



Work experience Work book



1st – 5th July 2019

This is your work book for the week of work experience. There are three sections. One for before your placement, one for during, and one to fill in after your placement has finished. It will be given in on your return to school.

Contact information

Your contact information:

Name:

Address:

.....

.....

.....

Telephone Number:

Emergency contact:

Name:

Telephone Number:

Placement details:

Name of contact

Organisation:

Address:

.....

.....

.....

Telephone Number:

Alternative Contact: (Reception, Head office etc.)

.....

.....

Personal checklist

Have you put school's telephone number on your phone?

0121 475 3881

Have you made contact with your placement to confirm details?

.....

Use these questions to make sure you are ready for your first day, if you are unsure of anything, contact the placement.

Who do you need to ask for when you get there on the first day?

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Times of work-

Lunch time -

Break times-

Do you need to take lunch?

What time do you need to leave home?

How will you get to your placement?

Will your journey cost you anything?

What clothes do you need to wear?

.....

.....

Do you need to take anything specific with you?

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.....

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Health & Safety

On your first day your supervisor will tell you about the health and safety procedures that are in place. They and you are responsible for your safety and those around you.

You should be able to answer these questions, complete them, and sign the bottom of the page.

Who is in charge of health and safety at your placement?

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What is the fire drill procedure?

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Who is responsible for first aid in your placement?

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

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What should you do if you have an accident?

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.....

.....

List any health and safety rules you must follow

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.....

.....

**If you are in doubt about anything to do with your health and safety,
make sure you ask someone.**

Signs To Watch Out For!

All signs are for your safety, make sure you are aware of what they are telling you.

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



Flammable material



Moving vehicles



General danger



Electrical hazard

Green square show safe conditions or help, such as a safe route from a building.



Fire exit



First aid



Eye wash

Blue circles with white markings give you commands that will protect your safety, so you must obey the instructions on them.



Wear safety



Wear ear protection.



Wear a safety hat.

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 did you do today?	Highlight the skills you used today;
		Communication
		Problem Solving
		ICT
		Working with Others
		Literacy
	Numeracy	
	What activities were you proud of and why?	What was the most interesting part of your day?
	What activities were a challenge, and how did you overcome them?	

Tuesday	What did you do today?	Highlight the skills you used today;
		Communication
		Problem Solving
		ICT
		Working with Others
		Literacy
	Numeracy	
	What activities were you proud of and why?	What was the most interesting part of your day?
	What activities were a challenge, and how did you overcome them?	

Wednesday	What did you do today?	Highlight the skills you used today;
		Communication
		Problem Solving
		ICT
		Working with Others
		Literacy
	Numeracy	
What activities were you proud of and why?	What was the most interesting part of your day?	
What activities were a challenge, and how did you overcome them?		

Thursday	What did you do today?	Highlight the skills you used today;
		Communication
		Problem Solving
		ICT
		Working with Others
		Literacy
	Numeracy	
What activities were you proud of and why?	What was the most interesting part of your day?	
What activities were a challenge, and how did you overcome them?		

Friday	What did you do today?	Highlight the skills you used today;
		Communication
		Problem Solving
		ICT
		Working with Others
		Literacy
	Numeracy	
	What activities were you proud of and why?	What was the most interesting part of your day?
	What activities were a challenge, and how did you overcome them?	

Colleague interview

Ask a colleague, politely, for a few moments of their time. Find out about their role in the company. Try to complete at least two of these interviews with colleagues in different roles.

What is your role?

What does your role involve?
.....
.....

How long have you worked here?

How would someone find a role similar to your job?
.....
.....

What hours do you work?

Are there possible promotion opportunities from your role?
.....
.....

What qualifications do you need for your role?
.....
.....

Have you received any role specific training?
.....
.....

What advice would you give someone interested in your role?
.....
.....

What is the best part of your role and why?
.....

Colleague interview

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What does your role involve?

.....

How long have you worked here?

How would someone find a role similar to your job?

.....

What hours do you work?

Are the possible promotion opportunities from your role?

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What advice would you give someone interested in your role?

.....

What is the best part of your role and why?

.....

Written and photographic evidence

Use this space for information on an interesting activity or project you are a part of. (You may need to ask for permission to take copies of documents or photographs.)

 **Written and photographic evidence or notes page.**

Frequently asked questions

What should you do if you are late or ill?

*Call the **school absence number** as per usual, and also contact your placement as soon as possible.*

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 a key word list in this booklet.

What to do if you don't feel comfortable or safe at any point?

Speak to your supervisor or manager. If you have not been reassured then email Mrs. Meaney or ring school reception.

Do I get paid?

No you will not be paid. You are not an employee although you are to act as one.

What if I don't like it?

Jobs are not easy, stick at it. You may need to learn the basics before you can move on, the same as when you learn anything new.

Can I get the sack?

Yes you can, the placement expects the same behaviour from you as they do from their own employees. So you can be asked to go back to school. Home will also be informed.

At the back of this booklet is a sheet for your employer to fill in. Make sure that you hand this in at the start of the week.

Self evaluation

Fill this form in based on how you felt your work placement went.
This will allow you to evaluate your own skills, and also help school to promote these placements again next year.

Name

Company

Ex – Excellent **G** – Good **S** – Satisfactory **U** – Unsatisfactory

Professionalism	Ex	G	S	U
Attendance and punctuality				
Ability to follow instructions				
Willingness to undertake any task				
Ability to communicate with staff				
Use of Initiative				
Willingness to learn new skills				
Ability to work unsupervised				
Reliability				
Appearance				

Was the company welcoming when you first arrived?

Did you know what you needed to do?

Was everyone helpful?

Have you found it helpful in making decisions for your future and how?
.....
.....

Would you advise another student to go on this placement and why?
.....
.....

Information for your placement

Please give this sheet to your placement at the beginning of the week.

Bournville School
Hay Green Lane
Bournville
Birmingham
B30 1SH
Telephone number: 0121 475
3881

Contact Person: Mrs Vicki
Meaney
e-mail:
meaney.v@bournville.bham.sch.uk

Please contact school in case of an emergency.

Employer report

Please fill in this report at the end of the placement. This can be given back to the student or emailed to myself. This will allow us to present the student with a reward on their return. Please write any additional comments at the bottom of this report, these are very much valued as they can be used by the students in future.

Name of student
Company

Ex – Excellent **G** – Good **S** – Satisfactory **U** – Unsatisfactory

Professionalism	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				

Key skills	Ex	G	S	U
Team Worker: Can form good working relationships with colleagues and take responsibility for their own role.				
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 Participator: Get involved in things, play a full part in what's happening in the work place.				

Any comments:

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Name: Position:

Signed: Date:

Thank you for your time.