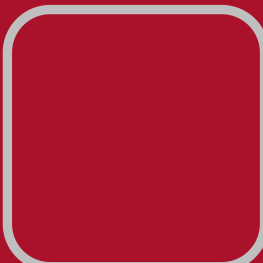
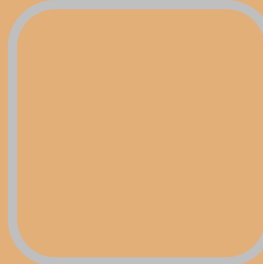
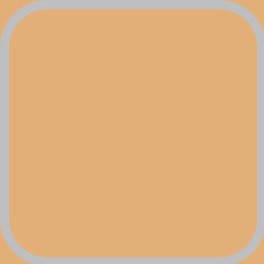
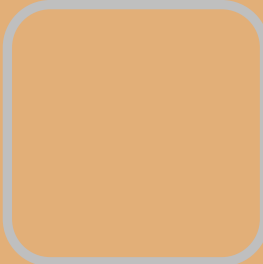
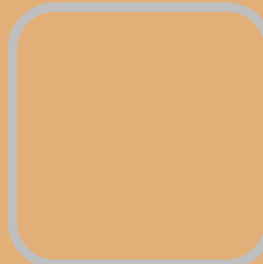
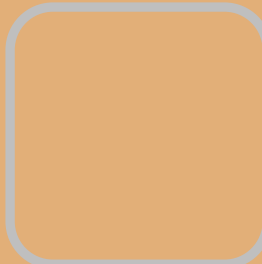
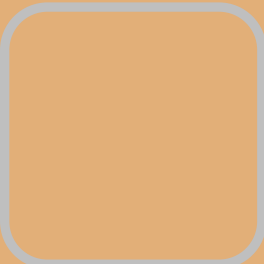
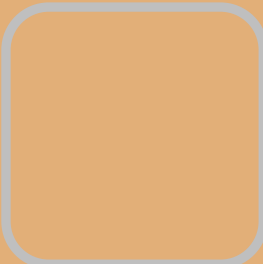


My Work Experience Record



Name _____
Course _____

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The my-work-experience.com web app

My Work Placement offers students an alternative way to record work experience anytime, anywhere, with no diary, booklet or paper notes to carry around and no risk of losing records! My Work Placement is designed to meet the individual needs of anyone taking part in a period of work experience, keeping a live record of work experience using a mobile phone, tablet or computer.



Find out more and sign up for FREE!

[Go to www.my-work-placement.com](http://www.my-work-placement.com)

Myself

Name

Address

Emergency contact number

My course

Dates of my placement

My School / College

School / College name

Address

School / College supervisor's name

School / College contact telephone number

My placement

Name of my placement organisation

Address of my placement organisation

Contact telephone number and/or email address of my placement organisation

My role and/or my department

My placement supervisor's name and title

My placement supervisor's telephone number and email address

Advice and guidance

Respect



A good employee listens to instructions carefully, handles information confidentially and safely, shows enthusiasm and pride in their work.

Emergency contact
name and number

Medical problems

If you have any medical/health problems, (allergies/regular medication etc.) make sure your employer knows about them.



Practical details

Do you know who to report to on your first day?



Have you worked out the best way to get to work on time?

Do you know what the arrangements for breaks and lunch times are?

I report to:

at:

My start time is:

I aim to be at my work station by:

What do I need to take with me?

Work contact person:

Work contact Tel. No:

School/College contact person:

School/College contact Tel. No:

Work wear



Is there a dress code or a uniform? What do others wear for work? Are there things you should NOT wear?

If I am ill



If you are unable to attend work you must telephone your employer straight away to let them know that you will not be at work so that people are not kept waiting for you and tell them when to expect you back.

You will also need to let your School or College know that you are not at your work placement.

Keeping safe



Working safely

It is important to work safely, because accidents can happen in a split second. Think before you act and keep yourself and others around you safe. Prepare well, listen carefully and make sure that you understand your health and safety induction.



