatory signs have a blue background with a white picture. These signs tell you that you must do something.	 A circular sign with a blue background and a white silhouette of a person wearing a hard hat.
Green signs	Safe conditions signs have a green background. These signs show the right way or give directions to things like fire extinguishers or exits.	 A rectangular sign with a green background. On the left, the word "Exit" is written in white. On the right, there is a white silhouette of a person running towards the right.

Health and Safety Induction

As soon as you start, or before you go on work experience, it is important that you learn all you can about the health and safety policy of your placement.

Find out the answers to these questions. Ask other people to help you.

Questions	Answers
Where is the first aid box kept?	
Where is the fire-fighting equipment kept and where is the main fire escape?	
What does the fire alarm sound like?	
Where do I assemble if there is a fire?	
Are there any arrangements for evacuating disabled people? What are they?	
To whom do I report injuries or hazards?	
Are there any restricted areas in the workplace which are no-go areas? Specify which they are.	
Which machines/equipment am I <u>NOT</u> allowed to use?	
What special clothing/equipment might I need to wear or use?	
Which health and safety signs will I need to read to understand? These may be on the walls, machines or equipment.	
Is there a Trade Union Safety Representative for the department/organisation? What is their role?	

When you have completed the table, ask your employer to check it and sign it.

Signed: _____ (pupil) Date: _____

Signed: _____ (Employer) Date: _____

Discuss with your parent(s)/carers when you get home.

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. Each day, there is something for you to ask your employer!

Tasks I completed today:

What I have liked, and disliked, and why:



ASK YOUR BOSS

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:

Tasks I completed today:

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



The different types of job at my work placement:

If there are opportunities for training and/or promotion whilst at work:

What I did well and am proud of today:

On reflection, I would have done this differently:

Tasks I completed today:

What I have learned today about the world of work:



ASK YOUR BOSS

How many days paid holiday do full-time employees get?

Do employees get sick pay?

What I did well and am proud of today:

On reflection, I would have done this differently:

Tasks I completed today:

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



ASK YOUR BOSS

Qualifications I would need to do this job:

Does the company offer any of the following: Apprenticeships, Advanced Apprenticeships, Traineeships or other training programmes (indicate which)?

What I did well and am proud of today:

On reflection, I would have done this differently:

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:

