



# Work Experience

Monday 20th – Friday 24th May 2024



# Journal

Student Name: \_\_\_\_\_

Tutor Group: \_\_\_\_\_

Work Experience Co-ordinator: Mrs Grainger  
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## PERSONAL DETAILS

**This record book belongs to...**

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School / College

---

Address

---

Telephone Number

---

Name of teacher in charge of work experience

---

### Contact names and numbers:

Next of kin

Relationship

---

Home

Work

Mobile

---

Emergency contact

Relationship

---

Home

Work

Mobile

---

### My placement is with...

---

Address

---

Postcode

Telephone number

---

Contact name

Supervisor name

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**My job title is...**

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## PERSONAL DETAILS

My placement dates are... from \_\_\_\_\_ to \_\_\_\_\_

Days of work from \_\_\_\_\_ to \_\_\_\_\_

Hours of work from \_\_\_\_\_ to \_\_\_\_\_

Dress code \_\_\_\_\_

Meal arrangements on site \_\_\_\_\_

off site \_\_\_\_\_  
*(Parent/Guardian permission required)*

Signed \_\_\_\_\_ Name \_\_\_\_\_  
*(Parent/Guardian)* *(please print)*

### Absences

If you are going to be absent for any reason, please contact:

Supervisor name \_\_\_\_\_ Telephone \_\_\_\_\_

Crofton School Reception \_\_\_\_\_ Telephone \_\_\_\_\_

### REMEMBER

It is essential that you tell both the school and your employer if you will not be able to attend work. This must be done between 8.00am and 9.00am.

# Health and Safety

## HEALTH & SAFETY AT WORK

On your first morning the employer has been asked to show you how to work safely.

Have you read your copy of "BE SAFE!"? It is very good. It will give you all that you need to know on safety at work.

Your employer is responsible for making sure you are working in a safe place. You have to follow Health and Safety at Work Act 1974.

**YOU** are legally responsible to:

- Listen carefully to all instructions
- Watch all demonstrations carefully
- Use all safety guards as shown
- Use all safety equipment and protective clothing provided
- Report things that seem dangerous, damaged, or faulty
- Never play practical jokes - they can kill!
- Only use tools, machinery, or substances after you have been trained and given permission to do it!

If protective clothing is provided IT MUST BE WORN

**SAFETY RULES MUST ALWAYS BE FOLLOWED**

I have been informed and understand about Health and Safety at my work...

Student signature \_\_\_\_\_

## SAFETY AT WORK

During your time at work, you must find out the following.

The first aid person is

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The first aid box or post is at

---

The nearest fire exit is

---

The emergency assembly point is

---

The location of the nearest fire extinguisher is

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In the event of a fire, I must

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Use the space below to list any other emergency procedures in your workplace

# Target Setting

## TARGETS FOR WORK EXPERIENCE

### Personal Targets

Add more personal targets in line with:

- a. What you want from the placement
- b. Experiences linked with school subjects e.g., applied GCSE

- *Attend every day*

- *Be on time every day*

- *Work safely*

- *Work accurately*

- *Prove that I can work with others in a mature environment*

- *Learn new skills*

**REMEMBER** be friendly and smile

# Target Setting

## LEARNING THROUGH WORK EXPERIENCE

Which **WORK SKILLS** are you most likely to use in your placement?

Look below at the explanations of what is covered by each of the Work Skills.

Please discuss with your supervisor to see how your placement can help you to experience these.

**C**

### Communication

Listening • speaking clearly • asking and responding to questions • discussing • using the telephone • reading and responding to written material • producing written materials, including the use of diagrams

**N**

### Number skills

Using numbers • collecting and recording data • interpreting and presenting data • handling money accurately • measuring • estimating

**T**

### Use of Technology

Using a fax machine • using computers to search, select, explore, and prepare information • processing, developing, and presenting relevant information

**TW**

### Team Work

Getting along with others • working in a team • taking responsibility • working co-operatively with colleagues

**L**

### Life Long Learning at Work

Target setting • action planning • managing time • learning from others • working to a planned programme • developing confidence, reviewing, and evaluating progress