Fire

Make sure that you know what to do in a fire. If you discover a fire raise the alarm at once. Remember that fires and other emergencies where a building may need to be evacuated have strict regulations which are designed to ensure everyone's health and safety. It is very important to know and follow these instructions.

Where is my nearest fire exit?



Where is my fire assembly point?



PPE

Always use the safety equipment and protective clothing you are issued with as instructed.



The first aid person is:

The first aid post is at:

I report accidents to:

Accidents

Any accident in a place of work must be reported. If you need first aid even for a small accident, like a cut finger, go to the first aid post or person, then report your accident to the appropriate person.



Target setting

These are suggestions to help set your personal learning objectives for this placement.

- Plan and undertake tasks in the work place
- Learn about the job roles and business structures of my placement organisation
- Work to agreed standards
- Learn about the rights and responsibilities of employers and employees
- Collaborate with others to reach common goals
- Take responsibility and gain confidence in my ability to work effectively
- Show initiative, commitment and perseverance
- Organise my time and resources
- Deal with the competing pressures of personal and work related demands
- Invite feedback and deal positively with praise, setbacks and criticism
- Evaluate my work experiences and learn from them

Which of these employability skills are most valued in your work placement?

Communication *Numeracy* *Self-management*
Team working *Problem solving*
Business awareness *Customer awareness* *Information Technology*

Which of these attributes are most valued in your chosen area of work?

Resourceful Enthusiasm Ambition Self-motivation
 Flexibility Persistence Diplomacy Honesty
 Risk taker Positive attitude Competitive Entrepreneurial

TIP!

You can do these exercises by putting a ring round your choices using a different colour to show what you believed before your work placement and what you think afterwards to see if anything has been different to what you expected.

My Diary

Date

Task(s) undertaken

DAY 1

SMART

Setting targets that are Specific, Measurable, Agreed, Realistic and Time related when planning an activity.

Reflections on what happened today (e.g. Personal Targets met / Employability Skills used / Qualities and Attributes required to be successful)

Date

Task(s) undertaken

DAY 2

Blue sky thinking

Coming up with novel or advanced concepts or ideas

Reflections on what happened today (e.g. Personal Targets met / Employability Skills used / Qualities and Attributes required to be successful)

Date

DAY 3

Assembly point

A safe designated place to wait after evacuating a building in an emergency

Task(s) undertaken

Reflections on what happened today (e.g. Personal Targets met / Employability Skills used / Qualities and Attributes required to be successful)

Date

DAY 4

Service Level Agreement (SLA)

An agreement between two or more partners to deliver a service to an agreed standard

Task(s) undertaken

Reflections on what happened today (e.g. Personal Targets met / Employability Skills used / Qualities and Attributes required to be successful)

My Diary

Date

Task(s) undertaken

DAY 5

Health and Safety Executive (HSE)

An organisation set up by the government to prevent death, injury or ill health to those at work or affected by work activities

Reflections on what happened today (e.g. Personal Targets met / Employability Skills used / Qualities and Attributes required to be successful)

Date

Task(s) undertaken

DAY 6

Appraisal

A review of the standard and efficiency of the work carried out by an employee

Reflections on what happened today (e.g. Personal Targets met / Employability Skills used / Qualities and Attributes required to be successful)

Date

DAY 7

Benchmarking

Comparing the performance of the business or an aspect of it to another considered to represent the best possible practice

Task(s) undertaken

Reflections on what happened today (e.g. Personal Targets met / Employability Skills used / Qualities and Attributes required to be successful)

Date

DAY 8

Total Quality Management System (TQMS)

A quality control management system developed to ensure that a business delivers total quality services or products

Task(s) undertaken

Reflections on what happened today (e.g. Personal Targets met / Employability Skills used / Qualities and Attributes required to be successful)

My Diary

Date

Task(s) undertaken

DAY 9

Outsourcing

Transferring a service or manufacture of a product to a third party to achieve a business efficiency or advantage

Reflections on what happened today (e.g. Personal Targets met / Employability Skills used / Qualities and Attributes required to be successful)

Date

Task(s) undertaken

DAY 10

Four Colour Process

A term used in printing to describe a process that achieves full colour images using a combination of four colours

Reflections on what happened today (e.g. Personal Targets met / Employability Skills used / Qualities and Attributes required to be successful)

Research notes 1 - the organisation of the business I am working for

Guidance



Comment on: The business sector and its location; the size of the business; how it is structured; any significant reasons/benefits in the choice of location; type of building; on-site facilities; any special features of the business. Who are its competitors? How is it better than its competitors? What is its USP? What makes it successful? How does the business promote its image, products/services?

