

Introduction to Pupils

This logbook will help to record your experiences and achievements on this placement. You will need it for follow up work back at school and for your Record of Achievement. 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.

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 25) after the placement has been completed.

Introduction to Employers

Please help the pupil 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 pupil's supervisor could complete the enclosed report (pages 26 and 27) and you as the employer could provide a letter of reference to be included in the pupil's record of achievement. This should be sent to the Work Experience Co-ordinator at the school.

Preparing for Your Pre-visit

- You or your teacher make an appointment
- Get there in plenty of time.
- Dress smartly.
- Make sure that you take this logbook with you.
- Ask about your first day.
- Check what work you will do.
- Fill in this sheet.

I have phoned to make an appointment

Tel Number _____ Date _____

I will visit on _____ at _____

How will I get there? _____

I will speak to _____

He/she is _____

On my pre-visit I will fill in pages 4 and 5

SAMPLE

Job Description

To be completed either by the teacher, the employer or the parent/guardian.

Pupil Name _____ MALE FEMALE

Age at time of placement _____ Date of Birth _____

Job Title _____

Employer Contact _____

Workplace Supervisor _____

Agreed tasks to be undertaken during placement _____

Dates of placement _____

Employer's requirements e.g. clothing, health & safety etc. _____

Where in the company will the work be undertaken? _____

Signature of supervisor _____ Date _____

Health & Safety For Young Workers

Here are a few common-sense rules which you should follow while you are on Work Experience, to ensure that you do not become involved in an accident at work, or that you are not the cause of an accident.

On the back cover of this book you will find some examples of the types of warning sign that you may find in the work place.

Obey any safety rules

Find out if there are any particular rules where you are working, such as wearing the correct clothing, where the fire exits are etc. Get to know the rules and obey them. Listen carefully to the advice or instructions of your supervisor and don't be afraid to ask questions.

Find out about the first aid facilities

If you injure yourself in any way, report it to your supervisor/designated first aider and obtain treatment.

Do not run

Many accidents at work are caused by people who are running. You could easily injure yourself or someone else.

Do not fool about

Accidents can be caused by fooling about. If you meddle with switches or levers you may cause an accident. Remember that compressed air is a working tool not a toy, it can kill.

Cleanliness

If you have to work with oil or grease then use a barrier cream to protect your skin. Wash your hands well before you eat any meals.


Help...?

What if the unexpected happens? For instance...

You might have overslept.


The buses aren't running.

Don't Panic!!


 Phone your school if...

Things go wrong at work e.g. you are unhappy or you feel the place is unsafe.

You're sent home for any reason.

 Phone your employer if...

You know you're going to be late.

 Phone both if...

You're ill or can't get to work for any reason.

You have an accident.

