

Using this diary

A note for students

This is your diary and it should help you:

- prepare for your work experience placement
- record and learn from your experiences whilst on placement
- contribute to class activity and discussion after your placement

When you apply for a job, employers will almost always ask about your experiences of work. This diary should help you prepare to give a well thought out response.

A note for teachers/tutors

Whether you are helping prepare pupils for their placements or to learn from their experiences this diary will help:

- meet health and safety briefing requirements set by the Health and Safety Executive and Learning and Skills Council
- deliver the learning outcomes for work related learning given by QCA
- deliver learning outcomes for enterprise
- follow the good practice guidelines for work experience given by OfSTED

A note for parents / carers

Please encourage the completion of this diary by:

- discussing their experiences
- helping them to respond to new challenges
- helping them use the placement to shape their ideas about the future

A note for employers

You are providing this student with one of the most important experiences in their school career

Helping the student complete this diary through regular, short discussions will help them learn from their experiences

Making the most of your work experience

Making the most of your work experience

The Work Experience that you are now preparing for is a very IMPORTANT part of your time in school.

The purpose of your placement is:

- To get first hand experience of working conditions in different environments.
- To find out information about jobs and careers by working alongside people who are doing these jobs.
- To help you learn, apply and practice some of the basic skills needed in this type of work.
- To help you understand the disciplines and relationships to be found in a working environment.

What do you hope to learn from this work experience placement?

1

2

3

All of this can be achieved by:

DOING the work you have been given.

LOOKING around you and accurately **OBSERVING** what goes on.

TALKING to other employees as well as the employers.

RECORDING all this information in this **WORK EXPERIENCE DIARY**

Arranging your own work experience placement

Sometimes students arrange their own placements

This will be successful if:

- You have contacts in the occupational area that your school does not
- You give yourself and others plenty of time to arrange things properly
- You meet all the deadlines set by your school
- You use this to gain confidence and expertise in 'job seeking' skills

Problems may occur when:

- You limit your ideas (e.g. doing exactly what you do for a Saturday job)
- You leave it too late and end up with a placement you are not keen on
- You approach employers that are also being contacted by your school for placements
- You let your parents / carers do all the hard work

Tips for arranging your own placement:

- Visit www.staffpart.org.uk to get ideas and find out which employers have offered work experience before
- Think it through and be clear about why you want a work experience with a particular employer
- Do your research and show an interest in what the company does
- Have clear ideas about what you would like to do, but be prepared to change them
- Have references from Saturday jobs, paper rounds, babysitting, etc
- Prepare a portfolio of (relevant) work. e.g. photographs, things you have made
- Keep your school informed about what you are doing

What you need to find out before you start

Try to arrange a visit to the organisation before your placement begins.

My appointment is on: at with.....

Take an interest in the organisation in which you will be working. Learn a bit about it before you start, if you can.

The organisations website is:

Make sure you know exactly where your organisation is, how to get there and how long it takes

Name of the Organisation:

Organisation's Address:

Telephone number:

I should report to: (name)

On:..... (day and date) At:..... (time)

I shall be working at: (location)

I shall start work at: and finish at:..... each day

Breaks are taken at the following times:.....

Mid day meal arrangements: (underline as appropriate)

I will need to bring my own sandwiches / Meals are available the canteen.

(Meals cost approximately £ in the canteen).

In order to arrive at work on time, I will need to leave home at.....

I will travel by (train, bus, etc):.....

Bus, train/ lift times will be:.....

I will need to wear:.....

Do I need safety footwear or overalls?.....

How to make the right impression

- You will NOT be given any special treatment by your employer. You will work the same hours and under the same conditions as regular employees.
- Be prepared to do something new and be willing to learn.
- Learn the names of the people you are working with. Write them down.
- Listen carefully and take note of the instructions that you are given. If you do not understand what you have been asked to do ASK the person to go over it again so that you are absolutely sure.
- If you get into difficulties, do not walk out; telephone the teacher at school. However, do remember that you are expected to be independent and you should try to solve your own problems.
- You are representing your school, your family and yourself. Do not let yourself or anyone else down by your behaviour.
- Take extra special care over safety precautions, e.g. wearing a helmet, special clothing, safety glasses or shoes. Make it your job to find out what the organisation's safety rules are.
- Don't be afraid to talk to people you are working with. It's a general rule that people like talking about their jobs!
- Don't talk outside about the private and personal things you may learn on work experience.
- Always be polite when speaking to people. Don't be too pushy but try to behave in a way which shows you to be keen and interested. Don't sit or stand in a corner with nothing to say.
- When you finish remember to thank the person concerned.
- Keep your DIARY up to date.

