



Southmoor Academy
ASPIRE • ACHIEVE • ENJOY

Work Experience Journal

Name:



Information about my Placement

This workbook 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 workbook is your responsibility, but don't forget to ask your supervisor to complete the Employer's review before you leave. 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.

To help you prepare for your placement, complete the table below and on the next page.

Organisation name	
Placement address	
Contact person & who to report to on my first day	
Phone number & email of contact	
Type of work	

<p>What sort of things will I be doing?</p>	
<p>What will I wear?</p>	
<p>Special equipment I will need (if any)</p>	
<p>Medical needs that my employer needs to know about</p>	
<p>How will I get there?</p>	
<p>How long will the journey take?</p>	
<p>How much will it cost?</p>	
<p>What time will I need to get up? What time will I need to leave the house?</p>	
<p>Lunch arrangements</p>	



IMPORTANT:

If you are unwell and you are unable to attend your work experience placement, your parents/carers must contact school like any normal school day. For professional courtesy, you must also contact the employer to inform them that you are unable to attend with the reason

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

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

You will see signs in the workplace that will help to keep everyone safe. They may not look exactly the same in all workplaces, but they follow the same general rules of shapes and colours which mean they don't need to use a lot.



Prohibition signs are red on white background and mean stop/must not which mean they don't need to use a lot.









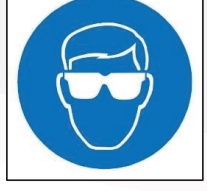





Warning signs warn of dangers and have a black triangle with a yellow background and a symbol representing the hazard.



Mandatory signs mean you must obey or do something and have a blue background with a white symbol.



Safe condition signs have a green background and show the right way or give directions to things such as fire extinguishers or exits.

Sign Names:	Match the health and safety sign name to the graphic:		
A) Danger: Obstacles B) Emergency exit C) No smoking D) Fire extinguisher			
E) First aid F) No naked flames G) Safety boots must be worn			
H) Safety helmet must be worn I) Eye protection must be worn J) No access for pedestrians			
K) Danger: Flammable materia L) Danger: Electricity			

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.

Tasks I completed today:

Skills I used and how I demonstrated:

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:

Complete next page after Day 1 >

Induction Checklist

You should be able to tick off all of the things below after your first day on your placement.

I understand the start and finish times during my placement.	
It has been explained to me who will be the immediate supervisor of my work experience programme and who to speak to if there is a problem.	
I have informed my employer of any medical needs that may affect this placement.	
I have been shown the location of the restaurant and toilet facilities, and I am aware of the break times that I can take.	
I know what I need to wear for the placement.	
I have been briefed on potential hazards/safety issues, if any, that I could be exposed to during the work experience programme.	
I have been told about safe working practices to follow whilst on my placement.	
I have had the importance of safety equipment explained to me, such as PPE, where it is kept, which areas it must be used in and why.	
I have been told that I must report any injury/accident to my supervisor immediately, who will be able to locate the nearest first-aider.	
I have been told what I should do in the event of a fire, and how I will know if a fire alarm has been raised.	
I have been told the emergency procedure and where the assembly points/emergency exits are. I understand that I should speak to my daily supervisor if I am unclear which emergency exit to use on the site, in case of an emergency.	
I know that I should not run during an evacuation.	

Day 2 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.

Tasks I completed today:

Skills I used and how I demonstrated:

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:

Day 3 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.

Tasks I completed today:

Skills I used and how I demonstrated:

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:

Day 4 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.

Tasks I completed today:

Skills I used and how I demonstrated:

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:

Day 5 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.

Tasks I completed today:

Skills I used and how I demonstrated:

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:

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 am strong in these skills:

I need work on the following skills:

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

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?

Employer assessment

Your co-operation in completing this assessment is much appreciated. The information you provide will be important in helping students assess how they did on their placement. Please complete this before the end of the placement and return to the student.

Please give your feedback, mentioning any particular strengths and weaknesses:

Name:

Job title:

Organisation:

Signature:

Date:



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