**Diss Sixth 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 ormoney? |  |
| **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 toleave 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 (or mark with a X) 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 or mark the boxes with a X and sign at the bottom to confirm all points are covered.

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

|  |  |
| --- | --- |
| Induction carried out by |  |
| Signature of Employer: |  |
| Date: Signature of Student |  |

**What have I achieved this week?**

|  |  |
| --- | --- |
| What were the main  activities you did this  week? |  |
| What were the best activities or learning experiences? Why? |  |
| What were the challenges you have faced? Why? If you overcame them, how did you do this? |  |

|  |  |
| --- | --- |
| Look at the transferable skills checklist: <https://www.roguecc.edu/emp/Resources/transferable_skills_checklist.htm> | |
| 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:**

**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.

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skills and Qualities** | **Excellent** | **Good** | **Acceptable** | **Needs Improving** |
| **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\_****log****book\_****workplacement****.pdf*