



Cranbrook
School

Name:

House:

24TH JUNE
– 5TH JULY
2019

CRANBROOK SCHOOL WORK EXPERIENCE DIARY



Day 1 Checklist

<input type="checkbox"/>	Travel: I know where I am going, have planned my journey to and from work and if necessary, bought tickets in advance.
<input type="checkbox"/>	Dress: I know what I am supposed to wear (e.g. smart, casual, special footwear, etc) and have organised clothes for the week.
<input type="checkbox"/>	Lunch: I know what the arrangements are for lunch and if necessary have money or a packed lunch prepared.
<input type="checkbox"/>	Diary: I have my work experience diary and a pen with me.
<input type="checkbox"/>	Arrival: I know who I need to speak to when I arrive at the workplace and when I need to be there - and will be punctual.

Work Experience Checklist

1. Work Experience Diary and Written Report

The Work Experience diary and a written report need to be completed for at least one week of your placement. Making brief notes in your diary on a daily basis will make writing your report easier. Please return your diary and report to school as soon as possible after completing your placement(s). For students living abroad, you may hand it in at the beginning of term in September. Your Work Experience diary and report is a compulsory element of the scheme and essential if you wish to be considered for the Work Experience Prize.

2. Thank you letter

Please write a letter of thanks to each placement, be as grateful and flattering as possible - remember that many people have worked hard on your behalf to give you this experience.

3. Absence

If you are ill and you cannot go to your placement, you MUST phone both the company and the school to give an explanation. If you are going to be late, phone the company and explain why.

4. In the Workplace

Please be aware that in your chosen Work Placement not everyone will be used to dealing with young people. If anything happens that makes you feel vulnerable or uncomfortable, talk to someone you trust in the first instance or contact the school where we will offer advice and support. The school can be contacted on 01580 711800.

5. Enjoy your time in the real world and don't forget the diary!

Personal Profile

Your name

Your address

Your home telephone number

Your emergency contact person

Address of emergency contact

Telephone number of emergency contact

Your work experience staff supervisors names

Your school telephone number

Your school tutor and work experience
co-ordinator

Declaration

On my Work Experience placement, I undertake to arrive at work on time, to wear suitable clothing, to work to the best of my ability, to co-operate with all supervisory staff and to observe Health, Safety and any other regulations. I understand that anything I see or hear is confidential to the place of employment.

Signed

Date

Pre-Placement Self-Assessment

Think about your abilities, qualities and skills critically. Discuss them with your parent(s) or guardian(s) and teacher(s) and give yourself an honest rating against each one. Add any ability or quality you have that may have been missed. Refer to this when completing your Personal Targets sheet on the next page.



My Rating

1 = very weak,
5 = one of my strengths (please tick)

My Abilities	1	2	3	4	5
To get to places on time					
To travel to work on my own					
To work on my own					
To think for myself					
To get on with older people					
To introduce myself to people effectively					
To find out information about work/careers					
To be flexible					
To be confident					
To see a job through to the end					
To cope with strange situations					
To organise myself well					
To...					
To...					
My Qualities					
To be hard-working and committed					
To be polite					
To speak-up and be assertive					
To have high standards for my work					
To be positive and optimistic					
To be enthusiastic					
To always try my best					
To be truthful, honest and trustworthy					
To...					
To...					
My Skills					
Communication					
Application of number					
Information Communication Technology					
Working in a team					
Problem Solving					
Leadership					
To improve my own learning and performance					
To...					

Personal Targets

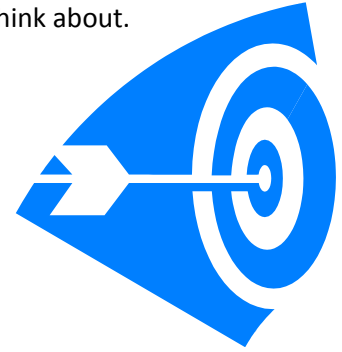
Think about the skills and qualities you would particularly like to improve on your placements. Make a list of your personal targets below (as many as you like). You may add to this list during your placements. Ask your parents, tutor and friends for assistance. Below are three examples of the type of targets to think about.

You may want to show this page to your supervisor at your induction meeting.

Example 1 - to learn how to set out a business letter/email

Example 2 - to learn how to answer the telephone for a business call

Example 3 - to improve my self-confidence



My Targets

1

2

3

4

5

6

7

8

Health & Safety at Work

On your first morning of work, ask your supervisor if you may complete this sheet with his or her help

1. Who is responsible for Health and Safety?

2. What does the fire alarm sound like?

3. What should you do if the fire alarm sounds?

4. Where are the fire exits?

5. What should you do if the fire exit is blocked?

6. Where is the assembly point?

7. If you hurt yourself, what should you do?

8. Make a list of any safety rules that have been drawn to your attention by the person responsible for Health and Safety at your place of work

What Must I Be Aware Of?

