

# **Diss High School 6<sup>th</sup> Form**

## **Work Experience Log**

Name: \_\_\_\_\_

Tutor Group: \_\_\_\_\_

## Are you prepared?

**WHERE?** What is the name and address of the company?

**WHO?** Who is my contact and what's their number?

**TIME:** What time do I need to arrive on the first day?

**HOURS:** When do I usually start and finish work each day?

**LUNCH:** What time is my lunch break? How long is it? Do I need to bring a packed lunch or money?

**OTHER BREAKS:** Are there any other breaks during the day? If so, when?

**TRAVELLING:** To get to work in good time, what time do I need to leave home? How will I travel to my placement? How much will it cost?

**CLOTHING:** What is the dress code? Will I need to wear anything specific?

**ANYTHING ELSE:** Is there anything else the employer wants me to be ready for?

**TYPE:** What are the types of work that I will be doing on my placement?

**EMERGENCY CONTACT DETAILS:** Please sign to confirm that you have given your parents'/carers' emergency contact details to the placement coordinator. This is VERY IMPORTANT!

**Signature:**

## Student Induction – On your first day

Please complete this checklist with your contact at the start of the placement. Tick the boxes and sign at the bottom to confirm all points are covered.

	Yes	No
Welcome to the company	<input type="checkbox"/>	<input type="checkbox"/>
Contact name and number	<input type="checkbox"/>	<input type="checkbox"/>
Hours of work	<input type="checkbox"/>	<input type="checkbox"/>
Where I will be located	<input type="checkbox"/>	<input type="checkbox"/>
What to do if I am ill	<input type="checkbox"/>	<input type="checkbox"/>
Location of services:		
- Toilets		
- Canteen	<input type="checkbox"/>	<input type="checkbox"/>
- Cloakroom		
- Parking		
First aid procedures	<input type="checkbox"/>	<input type="checkbox"/>
Fire evacuation procedures	<input type="checkbox"/>	<input type="checkbox"/>
Information about...		
- Company rules		
- Security	<input type="checkbox"/>	<input type="checkbox"/>
- Confidentiality		
- Use of resources		
- Uniform/protective clothing		

Induction carried out by: \_\_\_\_\_

Signature of Employer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

## What have I achieved this week?

1. What were the main activities you did this week?

2. What were the best activities or learning experiences? Why?

3. What were the challenges you have faced? Why? If you overcame them, how did you do this?

4. Look at the transferable skills checklist:

[https://www.roguecc.edu/emp/Resources/transferable\\_skills\\_checklist.htm](https://www.roguecc.edu/emp/Resources/transferable_skills_checklist.htm)

5. List and explain the top 5 transferable skills you used this week. Add as much evidence as you can because you'll be able to draw on this in future applications. (Add more paper if necessary)

## How did I perform?

Complete the following table to assess some of your skills

Skills and qualities	Excellent	Good	Acceptable	Needs improving
My timekeeping				
Attendance during work experience				
The appropriateness of my clothing and general appearance for the work I was doing				
My attitude to fellow workers				
My willingness to listen and learn				
My ability to adapt to different situations				
My awareness of health and safety practices				
My ability to show initiative				
My attitude to work				

**Any other comments:**

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**Your review: To be completed by your placement supervisor**

Thank you for taking the time to support a young person through a work experience placement. It is a really good opportunity for students to experience different environments and expectations.

Please complete the form below and discuss the outcomes with the student.

<b>Skills and qualities</b>	<b>Excellent</b>	<b>Good</b>	<b>Acceptable</b>	<b>Needs improving</b>
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				
Commitment				
Attendance				

**Summary comments**

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

## Write a 'thank you' letter

Once you have finished your placement, please write a letter of thanks immediately. The letter should include:

- Thanks for both the time and expertise offered
- Comments about the best parts of the placement
- Comments about the skills or qualities that you've developed
- Particular thanks to any specific members of staff

## Additional space for notes

***Keep your log in a safe place so that you can use it for UCAS or job applications!***

*Adapted from [www.rewardinglearning.org.uk/.../student\\_logbook\\_workplacement.pdf](http://www.rewardinglearning.org.uk/.../student_logbook_workplacement.pdf)*