

Work Experience Logbook

Name

School

Employer

Start Date

Finish Date





My Details

Name :

Name of school :

School telephone number :

Name of school work
experience
coordinator:

If you are unable to attend your work placement for any reason, you must inform both your school and employer as early as possible.

In the event of an emergency ...

The employer must phone the school/college, who will arrange to contact the parent/carer of the student. It is the school/college's responsibility to inform parents/carers. If this is not possible for some reason the following is an emergency contact number for the parents:

Name :

Home Telephone or Mobile:

Employer's Details

Name:

Telephone:

Address:

Email:



Top Tips For Success



Going on work experience can help you develop valuable life skills and view the world of work for the first time. Many young people benefit from the experience and really impress employers - some placements have resulted in holiday jobs, employment and even apprenticeship opportunities.

Therefore, to really make a good impression.....



Always arrive on time.



Ask Questions.



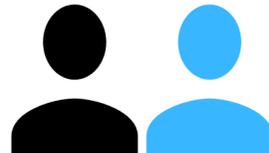
Listen carefully to instructions.



Always be polite - smile!



Look professional.



If you have a problem ask your supervisor .



Take your logbook to work.



Don't discuss clients or business details outside of work!



Say thank you at the end of each day.



Key Skills



The ability to listen and understand information.



The ability to use tactics to overcome setbacks and achieve goals.



Working cooperatively with others towards achieving a shared goal.



The use of imagination and the generation of new ideas.



The ability to set clear, achievable goals and a plan to achieve them.



The ability to find a solution to a complex situation or challenge.

I'm good at ...

We usually do well at things we enjoy, and some of our skills could do with improvement using the examples above:

What skills do you use at school that might help you in the workplace?

Being organised really helps me work quickly and effectively.

I'm really good at talking to people I don't know very well.





Target Setting whilst at work

Work experience should be a good chance to develop your skills. Having shown what you are good at now explain two skills or qualities you would like to do better whilst you are on your placement.

Target 1

Target 2





Know your Employer

Name of Company :

What does the company do?

Which 'sector area' is the company within?

For example hospitality, manufacturing, finance, construction, etc.

How many people work for the company?

Who does what?

Name two different job roles within the organisation to say briefly what each job involves:

Other than your GCSE's what additional qualifications and training do you need for these jobs?





Planning for your placement

Everybody feels a little nervous when they go to a new work place, but coping with challenges builds confidence.

In advance of going to work how do you feel about these aspects of the placement?

	Nervous		Feel OK	
The journey to work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Meeting new people	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working with adults	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Coping with the job itself	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working long hours	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

First Day Preparation

How will I get there?

What time do I start?

What time do I finish?

What do I need to bring? *Logbook, Pencil case etc.*

Do I need a packed lunch?





Placement Induction

Health and Safety

Induction is the process employers use to welcome new employees to the company and prepare them for their role.

While you are on your work experience placement you have the legal status of an 'employee'. Therefore, your employer is responsible for your health and safety while at work, but you must act responsibly for your own welfare (and that of others) and follow instructions at all times.

Make sure you fill this in on your first day. Ask your supervisor to help.



Task	Student	Supervisor
	✓	✓
Name and role of supervisor explained.	<input type="checkbox"/>	<input type="checkbox"/>
Tour of work area and facilities.	<input type="checkbox"/>	<input type="checkbox"/>
Shown what to do in case of fire.	<input type="checkbox"/>	<input type="checkbox"/>
Shown manual handling techniques if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
Personal protective equipment/clothing explained/provided.	<input type="checkbox"/>	<input type="checkbox"/>
Significant hazards and risks explained, as shown in the risk assessment provided in your approval and consent form.	<input type="checkbox"/>	<input type="checkbox"/>
Shown where I can and cannot go.	<input type="checkbox"/>	<input type="checkbox"/>
Shown what equipment I must not use.	<input type="checkbox"/>	<input type="checkbox"/>
Shown what to do in case of accident.	<input type="checkbox"/>	<input type="checkbox"/>
Safe systems of work explained.	<input type="checkbox"/>	<input type="checkbox"/>





Day 1

What did you enjoy today?

