



Taunton Deane Partnership College

Working in partnership with our schools

Work Experience Record Book of

Name: _____

School/Academy: _____

Dates of Experience From: _____

To: _____

Placement at: _____

Student Agreement

- I agree to attend Work Experience on the days and hours agreed and noted in my placement, unless I become ill or for other good reason.
- If I cannot attend my placement I will CONTACT:
 - a) My employer, to explain why
 - b) My school

Remember a member of staff may well be visiting you and does not want to arrive to find that you are **NOT** there.

- I agree to follow the Health and Safety rules and regulations in my workplace.
- I agree not to discuss confidential information outside the workplace.

Name: _____ (Please write clearly)

Signed: _____

Date: _____

Parent/Guardian: _____

Teacher Checklist

	Yes	No
• Student Agreement Signed?		
• Placement information completed?		
• Objectives set?		
• Health and safety induction completed?		
• Student		
• Employer		
• Days 1 - 5, inclusive, completed?		



Congratulations.....

- You are about to have a fabulous experience of the world of work for a block placement.
- You will **NOT** be taking over the job/company but you **WILL** have an opportunity to experience what being in the world of work is like
 - The expectations of employers
 - Hours worked
 - Day to day routines etc.
 - and some surprises!

My Placement is:

Name of Organisation

My Supervisor for Work Experience is

Address:

Tel No:

Dress Code?

Protective Equipment needed?

Eg:

They supply

I need to supply

Where do I report on the first morning?

Who to?

Hours

My day is from to

At lunch

* There is a canteen * I can buy food

* I can go offsite * I need to bring my own

* Other e.g

How will I get to my placement everyday?

Health and Safety

- You and your Employer **MUST** complete this section on the **FIRST DAY**
- Your visiting member of staff will check to see it is complete
- **EMPLOYERS** may want to add specific advice into the induction to your particular placement or as the placement progresses

	√ Indicates done	
	Student	Employer
Name and role of supervisor explained		
Tour of work area including toilet, hand washing, eating and drinking facilities		
Health and Safety procedures explained and key staff notified to you		
Any out of bounds areas explained		
Fire Drill - should the fire alarm sound action to be taken explained		
First Aid - informed of key staff and where to get first aid		
Safe ways of working in your area explained		
Hazard awareness - these have been explained and actions you need to take explained		
Manual handling - techniques explained if required		
Use of personal protective equipment explained or demonstrated		
Reporting incidents - how to report an incident/accident has been explained and paperwork shown		

Basic Health and Safety Induction

* Supervisors should refer to your company risk assessment for a young person and cover anything else required

Completed Induction

I have completed the induction above and understand my responsibilities for Health and Safety in the workplace.

Student Name Signed Date

Supervisors Name Signed Date

Objective setting

What do I want to learn/achieve from my experience of the world of work?

You must set yourself a minimum of 2 clear objectives

One must be a personal objective that is something you want to improve; achieve in this area; learn from this experience.

Personal Objectives

My Personal Objectives are

[Empty rounded rectangular box for writing a personal objective]

[Empty rounded rectangular box for writing a personal objective]

[Empty rounded rectangular box for writing a personal objective]

Extended Piece of Work

While on my placement I want to find out more about the place I am in, to do this I can

- **Talk** to 2 people about the type of work they do - day to day tasks; why they wanted to do this type of work; the positives/negatives; what continued training they might get etc.

Write a brief report of my findings

- **Complete** a practical task that is required in my area of work and ask my employer to assess how I have done.

Write a brief report, share that with my employer and ask them to comment; take a photograph of the result if appropriate/allowed.

- **Investigate** the product/service of my workplace - how does the company market/advertise themselves?

Talk to a person from this area and produce a report on my findings

- **Find out** about continued training/professional development of staff - arrange to see a person in Human Resources or the Boss!

Prepare some questions to ask and produce a report about my findings

- **Find out** the key skill/tasks in a particular job

Explain, then create a poster or write a report informing a third party

CREATE YOU OWN EXTENDED PIECE OF WORK -

Talk to your employer, is there something else you could do?

Ideas

Extended Piece of Work

Day One

Attended: Yes / No

What did you do today?

[Empty rounded rectangular box for writing]

Did you complete your Health and Safety induction?

YES

NO

Circle as appropriate, if No then ask if you can do it first thing tomorrow!

Name 2 or 3 people you have met today

Name	What is their job?

How did you feel about today?

Before you got there?

[Empty rounded rectangular box for writing]

By the end of the day?

[Empty rounded rectangular box for writing]

Did anything surprise you?

[Empty rounded rectangular box for writing]

So what about tomorrow?

Should I

Think about getting up earlier?

Wear different clothes?

Make a packed lunch?

Ask more questions?

Talk to more people?

Be more confident?

Signed

What did you do today?

What did you see/experience or personally do that was different from yesterday?

[Empty rounded rectangular box for response]

What equipment do people use in your placement to help them do their jobs?

[Empty rounded rectangular box for response]

Did you meet anyone new?

Name	Job/Role

How do you feel today has gone?

Why? [Empty rounded rectangular box for response]

Have you had to or witnessed anyone doing

Problem solving Y/N
Example:

Work as part of a team Y/N
Example:

Use numbers Y/N
Example:

Tomorrow I am going to

[Empty rounded rectangular box for response]

Signed

Day Three

Attended: Yes / No

What did you do today?

What have you enjoyed the most so far?

Why?

If you had to rate your self confidence (your ability to work in unfamiliar surroundings) where would it be? (1 = Low, 4 = High)

Start of placement 1 2 3 4 Now 1 2 3 4

What has helped improve your self confidence?

What can you do now that you could not do before your placement?

eg: Talk to a stranger on the telephone?
Serve a customer?
Take accurate measurements?

