



Work Experience Diary

Name: _____



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Important!

Always arrive on time – If you are going to be late or absent make sure you inform your company and school.

Section 1 – Student Information Sheet

First Name: _____ Surname: _____

Work Placement

Company Name: _____

Address: _____

_____ Postcode _____

Telephone Number: _____

Work Details

Start time _____ Lunch time _____ Break time _____ Finish _____

Transport to and from work _____

Special Clothing needed (if any) _____

Brief Job Description _____

School Details

Form Tutor _____

Work Experience Co-Ordinator _____

School Phone Number _____ Out of hours Phone Number _____

Emergency Contact

Name _____

Relationship _____

Section 2 - Help

What if the unexpected happens? For instance:

- You might have overslept
- The buses aren't running
- You are ill

Don't Panic!

- Phone school
- If things go wrong at work e.g. you are unhappy or you feel unsafe

Phone your employer

- If you are going to be late, so that they know where you are.

Phone your employer

- If you are going to be late, so that they know where you are.

Phone both school and work

- If you are ill or can't get to work for any reason
- Or
- If you have had an accident on the way to work

Section 3 – Health and Safety

On your first day, your supervisor will give you a Health and Safety induction and tell you about safety rules and possible dangers in the workplace. Your employer must carry out a risk assessment that covers any particular risks to you.

Also, you have a personal and legal responsibility for yourself and other people in the workplace so please take care.

Checklist on Health and Safety

- a) Who is in charge of health and safety at your workplace?

- b) Is there a first aider on site? YES / NO
- c) Where can he/she be found? _____
- d) If there is an accident what should you do? _____
- e) Have you been told of the hazards and risks associated with your placement?
YES / NO
- f) Do you know about 'No smoking' rules? YES / NO
- g) Have you informed your supervisor of any personal health issues? YES / NO
- h) Will you need to wear protective clothing? YES / NO
- i) If so, when should you wear them? _____
- j) Where is the health and safety notice board located? _____
- k) Where is the location of fire alarm points, fire fighting equipment and assembly points

- l) Are there any areas you should not go or special rules regarding machinery and dangerous substances? _____

Signs to watch out for:-



Mandatory



Prohibition



Warning



Safe Conditions

Section 4 – Personal Qualities and Employability Skills

At the start of your placement, mark these skills from 1-10 (1 being the most important) in the You column. Ask your supervisor during your placement to mark them as well in the Employer column. If there are differences in your answers then discuss these with them and find out why.

	You	Employer
Punctuality Arriving at work and being ready to start at the correct time		
Interest in the work Wanting to learn about both the job and the company		
Attendance Having a good attendance record. Absences need to be explained and sickness should be covered by a doctor's note		
Relationship with Supervisor Showing respect and being able to communicate with a person at a higher level		
Effort Showing that you are putting energy into the tasks you are set		
Personal Appearance The way you look should meet the requirements of the company where you are working		
Initiative and Confidence Believing in yourself and sharing you own ideas about how you would approach a task		
Attitude to other staff and customers Being helpful, cheerful and willing to get on as part of a team		
Adaptability Being able to adjust to different surroundings and the jobs you are asked to do		
Personal Responsibility Being prepared to take responsibility for your own actions and behaviour		

Section 5 – Key Skills

In carrying out tasks at you work placement you will use many different skills. When you have used a skill explain how you achieve this and ask your supervisor to sign next to your comments. Please fill in as many of the sections as possible. Don't worry if you are unable to cover all the skills listed.

Communication		
Skill	Example/Details	Name and Signature of Supervisor
Followed spoken instructions		
Followed written information		
Ability to use telephone appropriately		
Ability to received and pass on spoken messages		
Ability to find information from appropriate sources		
Ability to understand points made in a discussion		
Ability to contribute to group discussion		
Able to check work for accuracy and report to supervisor		

Personal Skills		
Working with others		
Has appropriate relationship with supervisor		
Has appropriate relationship with colleagues		
Has appropriate relationship with clients		
Works as part of a team		
Improving own Learning Performance		
Asks for help when appropriate		
Can make effective use of time		
Shows good personal organisation		
Problem Solving		
Is able to use initiative to solve simple problems		

Section 7 – Employer Review

Employer: Can you please complete a general report below about the student’s progress on their work placement?

General Attributes	Good	Satisfactory	Needs to improve
Time Keeping			
Personal Appearance			
Able to follow instruction			
Interest in the work, effort made			
Politeness and attitude to others			
Use of initiative			

Key Skills Demonstrated							
	Yes	No	N/A		Yes	No	N/A
Oral Communication				Working with others			
Written Communication				Improving own learning			
Reading and understanding				Problem Solving			
Using numbers				IT skills			

Employers Comments:

Employers Signature: _____

Date: _____