What skills did you use?

Top tip: ask your supervisor what skills they think you used.



Give Examples:





DURING THE PLACEMENT

Day 2

What did you enjoy today?

What skills did you use?

Top tip: ask your supervisor what skills they think you used.



Give Examples:





Day 3

What did you enjoy today?

What skills did you use?

Top tip: ask your supervisor what skills they think you used.



Give Examples:





Day 4

What did you enjoy today?

What skills did you use?

Top tip: ask your supervisor what skills they think you used.



Give Examples:





Day 5 - Last Day

What did you enjoy today?

What skills did you develop this week?



What are you most proud of?

What did you find most challenging?





DURING THE PLACEMENT

School Placement Visit

During your placement someone from school will visit or telephone if you are away from Cornwall. They will need to speak to both you and your supervisor.

Name of school placement visitor

Please tick below to confirm that:

A health and safety induction took place

Student
Employer

The student has not sustained any injuries

Student
Employer

The student has followed health and safety instructions

Student
Employer

Feedback on student's progress so far:

Student's signature:

Date:

Visitor's signature:

Date:

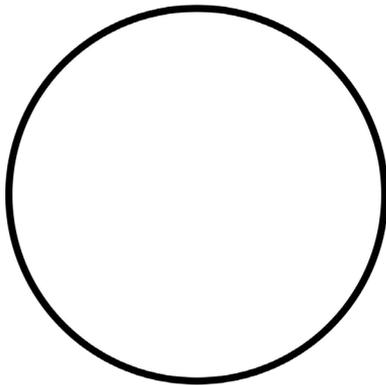




Student Reflection

Create a mind map of your experience

Feelings



Finish the emoji

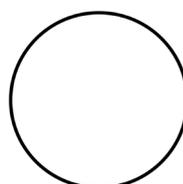
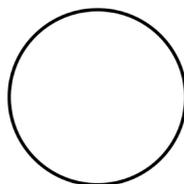
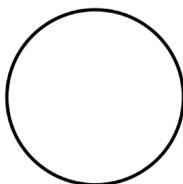
Thoughts



Write your thoughts about the placement in the thought bubble.

My Work Experience Placement

New Skills



Tick the skills you learnt whilst on placement and draw any additional skills in the blank circles. e.g Cash-Handling



Next Steps



Write down your 3 next steps:

e.g

1 - Get a summer job

2 - Study for my GCSE's

3 - Volunteering

1

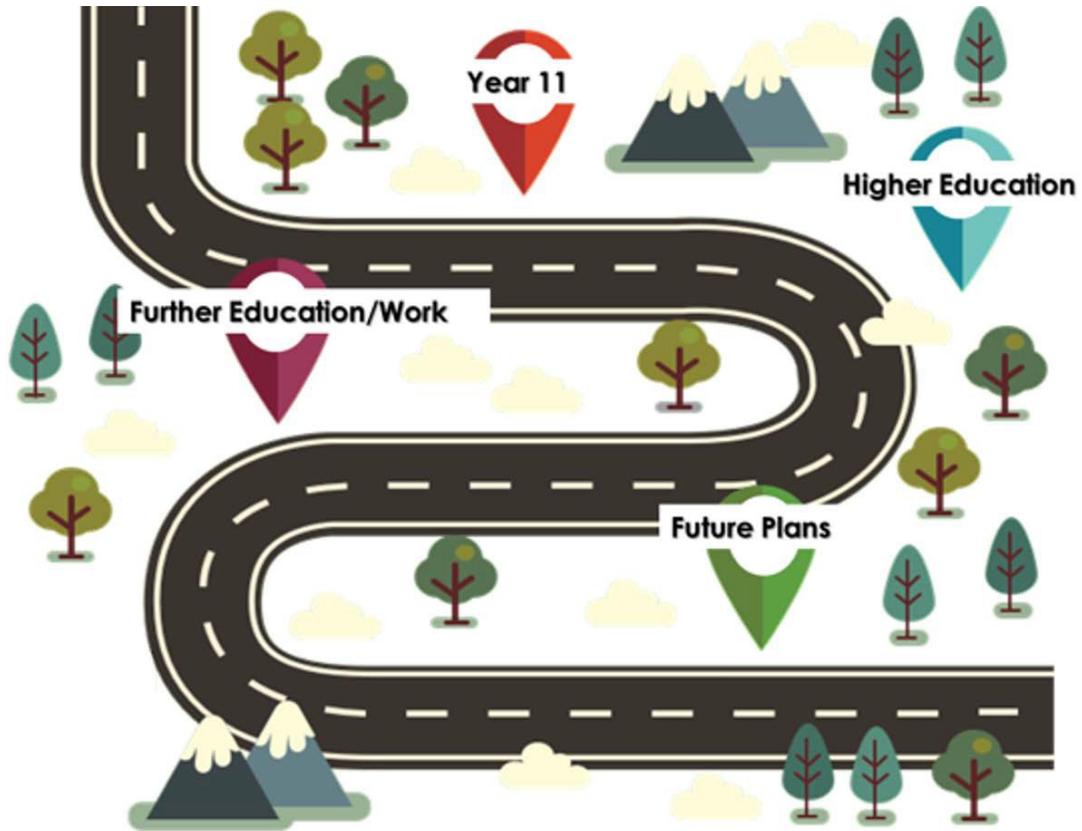
2

3



Student Reflection

What are your future plans?



Year 11



Higher Education - 6th Form, College, Apprenticeships, etc



Further Education/Work - University, Apprenticeships, Work, etc



Future Plans - Career Goals





Tell us what you think?

Please complete the evaluation form on our website:

www.cornwall.gov.uk/workexperience



Next Steps

For more information about your next steps, talk to the careers lead in your school or visit some of the useful links below.

Useful Links

www.careerpilot.org.uk
www.nationalcareers.service.gov.uk
www.cornwall.ac.uk
www.cornwallapprenticeships.com
www.truro-penwith.ac.uk
www.callywith.ac.uk
www.healthcareers.nhs.uk
www.goconstruct.org



www.cornwall.gov.uk



These are more than blank pages...

Could you make a pocket....

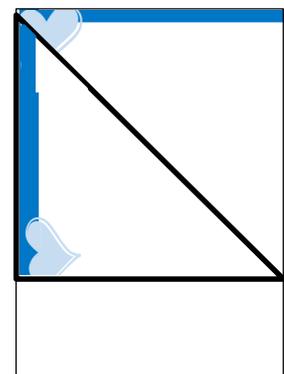
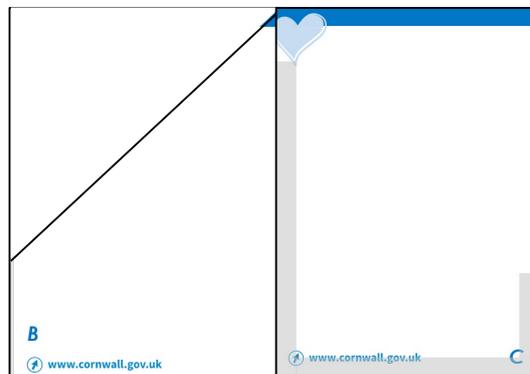
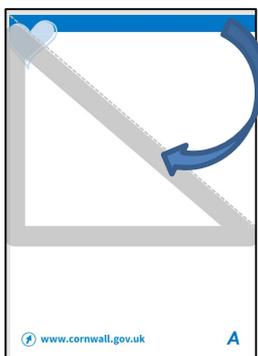
How to make a pocket in 3 steps:

Page A

1. Fold along the dotted line on Page A
2. Using a glue stick put glue in the grey zone on Page A to make a trapezium shape