IF FOR SOME REASON YOU ARE UNABLE TO ATTEND, YOU MUST TELEPHONE THE SCHOOL AND THE EMPLOYER TO EXPLAIN YOUR ABSENCE.

The School Telephone Number is:.....(write it down!)

Out of Hours Number:.....

What are your expectations?

(complete this before you start your placement)

The work hours compared with school times:

The work environment compared with school:

How you expect to be treated as an employee:

Other differences you expect to see compared to school:

Health and Safety Induction

As soon as you start, or before you go on work experience, it is important that you learn all you can about the Health & Safety Policy of your placement.

Find out the answers to these questions.

Ask other people to help you.

Questions

Answers

Where is the First Aid box kept?	
Where is the fire fighting equipment kept and where is the main fire escape?	
What does the fire alarm sound like?	
Where do I assemble if there is a fire?	
Are there arrangements for evacuating disabled people? What are they?	
To whom do I report injuries or hazards?	
Are there any restricted areas in the workplace which are no go areas? Specify which they are.	
Which machines/equipment am I NOT allowed to use?	
What special clothing/equipment might I need to wear or use?	
Which Health & Safety signs will I need to read and understand? These may be on the walls, machines or equipment.	
Is there a Trade Union Safety Representative for the department or organization? What is their role?	

When you have completed this questionnaire ask your employer to check it and sign it.		
Signed:	(Pupil)	Date:
Signed:	(Employer)	Date:

Discuss this with your parent(s) / carers when you get home.

Health and Safety Induction

During your work experience placement you will be treated as an employee of the company.

You must follow all the rules regarding Health & Safety at all times.

All companies have their own rules and will have signs posted around the buildings to remind you.

Record some of these signs in your booklet. Use the traffic light system to help you remember.

➤ **RED**

Round signs with a bar across them tell you things you cannot do. The rim and the bar are red and the picture is red.

➤ **YELLOW**

Warning signs (signs of caution) have a black rim and picture and the rest is yellow.

➤ **GREEN**

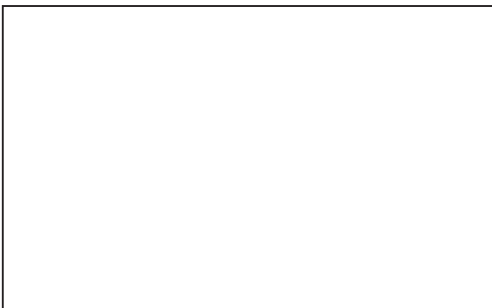
Provide information about safe conditions.

➤ **BLUE**

These blue signs tell you that you must do something. The picture is white.

Draw three Health & Safety signs you have seen during your placement

Remember colour is important.



This means:-



This means:-



This means:-

Things to find out while you are there

Name of Organisation:

Try to find out the answers to these during your placement. (Do not just hand this to your employer!)

<p>1. Does the company:</p> <ul style="list-style-type: none">a) Make things?b) Offer a service?c) Produce raw materials?	
<p>2. How many people are employed by this company?</p> <ul style="list-style-type: none">a) Less than 25b) 25 - 49c) 50 - 199d) Over 200	
<p>3. Describe the product manufactured or the type of services offered</p> <ul style="list-style-type: none">a) What is made?b) What is the service (hairdressers, garage, TV repairs for example?)c) What are the raw materials produced?	
<p>4. Is it part of a local, national or international organisation? Which ones?</p>	
<p>5. Do employees have to wear a uniform or special clothing – if so what and why?</p>	

<p>6. How is the work organised?</p> <p>a) Regular day hours b) 2 shifts (day and night) c) 4 shifts or other pattern</p>	
<p>7. How many days paid holidays are given?</p>	
<p>8. What facilities are there for staff (staff room, canteen, smokers room etc)?</p>	
<p>9. Do employees get sick pay?</p>	
<p>10. Do managers/supervisors consult the workforce before major decisions are made about how the company is run? If so how?</p>	
<p>11. Are there opportunities for training and/or promotion whilst at work?</p>	
<p>12. Does the company offer any of the following: Apprenticeships, Advanced Apprenticeships, (indicate which) Other?</p>	
<p>13. Are there any Staff Associations or Trade Unions which help to look after employees rights at work?</p>	