What language of work have you learned?

Write down 3 words associated with your placement eg overtime/ledgers,
initials you have found out their meaning, OOO = Out of Office

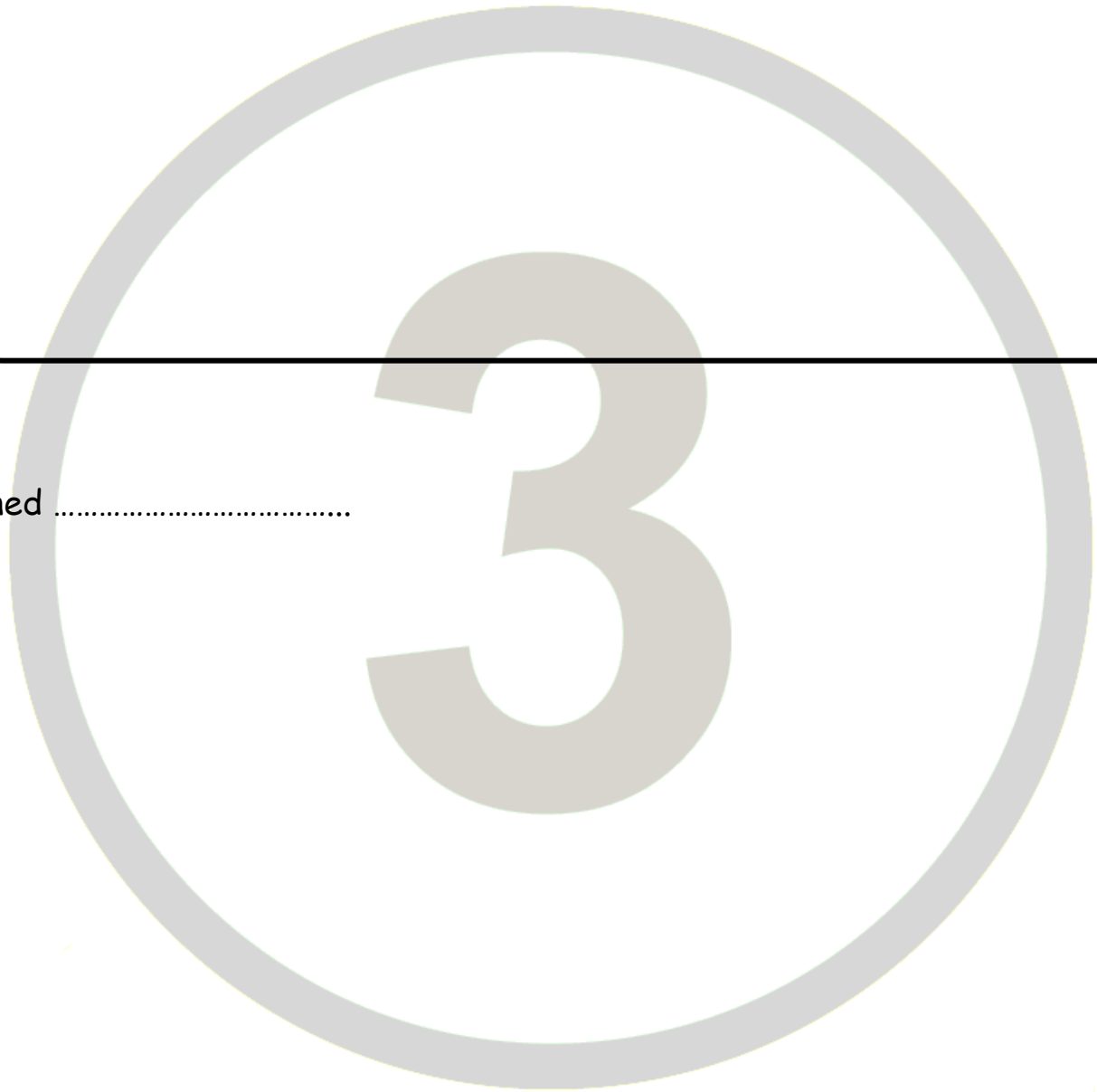
Day Three

Are there any procedures you have found reflect things at school?

e.g Clocking in and out, Time in /out boards—reflects attendance at school



Signed



What did you do today?

[Empty rounded rectangular box for writing]

If you had to explain the job to another person what would you say?

[Empty rounded rectangular box for writing]

What do you think you have most improved in?

[Empty rounded rectangular box for writing]

Signed

What did you do today?

[Empty rounded rectangular box for writing]

What went well and/or not so well?

[Empty rounded rectangular box for writing, with a large faint number 5 watermark in the background]

Why was that?

[Empty rounded rectangular box for writing]

Signed

What did you do today?

What went well and/or not so well?

Why was that?

Signed

What did you do today?

[Empty rounded rectangular box for writing]

What went well and/or not so well?

[Empty rounded rectangular box for writing]

Why was that?

[Empty rounded rectangular box for writing]

Signed

What did you do today?

Empty rounded rectangular box for writing.

What went well and/or not so well?

Empty rounded rectangular box for writing, featuring a large, faint watermark of the number 8.

Why was that?

Empty rounded rectangular box for writing, featuring a large, faint watermark of the number 8.

Signed

What did you do today?

What went well and/or not so well?

Why was that?

Signed

What did you do today?

[Empty rounded rectangular box for response]

Look back at your personal objectives you set have you addressed them?

[Empty rounded rectangular box for response]

What evidence would you use to show this?

[Empty rounded rectangular box for response]

How has your placement changed you?

[Empty rounded rectangular box for response]

Your ideas about the future?

[Empty rounded rectangular box for response]

Signed

Attendance

Congratulations 100% Attendance

OR

I missed days due to:

Signed:

Student: Placement:

Parent/Guardian:

Notes

Notes