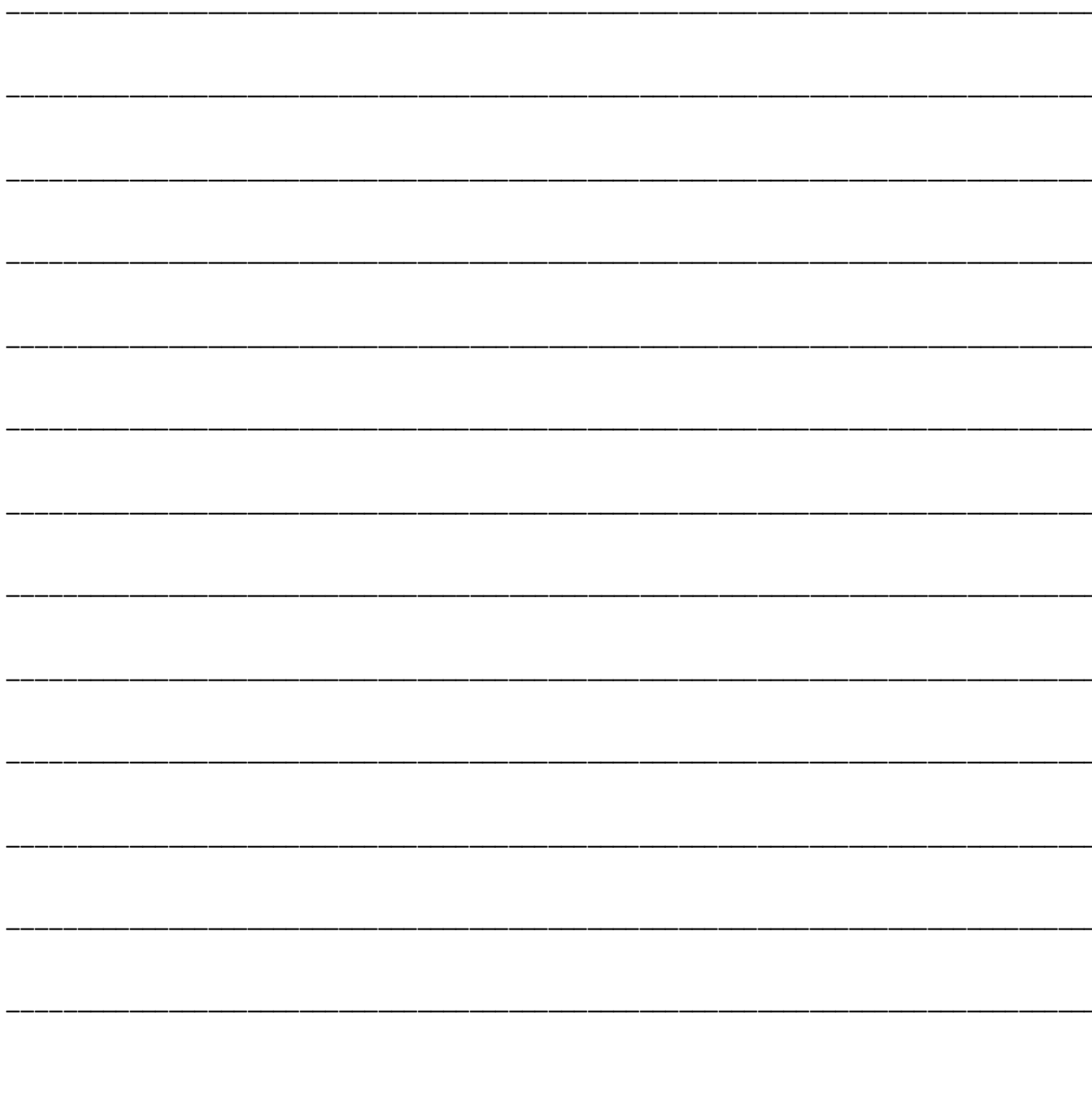


Ask your employer to complete the Employer Evaluation Form which is online. (The link will have been emailed to them on Thursday afternoon).

School Staff Visit - Comments

Towards the second half of your placement you may be visited by a member of staff from the school. If they are unable to get out to visit, they might ring and speak to your employer.

You can ask your teacher to record a short summary here:

A large rounded rectangular box with a blue border, containing 15 horizontal lines for writing. The lines are evenly spaced and extend across the width of the box. The top-left and bottom-right corners of the box are rounded.

Signed: _____ Date: _____

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 showed these strengths:

I need work on the following things:

Key Skills Development

During my work experience I have had the opportunity to use:

Communication Skills

In discussions

- Talking to others
- Listening to others
- Asking relevant questions

In writing

- Making sure my writing suited the task
- Making it legible
- Using appropriate pictures
- Finding information from books, websites etc
- Following written instructions

IT Skills

Using IT equipment

- Entering information correctly
- Loading and editing files
- Creating a letter
- Sorting a database file
- Using a spreadsheet
- Saving work
- Printing work

Explaining

- Why a computer is the best tool for the job
- Why I am using particular software

Numeracy Skills

- Finding information and writing it down accurately
- Sequencing numbers correctly
- Checking and correcting mistakes
- Using measuring instruments correctly
- Presenting results appropriately

Group work skills

- Understanding my role
- Working towards a goal
- Working successfully as a team member
- Asking for help
- Informing the team of any changes

Problem-solving skills

- Identifying a problem
- Investigating solutions
- Working to a deadline
- Recognizing there may be more than one solution
- Adapting my way of working if needed.

Skills to improve my own learning

- Making sure I understand my task
- Identifying my strengths and weaknesses
- Following targets and providing evidence
- Taking advice and improving my work

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?

Looking back at your expectations

Compare your original expectations before the placement to your experience as an employee now. Were you right? How do they differ?

The work hours compared with school times:

The work environment compared with school:

How you expect to be treated as an employee:

Difficulties you expect to see compared to school:

Curriculum Challenge: Has your work experience been relevant to a particular subject area you are studying? In what way?

Has work experience changed your opinions about yourself? Explain.

What kind of work do you think you would like to do when you leave school/college?

How could your work experience have been improved?

Did you find out about: (tick as appropriate)

- The work of the Trade Unions
- Qualifications needed to get the job
- Hours of work
- Pay and prospects
- Training opportunities
- Job vacancies

Parent/guardian comments

Name:

Signature:

Date:

Lined area for writing notes.