Equal Opportunities

<p>1. Are most of the people you are working with men or women or is it roughly equal?</p>	
<p>2. Are different ethnic groups represented in the workplace?</p>	
<p>3. Describe the age range of the people you have been working with (you don't need their actual ages!)</p>	
<p>4. Are there people doing jobs which you would consider to be non stereotypical? (Ask them if they have faced any challenges/ problems and how they overcame them)</p>	
<p>5. What arrangements are there for disabled workers/customers?</p>	
<p>6. Does the company have an Equal Opportunities Policy? Why?</p>	
<p>7. Find out if the company has 'family friendly policies'? Give an example.</p>	

DAILY DIARY

Questions to consider when completing your diary

- What have you done today?
- What have you learned?
- What have you liked and why?
- What have you disliked and why?

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Signed by Supervisor/Employer: _____

Any Comments from Supervisor/Employer are welcomed and can be entered here.

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PARENTAL IMPRESSIONS OF THE WORK EXPERIENCE

Signed: Date:

SCHOOL STAFF VISIT – COMMENTS

Signed: Date:

Employers may be provided with a separate report form either in the back of this diary or through the post.

Employers may wish to use the report form available at www.staffpart.org.uk

KEY SKILLS DEVELOPMENT

During my Work Experience I have had the opportunity to use:

Communication Skills

In discussion

- talking to others
- listening to others
- asking relevant questions

In writing

- making sure my writing suited the task
- making it legible
- using appropriate pictures
- finding information from books, websites etc
- following instructions

IT Skills

Using

- entering information accurately
- loading and editing files
- creating a letter
- sorting a database file
- using a spreadsheet
- saving work
- printing it out

Explaining

- why the computer is the best tool for the job
- other ways of working
- why I am using particular software

Application of Number Skills

Calculations

- finding information and writing it down accurately
- sequencing numbers correctly
- checking and correcting mistakes

Presenting

- using the right materials
- presenting results accurately

Skills in working with others

In a group

- understanding my role
- working towards goals
- working successfully as a team member
- asking for help
- informing the team of any changes

Skills to improve my own learning

- proving I understand my task
- identifying my own strengths and weaknesses
- following targets and providing evidence
- meeting deadlines
- taking advice and improving my work asking for help

Problem solving skills

- identifying the problem
- finding relevant information
- investigating solutions
- working to a deadline
- recognising there may be more than one solution
- changing my way of working if needed

ENTERPRISE SKILLS

During my Work Experience I have had the opportunity to:

Identify a problem or need		Plan a project to tackle the problem or meet the need	
Implement the plan		Evaluate the process	
Describe your enterprise project*			

CURRICULUM CHALLENGE

Has your work experience been relevant to a particular subject area you are studying?
In what way*

* Include any paperwork or evidence in the back of this diary

Looking back at my expectations

Were your original expectations as an employee proved right? How did they differ?

The work hours compared with school times:

The work environment compared with school:

How were you treated as an employee?

What other differences did you see?

Time to reflect

Has Work Experience changed your opinions about yourself? Explain

What kind of work do you think you would like to do when you leave school/college?

How could your Work Experience have been improved?

What skills and subjects did you make use of?

Did you find out about: *(tick as appropriate)*

- The work of Trade Unions
- Qualifications needed to get a job
- Hours of work
- Pay and prospects
- Training opportunities
- Job vacancies

Your evaluation of the placement

This Questionnaire has been designed to find out what you thought about your work experience placement. (You may be asked to copy this for your teacher to use).

Name: Class:

Work Experience Placement Organisation:

<p>➤ Had the Organisation/Company made any arrangements for you before you arrived? YES/ NO</p> <p>➤ Did you have any problems in the first day or two? YES/ NO</p> <p>➤ If the answer is yes, what were they?</p> <p>.....</p>

<p>During your work experience did you:</p> <p>➤ Get a tour of the organisation or place of work YES/ NO</p> <p>➤ Work on one particular job all the time YES/ NO</p> <p>➤ Work on several jobs, in different departments/areas YES/ NO</p> <p>➤ Observe other people at work on different jobs YES/ NO</p> <p>➤ What work did you do? Write a list of your duties and jobs below:</p> <p>.....</p> <p>.....</p>

<p>➤ Did you enjoy your work experience? YES/ NO</p> <p>➤ Was it useful? YES/ NO</p> <p>➤ If it wasn't useful explain why below:-</p> <p>.....</p> <p>.....</p>