Targets

What do you expect to gain from Work Experience? List three things

1 _____

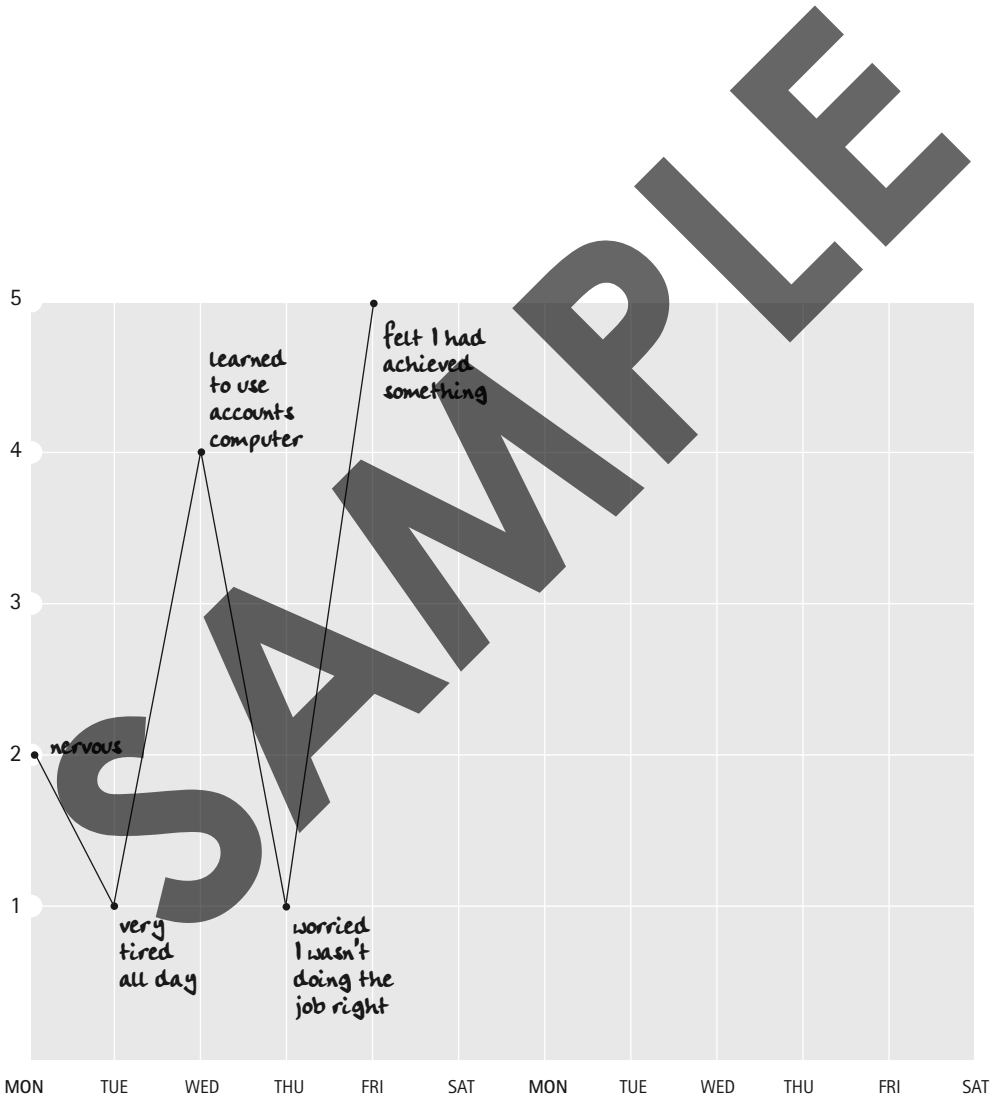
2 _____

3 _____

Evaluation Chart

EXAMPLE

An evaluation chart records how you felt. It shows how you score each day, and the reason for that score.



Week 1 Diary

Please record the main tasks done each day.

Give each day a score 1 (lowest) to 5 (highest) for interest and enjoyment.

These numbers will be plotted onto your evaluation chart.

Keep your diary up to date by filling it in at the end of each day.

MONDAY

SCORE

TUESDAY

SCORE

WEDNESDAY

SCORE

SAMPLE

Key Skills Map

Key Skills Map EXAMPLE

Work Experience Placement at
Manor Hotel

Working in
Restaurant and Reception

Working with Others

- Working as a team in the restaurant.
- Taking instructions from a member of staff.

Information Technology

- Switchboard.
- Computer based room booking system.
- Typed menu for the day and memo.



Application of Number

- Giving information about room rates.
- Helped arrange catering for a certain number of staff.

Problem Solving

- Dealt with guests enquiries about opening time of swimming pool.
- Dealt with complaint in restaurant about cold food.
- Answered queries about meal times.
- Found out information about vegetarian menu.



Communication

- Using the telephone.
- Dealing with customers.
- Taking and relaying messages.
- Taking orders in the restaurant.



Improving Own Learning & Performance

- Gained greater confidence dealing with people I don't know.
- Organisation skills through planning order or work tasks.

Being at work obviously involves DOING things. It also involves meeting and mixing with people.

A profile of my favourite workmate

Name: _____

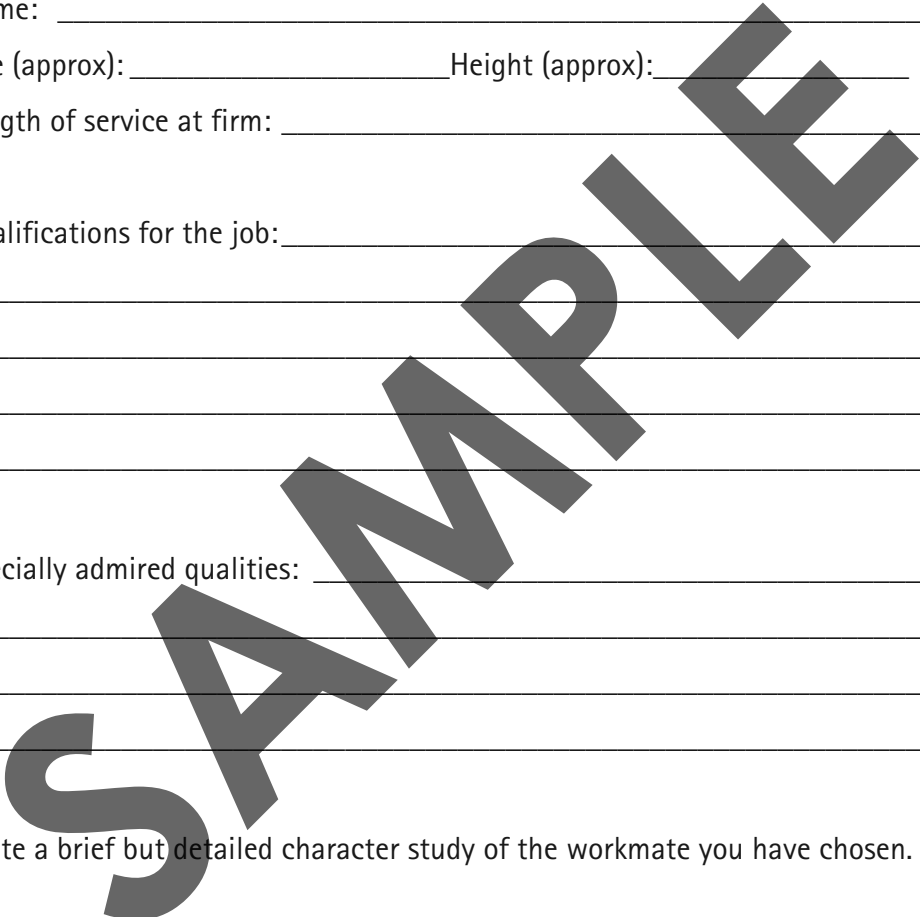
Age (approx): _____ Height (approx): _____

