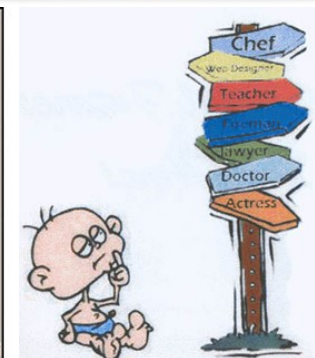




Heathfield School

Work Experience Log Book



Thank you letter

After any placement it is always courteous to write and thank the employer for setting up the work experience.

Below is a template that you can adapt.

6 Queens Drive
Windsor
Berkshire
SL26KK
4th May 2012

Mrs Jones
Elle Magazine
London
SW3 5HQ

Date

Dear Mrs Jones

Re: Work Experience 20th June – 29th June 2013

Thank you for allowing me to work at Elle magazine in the Fashion Department. I found the work very interesting and varied and it has certainly made me think carefully about my future career direction. I learnt a great deal from you and your colleagues. The part I enjoyed most was

Would you please thank everyone who made my work placement so enjoyable

Yours sincerely

Elizabeth Morgan

16

Evaluation:

At the end of your week complete this evaluation and ask your supervisor/ employer to complete their section.

Please rank on a scale of 1 – 5 (1 = very good, 5 = needs attention)

General	Student's Score		Employer's Score	
	Very Good	Needs attention	Very Good	Needs attention
Working with people				
Using initiative				
Understanding and carrying out instructions				
Keeping time				
Dressing and behaving appropriately				
Communicating with other people				
Ability to record and/ or use data or information				
Use of equipment – (specify)				

Employer's comment:

Signed: _____

Date: _____

Contents:

Page:

Starting out	1
Personal goals	2
My details	3
Things to find out before you start	5
Background	6 - 8
My first day	9
Health and safety	10
What the job entails	11
Key skills	12 - 13
Looking back	14
Evaluation	15
Thank you letter	16

Starting out:

Work experience is a great opportunity to find out more about your skills, talents and interests.

By discovering what the world of work is like, you will also be able to understand how your work at school relates to the skills, knowledge and attributes you will need in your working life.

This log book is designed to help you to get the very most out of your work experience.

It provides the chance for you to prepare for your work placement and to record important information about what you do there.

It also means that your parents or guardians know what you are doing and your employer or supervisor can support your daily progress and then can complete your final review and report.

You will be awarded your work experience certificate once you have completed all sections of your log book.



Looking back:

During my placement the thing that I found most:

Enjoyable and why

Least enjoyable and why

I was good at

I need to improve

What key skills did you learn?

Where you given anything particularly difficult to do? How did you manage?

Did your work experience help to confirm your future plans?

Personal safety	
a) used safety equipment	
b) used safety procedures	

ICT	
a) Microsoft Word	
b) Excel	
c) Powerpoint	
d) Other (please specify)	

Office/ Technical Equipment	
a) Used a photocopier	
b) Computer	
c) Other (please specify)	

Describe any particular pieces of equipment you may have used.

Personal Goals:

Whatever kind of work experience you do, it is really important to achieve your personal goals.

- Attendance – attend every day
- Punctuality – Always be on time
- Communication – Talk to your supervisor and work colleagues and ask questions
- Complete all tasks – Do not leave jobs unfinished
- Dress properly for the job – Wear suitable clothing

You can use this log to:

- Find out about the company – background details
- Keep details about your placement
- Plan what you are hoping to do
- Set targets for yourself
- Record your achievements
- Show your supervisor what you need to do
- Find out about health and safety
- Assess your key skills

My details:

Name: _____

Address: _____

Postcode: _____

Mobile number: _____

Parents' contact details: _____

School contact and telephone
number: _____

My Placement:

Name and address of company or work placement:

Contact supervisor: _____

Telephone number: _____



Key Skills:

On your placement you will be able to practise and develop key skills. Tick the boxes that show the skills you have used during this placement.

Writing	
a) numbers	
b) words	
c) technical drawing	

Arithmetic	
a) whole numbers	
b) decimals	
c) fractions	

Communication	
a) with the public	
b) with superiors	
c) with workmates	
d) with older people	
e) with younger people	
f) using a telephone	

Listening	
a) to someone giving information/ instructions	
b) social chat	

Making decisions	
a) that affect yourself only	
b) that affect other people	
c) that affect the work you do	

What the job entails:

Either write an account of the tasks and jobs you have completed whilst on your work experience OR if you have shadowed a person explain what they do on a day to day basis.

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There is no text or other markings on the paper.

Things to find out before you start:

- Confirm the dates of your work experience
- Who do I report to?
- Where do I report?
- What time will I start?
- What time will I finish?
- Do I need to bring a packed lunch or are there shops nearby or a café?
- How many people work in the company?
- Who is in charge?
- Look up the company or organisation on the internet to see what you can find out.

Write down some questions you would like to ask:

[illegible]

Find out about the company/ business or organisation and write a short description to outline the main purpose.

Health and Safety:

During your placement you will be treated as a company employee, so you must follow the Health and Safety rules at all times. Each company will have signs posted around the building to remind you.

Complete the following:

The person I report a hazard or an incident to is _____

The first aid equipment is kept _____

The fire alarm sounds like _____

The emergency assembly area is _____

I am not allowed to use the following machines

I am not allowed in the following areas

The protective clothing I need to wear is

The accident book is kept _____

In case of an accident, contact _____

Draw three different Health and Safety signs and say what they mean and where you saw them

Meaning and Location	Meaning and Location	Meaning and Location

My first day



At the end of your first day, write down how you felt and how the day went.

How did you feel on your way to work? _____

How did you get there? _____

Were you properly prepared? _____

Who were you met by? _____

Was there an induction? _____

Who did you work with? _____

When did you finish? _____

How did you feel at the end of the day? _____

How do you feel about tomorrow? _____

Background:

To find out more about the company and how they recruit and train people ask the following questions:

Who would you contact if you wanted to apply for a job in the company?

Name: _____

Job Title: _____

How does the company recruit people – where do they advertise?

What are the basic academic or vocational qualifications required by the company?

What personal qualities are they looking for in applicants?

How do they select their employees?

What do they look for in a CV and letter of application?

Are there opportunities for promotion and training within the company?

Do they employ mainly school leavers or graduates?

Is the organisation?

- a) a limited (ltd) Company
- b) a PLC
- c) a small business
- d) a family business
- e) other (describe)

How many people does the company or organisation employ?

What are the average working hours? _____

What is the average holiday entitlement? _____

How many different departments or areas are there in the organisation? _____

Do people usually take work home with them? _____

Can people work flexitime? _____

Are there any notices showing rules and regulations? Yes/No. If yes what are they about?

What could happen to an employee if the organisation's rules are broken?

What is meant by the term 'dismissal procedure'?

Do any of the employees belong to a trade union? _____