Page C

3. Using a Glue Stick put glue on the grey zone on Page C and hold page A and C together until stuck.



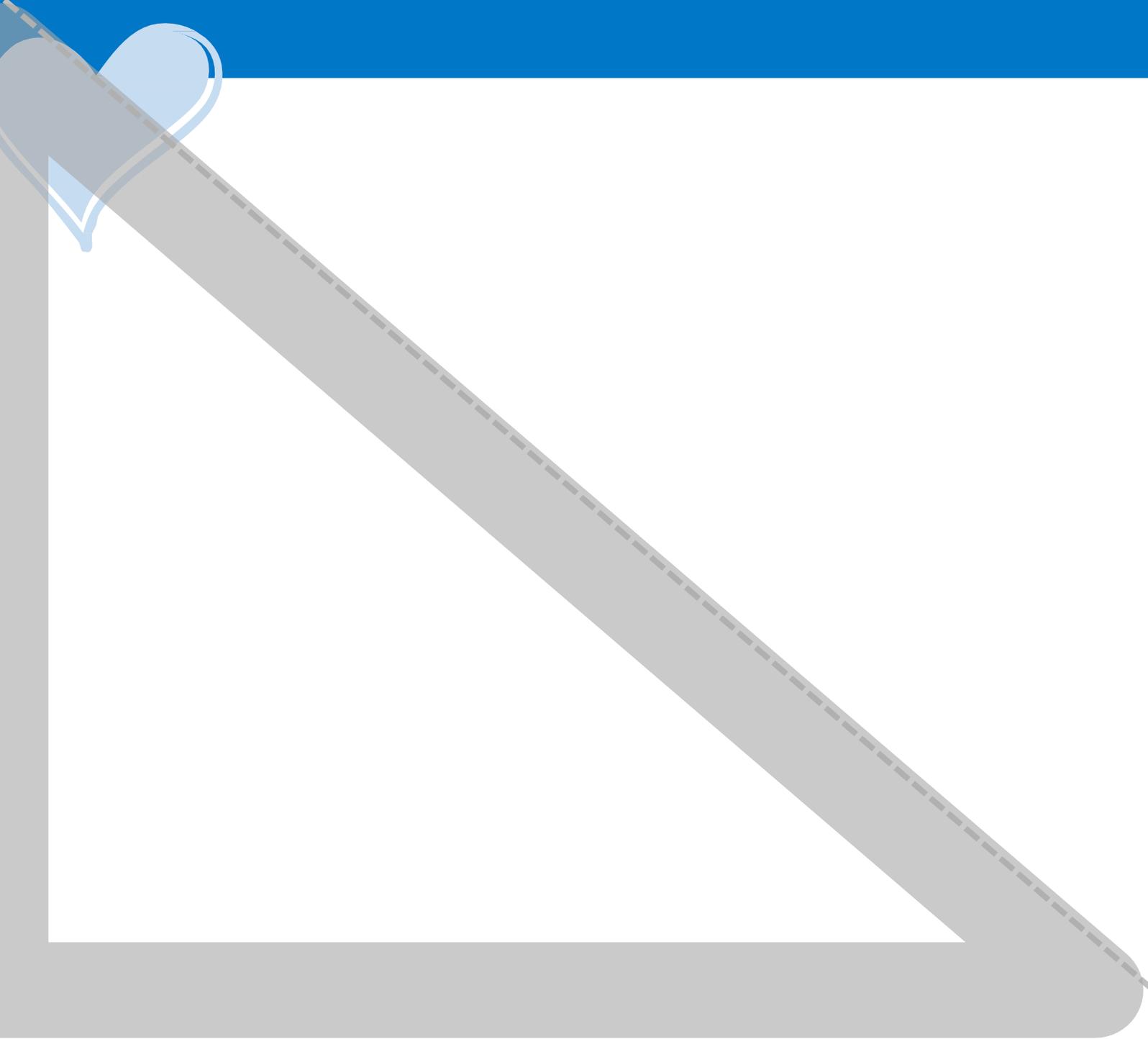
Voila! Now you have a pocket!

....how about a
Scrapbook....

... or maybe even
a canvas for your
doodles.



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If you have any questions or queries about
this logbook please contact the careers lead
at your child's school.