Guidance



Describe the department you are working in and its contribution to the business; how it communicates with the rest of the business; how the department uses computer technology.

Research notes 2 - the aims and objectives of the business I am working for

Guidance

Does the business have a mission statement?
Describe the purpose/aims/objectives of the business; the type of ownership and if this is reflected by its characteristics and ethos; how environmentally friendly the organisation is.



To make the world's information universally accessible and useful

Guidance

Describe the most successful and least successful products/goods/services and the reasons for them; the ways the company retains existing customers and attracts new ones.



Research notes 3 - the people in the business I am working for

Guidance

Describe the arrangements for your placement supervision including induction/training/support; the people you have come into contact with and why.



Guidance

Comment on how the company encourages staff to improve their personal performance through skills training/appraisal/reward/disciplinary systems; how the company communicates with staff; how staff can influence decision making; how the company deals with staff problems; disciplinary and grievance procedures; how the company deals with discrimination/disabilities/sexual harassment/bullying/equal opportunities etc.



My work experience evaluation – self assessment

What have you enjoyed most about your work experience and why?

What have you enjoyed least about your work experience and why?

What new skills, knowledge or personal attributes have you gained or improved upon?

Did anything unexpected, unusual or comical happen on your work experience?

How has your work experience influenced current thoughts about your future career?

What would you like to do next in terms of career development? (research / further work experience / education / courses / visit / talk to)

How strongly do you agree with the following impact statements? (tick appropriate box)	Strongly disagree	Disagree	Disagree slightly	Agree slightly	Agree	Strongly agree
I had a rewarding work experience opportunity						
I believe that this placement specifically linked to my course was particularly beneficial						
The placement personnel did everything they could to support me						
I hope to keep in touch with my placement provider						
I have asked my placement provider to provide me with a placement report / a reference						

My work experience evaluation – employer assessment

How did the student rate in terms of the following personal qualities?

Personal Quality	1	2	3	4	5
Attendance					
Time-Keeping					
Appearance					
Attitude to work					
Reliability					

KEY for tables

1. Very poor 2. Poor 3. Fair
4. Good 5. Very Good

How well did the student do in forming relationships?

Relationships	1	2	3	4	5
With staff					
With clients					

To what extent did the student display the following attributes while on work placement with you?

Attribute	1	2	3	4	5
Resourceful					
Enthusiasm					
Ambition					
Self-motivation					
Flexibility					
Persistence					
Diplomacy					
Honesty					
Risk taker					
Positive attitude					
Competitive					
Entrepreneurial					

Please comment on the things that the student has done and learned with you.

You may wish to attach a reference on your company / organisation letterhead

Employer's signature

Date

My work experience evaluation – tutor assessment

Having completed work experience the student has . . .				
	Yes	No	A little	Comment
Gained in confidence				
Increased in maturity				
More ideas about his / her future				
Enjoyed his / her experience				
Had problems				

To what extent has the student achieved his / her targets in this work placement?

Which personal learning and thinking skills has the student developed as a result of this work placement?

In what ways has the student used this work placement to progress his / her project investigation?

Tutor's signature

Date

Project investigation notes 1

Guidance

Workplace projects provide a focus and direction for your work placement. You should talk to your tutor about any course requirements for a particular type of placement project or investigation.



Planning

- ✓ The project I am going to complete
- ✓ Reasons for selecting this project investigation
- ✓ Who I need to contact/speak to
- ✓ Information I need to find out/collect
- ✓ Evidence I need to collect
- ✓ What I learned from completing this project investigation

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Project investigation notes 2

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My Work Experience Record

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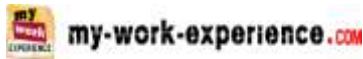
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