



Work Experience Record of Placement

Name:

Form:

Date:

Placement:

Hay Green Lane, Birmingham, B30 1SH.

Tel: 0121 475 3881

e-mail: Careers@bournville.bham.sch.uk

www.bournvilleschool.org click on 'Secondary \ Careers

Before you Start!

This booklet is designed to help you record your experiences at work experience. It is to encourage you to become more aware of the many aspects of work and to help you think about your feelings in relation to work. Your job is to make the most of the opportunity!

Read the booklet thoroughly before you go on the first day.

Make sure you fill in the administration page before you start, and the Health & Safety page on the first day.

What do you do if you don't understand what you are told?

Politely ask the person concerned if they can explain it again. Sometimes technical terms used at work are unfamiliar to other people. In this case ask if you can have an explanation of the term and write up a word or term list in the booklet.

How is the diary section different to the rest of the booklet?

In the diary section you explain what you are doing each day. Also in this section you can explain more about your feelings, what interested/surprised you, what you liked and what you didn't like.

At the back of this booklet is a sheet for the Employer to fill in. Make sure that you hand this to your supervisor at least 2 days before the end of the placement.

NB: IN CASE OF ABSENCE / LATENESS CONTACT BOTH THE SCHOOL AND THE EMPLOYER AS EARLY AS POSSIBLE

Administration

Student

Name: _____

Address: _____

Telephone Number: _____

Emergency Telephone Contact (Student):

Name: _____

Telephone Number: _____

Placement

Organisation: _____

Address: _____

Name of Contact: _____

Telephone Number: _____

Alternative Contact: _____

School Details:

Contact Person:

Pass this information onto your placement

Mr B. Platts

Bournville School and Sixth Form Centre

Hay Green Lane

Bournville

Birmingham

B30 1SH

Telephone Number: **0121 475 3881**

e-mail: careers@bournville.bham.sch.uk

www.bournvilleschool.org click on "Careers Gateway"

Health & Safety

Have you been told about health and safety at the work placement?

Have you been given written information about health and safety?

Have you informed your employer of any personal health issues?

Find out the answers to these questions

What is the fire drill procedure in your business?

.....
.....

Who is responsible for first aid in your business?

.....
.....

Do you have to wear any protective clothing? If so what do you have to wear and when?

.....
.....

What should you do if you have an accident?

.....
.....

List any health and safety rules you must follow

.....
.....

What should you do if you are late or absent?

.....
.....

If in doubt about these or any other issues relating to your health and safety, **Please ask!**

Signs To Watch Out For!

Yellow and black triangles are warning signs that tell you to take care.



Green square show safe conditions.



Blue circles with white markings give you commands so you must obey the instructions on them.



Red squares show where fire-fighting equipment is found.



Red and White circles with a bar across them and black markings tell you what you must not do.



Daily Diary

Monday	What I did today
	What I was pleased with
	Any difficulties I had and how I coped with them
Tuesday	What I did today
	What I was pleased with
	Any difficulties I had and how I coped with them

Wednesday	What I did today
	What I was pleased with
	Any difficulties I had and how I coped with them
Thursday	What I did today
	What I was pleased with
	Any difficulties I had and how I coped with them

What I did today

Friday

What I was pleased with

Any difficulties I had and how I coped with them

The best thing about the week was

The worst thing about the week was

What I enjoyed most about the week was

Notes

Notes



Job Skills, Employer Report

Ask your supervisor to fill in the table below to show how they think you have used key skills while on work experience, remember this will be very useful for your progress file when you go for an interview.

Key Skill	Very Competent	Competent	Ok	Needs improving
Team Worker: Can form good working relationships with colleagues and taken responsibility for their own part in the work place.				
Independent Enquirer: Work on their own, evaluate information and act upon it.				
Creative Thinker: Had their own ideas, showed some imagination when solving problems.				
Self Manager: Organise themselves, good time keeping, personal responsibility.				
Reflective Learner: Think about what they have done and learn from it to be better next time.				
Effective Participators: Get involved in things, play a full part in what's happening in the work place.				

Name: _____

Position: _____

Signed: _____

Date: _____

Work Experience Review: Employers Report

To assist the school and student in building upon the period of time spent at the work placement would you please complete the table below and return it to either the student or send it into the school on completion of the student's placement.

If you wish to discuss your comments with the student and explain the reasons for the assessment grades please do so.

Please assess the student on the following criteria and add any comments if you wish

Ex = Excellent G = Good S = Satisfactory U = Unsatisfactory

Students Name: _____ Date: _____

CRITERIA	Ex	G	S	U
Attendance and punctuality				
Ability to plan their time				
Ability to follow instructions				
Relating to people				
Willingness to undertake any task				
Ability to communicate with staff				
Use of Initiative				
Willingness to learn				
Ability to pick up new skills				
Ability to work unsupervised				
Reliability				
Appearance				

Any comments:

Name: _____

Position: _____

Signed: _____

Date: _____

Return to: Either the student or to the Work Experience Coordinator
Bournville School, Hay Green Lane, Birmingham, B30 1SH