**WO**

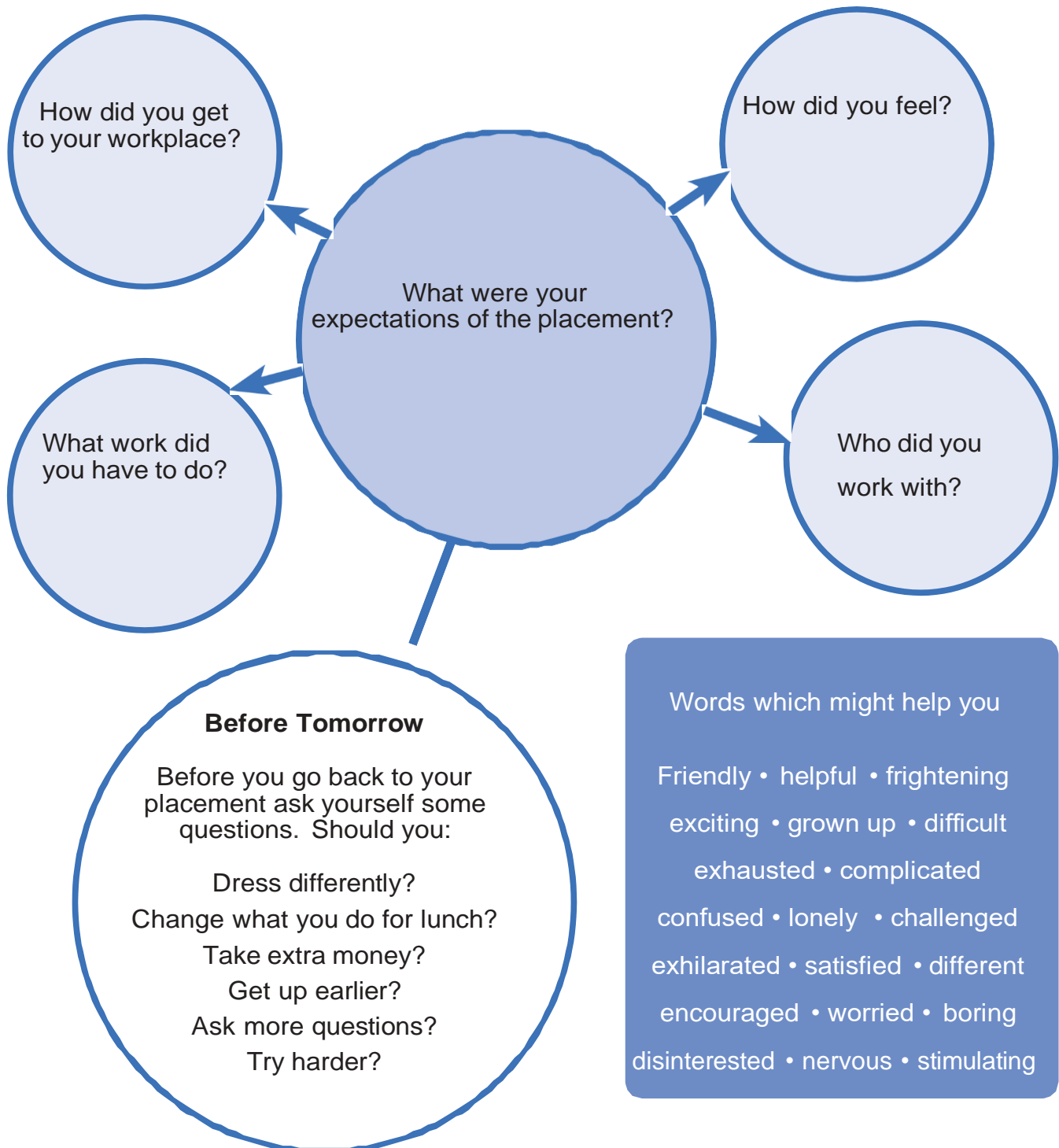
### Working things out

Recognising and describing problems • seeking the right information • making decisions • selecting and carrying out appropriate solutions

# Reviewing

## MY FIRST DAY

It would be useful for you to record your feelings about the placement on your first day. You may find they change as you progress in your placement.





## PROBLEM BUSTING

- You do not understand the task?
- Task seems too difficult?
- People using words that you do not understand?
- Work seems to be the same all of the time?
- Do you feel misunderstood?
- Work not as you had hoped/expected?
- Do you think that you are being treated equally?
- Do you have an adult to which you can talk?

### Dealing with it!

- Consider whether your problem is a real problem or are you nervous
- Look at what others are doing - are you being asked to do anything different - if so, ask why (nicely)
- If you do not understand, ask for it to be explained again
- Take the time to get to know your supervisor and workmates
- Remember this is work experience, NOT A JOB FOR LIFE
- If you feel that you have tried your very best, then contact your work experience teacher

**REMEMBER A POSITIVE ATTITUDE AND A SMILE GOES A LONG WAY!**

# Recording Evidence

## LEARNING THROUGH WORK EXPERIENCE

Discuss with your supervisor tasks for Week 1.

Write them in the boxes below, referring to the work skills on page 6.

Tick the circle when you have completed the task successfully.

Work Skill completed

|      |   |   |                                     |
|------|---|---|-------------------------------------|
| e.g. | C | Answer the telephone and take a message | <input checked="" type="checkbox"/> |
| 1    |   |   | <input type="checkbox"/>            |
| 2    |   |   | <input type="checkbox"/>            |
| 3    |   |   | <input type="checkbox"/>            |
| 4    |   |   | <input type="checkbox"/>            |
| 5    |   |   | <input type="checkbox"/>            |
| 6    |   |   | <input type="checkbox"/>            |

When all the skills have been completed, sign below, and ask your supervisor to check and sign.

Student signature \_\_\_\_\_

Supervisor signature \_\_\_\_\_

Date \_\_\_\_\_

# Recording Evidence

## PERSONAL DIARY

Write in the boxes below a summary of your working days, listing any tasks and new skills learnt.

### WEEK ONE

DAY 1

DAY 2

DAY 3

DAY 4

DAY 5

## MY LAST DAY

How do you rate your placement?

Circle the number that best describes your work experience



1

2

3

4

5



Explain your choice

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Remember to...

- Thank all those who have helped you
- Return ALL borrowed uniforms and equipment
- Check your diary for gaps
- Check all sections of your logbook have been signed
- Please ask your supervisor to complete the Attendance Sheet below

| Day       | A (Absent)<br>S (Sick)<br>P (Present) | Attendance Times |        |
|-----------|---------------------------------------|------------------|--------|
|           |                                       | Start            | Finish |
| Monday    |                                       |                  |        |
| Tuesday   |                                       |                  |        |
| Wednesday |                                       |                  |        |
| Thursday  |                                       |                  |        |
| Friday    |                                       |                  |        |
| Saturday  |                                       |                  |        |
| Sunday    |                                       |                  |        |

# Work Experience Reflection

## Your comments about Work Experience

Upon your return to school, we will be asking each student to personally reflect on their experience at your chosen work placement.

Below are some questions to help you write about your experience.

- What you did?
- What skills did you use/learn?
- What went well?
- What did not go well?
- How would other members of the group have dealt with that situation?



# Work Experience Reflection

A large, empty rounded rectangular box with a blue border, intended for writing a reflection. The box is centered on the page and occupies most of the vertical space below the header.