By completing this page you will understand the main Health and Safety Regulations and you will be able to see how they are applied in your work placement once you are on Work Experience.

Answer the questions below – relate them to your own placement if you know the correct details.

What are your responsibilities in the work place?

How do you lift something correctly?

What would you do if a hazardous substance spilt on your skin?

Under what circumstances would you use machinery?

What is a fire drill and how does it work?

What are the rules about first aid?

REMEMBER

Accidents can happen in a split second

Always ask if you don't understand something

Be Smart – think before you act

Ask if you don't understand anything

Don't cut corners to save time

Daily Diary

To complete your diary, reflect back on your day for each entry. For example, what have you done, things that went well, things that went wrong, good things, funny things, interesting conversations, things you learnt today, events you wish had not happened, worries, surprises, what you enjoyed and why and so on.

DAY 1

DAY 2

DAY 3

DAY 4

DAY 5

On your last day of Work Experience you will need to:

- **Make sure your Work Experience diary is filled in and up to date**
- **Ask your supervisor to discuss your diary with you and initial your work where appropriate**
- **Discuss your achievements, strengths and weaknesses with your supervisor**
- **Ask your supervisor to complete the Work Experience Employer's Evaluation**
- **Please make sure you thank your employer/supervisor for their help during your time with them. A formal letter of thanks afterwards would be appreciated.**

Employer's Evaluation Form

Name of Student

Name of Company

Employer/supervisor: would you please complete this form, where applicable, for the above-named student? It will contribute towards their Progress File and may help with future job applications. Thank you for your time and trouble.

Attendance

Number of whole days completed		Number of explained absences		Number of unexplained absences	

Personal Attributes

Please tick the appropriate rating where 1 = weak to 5 = excellent

*Level 5 to gain the Work Experience Excellence Award

	1	2	3	4	5
*Punctuality					
Suitability of dress					
*Attitude and interest					
Self-confidence					
Relationship with others					
*Perseverance					
*Responsibility					
*Initiative					
Adaptability to placement					
Adaptability to new tasks					

Key Skills Demonstrated

	1	2	3	4	5
Communication					
Application of number					
Information Communication Technology					
Working in teams					
Problem Solving					
Improving own Learning and Performance					

Supervisor's Comments:

Signature _____ Position _____ Date _____

Student's Evaluation Form

Please complete this form by ticking the appropriate boxes. Make sure you write a card or letter of thanks to your employer.

Name of Student

Names of Companies

I found the work placements:

	Yes	No
Kept me busy		
Helped me with my career choice		
Was a worthwhile experience		
Was interesting		
Was easy		
Was tiring		
Was enjoyable		

Comments: Please give as many details as you can about what you liked, gained, learnt or disliked.

Assignment

This assignment gives you the opportunity to reflect on your Work Experience placement. Much of the information you will need to complete the assignment will have been collected on your other sheets. This will be a summary. Read through all the questions before starting. You can add other interesting information too.

Introduction

1. Describe the companies or organisations that you went to, their names, what they do and where they are located.
2. Give the dates of your Work Experience placements and your daily work times.
3. Describe your ideas about the placement before you went.

What you wanted to learn

1. List the abilities, qualities and key skills you hoped you might develop on your placement.
2. Give any information about future work opportunities you wanted to pick up.

What you did during your placement

1. Describe the tasks that you were given.
2. Describe how you felt about these tasks, what you learnt that was new and whether you enjoyed them.
3. Which ones did you not enjoy and why?
4. Describe the results of the activities given to you in the Work Experience Diary.
5. Describe anything funny or unusual that happened.
6. Describe what the people at the work placement were like and their influence on you.

Your action plan

1. How many of your personal targets did you achieve?
2. Describe how you have developed your key skills.
3. Which abilities, qualities and skills do you want to improve in the future?

Your conclusions

1. Summarise how you feel about the placements, your likes, dislikes and learning points.
2. What advice would you give to a student going to this placement next year?
3. Do you have any career ideas for the future? How have the placements shaped these ideas?



The report should be about 500 words and be no longer than 1 side of A4 (using a font size of 12)

REMEMBER TO WRITE YOUR REPORT & HAND IT INTO SCHOOL WITH YOUR DIARY AFTER YOUR PLACEMENTS FINISH