Length of service at firm: _____

Qualifications for the job: _____

Specially admired qualities: _____

Write a brief but detailed character study of the workmate you have chosen.



Questionnaire

When you have a lull in your placement please complete this questionnaire by asking your supervisor or another member of staff.

Name of Company _____

What does the organisation do? PLEASE TICK

- A&B WORK WITH ANIMALS & PLANTS
C MINING & QUARRYING
D MANUFACTURING
E ELECTRICITY, GAS & WATER SUPPLY
F CONSTRUCTION *e.g. Plumbing, plastering, civil engineering*
G WHOLESALE, RETAIL & REPAIR OF GOODS *e.g. Shops, Motor Vehicle repairers*
H HOTELS & RESTAURANTS
I TRANSPORT, STORAGE & COMMUNICATION
J FINANCIAL SERVICES *e.g. Banks, Building Societies*
K REAL ESTATE, RENTING & BUSINESS ACTIVITIES *e.g. Solicitors, Architects*
L PUBLIC ADMINISTRATION & DEFENCE *e.g. Armed Forces, Government Depts*
M EDUCATION *e.g. schools, colleges*
N HEALTH & SOCIAL WORK *e.g. Childcare, Nursing, Elderly Care*
O OTHER COMMUNITY, SOCIAL & PERSONAL SERVICES ACTIVITIES *e.g. Leisure, Hair, TV*
P PRIVATE HOUSEHOLDS WITH EMPLOYED PERSONS

Size of workforce PLEASE TICK

- LESS THAN 25 EMPLOYEES
 25 TO 49 EMPLOYEES
 50 TO 199 EMPLOYEES
 200 OR MORE EMPLOYEES

Status of Company PLEASE TICK

- LOCAL
 NATIONAL
 INTERNATIONAL COMPANY

If a large company where is the Head Office? _____

Golden Rules

What 5 things would you advise anyone else doing Work Experience to do?

1 _____

2 _____

3 _____

4 _____

5 _____

SAMPLE

The information on here will help you write a letter of thanks to employers.

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

Punctuality/Attendance

GOOD ACCEPTABLE NEEDS ATTENTION

Behaviour (at home)

GOOD ACCEPTABLE NEEDS ATTENTION

Appearance

GOOD ACCEPTABLE NEEDS ATTENTION

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 _____

Pupil's Name _____

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

- Attendance GOOD ACCEPTABLE NEEDS ATTENTION
- Punctuality GOOD ACCEPTABLE NEEDS ATTENTION
- Suitability of dress GOOD ACCEPTABLE NEEDS ATTENTION
- Ability to communicate GOOD ACCEPTABLE NEEDS ATTENTION
- Behaviour GOOD ACCEPTABLE NEEDS ATTENTION
- IT skills (if appropriate) GOOD ACCEPTABLE NEEDS ATTENTION
- Numeracy (if appropriate) GOOD ACCEPTABLE NEEDS ATTENTION
- Working without supervision GOOD ACCEPTABLE NEEDS ATTENTION
- Working as part of a team GOOD ACCEPTABLE NEEDS ATTENTION
- Working safely GOOD ACCEPTABLE NEEDS ATTENTION
- Flexibility GOOD ACCEPTABLE NEEDS ATTENTION
- Interest shown GOOD ACCEPTABLE NEEDS ATTENTION
- Organising own work GOOD ACCEPTABLE NEEDS ATTENTION
- Attitude to work GOOD ACCEPTABLE NEEDS ATTENTION
- Relationship with supervisor GOOD ACCEPTABLE NEEDS ATTENTION

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.	Where can I get information about a job in...	Careers Advisor Look in Careers Library
1		
2		
3		
4		
5		

SAMPLE

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