



MASCALLS ACADEMY

Aspire Believe Achieve

Work Experience Diary

25 April – 29 April 2016

Student Name _____

Advisory _____

Company Name _____

IMPORTANT

Why do Work Experience?

Work Experience gives you an insight in to the world of work and gives you the opportunity to learn new skills and experiences in a working environment.

Your Work Experience Diary

This diary enables you to keep a record of your experiences during your work placement. It can be used for your own record of achievements and it will support any further or higher education applications or job applications.

- *Take this booklet with you each day to your placement*
- *Complete the diary section each day*
- *Complete the other sections during the week*
- *Ask your employer to complete the Employer Evaluation Section*

BEFORE YOUR PLACEMENT

Make sure that you

- *Have **CONTACTED THE EMPLOYER prior to attending***
- *Know the details of your placement*
- *Know how you are going to travel*
- *Take the contact details (name/tele no/hours etc.) with you on the first day*

Remember!

- **If you are going to be late** – ring the employer to inform them
- **If you are ill or cannot attend** – ring the employer and also the school
- **If you do not understand what is being asked for you** – ASK as your employer would rather you asked than not understand or be unhappy
- **If you are worried about something or the placement is not what you thought it would be** – Speak to someone (employer/parents/school)

AFTER YOUR PLACEMENT

Say thank you to the employer at the end of your placement. Write them a card or letter. It is very important that you do this.

WHEN YOUR DIARY IS COMPLETED

Include a short report (one page of A4) and a copy of your thank you letter and give to Mrs Bayliss in H Block

WORK PLACEMENT DETAILS

STUDENT	
Name	
Address	
Telephone Number	
Mobile Number	
COMPANY	
Name	
Address	
Name of Contact /Supervisor	
Telephone Number	
SCHOOL	
Name & Address	Mascalls Academy, Maidstone Road, Paddock Wood, Kent, TN12 6LT
School Contact	Mrs L Bayliss on 01892 839033 EMERGENCY ONLY 0782 11 33 017
School Telephone Number	01892 835366

You must let your employer know of any medical issues before you start your placement

BEFORE YOUR PLACEMENT

MEASURING YOUR ABILITIES, QUALITIES AND SKILLS

Look at the following abilities, qualities and skills and then rate yourself on a scale of 1 – 5 both before and after your work placement. Give yourself an honest rating. Did you improve after your work placement?

5 (Excellent) 4 (Good) 3 (Average) 2 (Not too good) 1 (Poor)

	ABILITIES I AM/I CAN	Before Placement	After Placement
1	Confident		
2	Flexible		
3	Introduce myself to other people		
4	Work well on my own		
5	Work well in a team		
6	Use my initiative and think for myself		
7	Get on with different people of different ages		
8	Punctual and arrive on time		
9	Travel on my own		
10	Complete a task until it is finished		
11	Ask for help if needed		
12	Willing to research career and work options		

	QUALITIES I AM	Before Placement	After Placement
1	Willing to learn		
2	Enjoy challenges		
3	Enthusiastic		
4	Hardworking		
5	Polite and courteous		
6	Positive and optimistic		
7	Confident at speaking to others		
8	Always trying to achieve the best I can		
9	Always strive to have high standards		
10	Aware of the qualities I require to be successful in the work place		

	SKILLS	Before Placement	After Placement
1	Communication		
2	Inter-personal skills		
3	Team working		
4	Problem Solving		
5	ICT		
6	Literacy and writing		
7	Numeracy and using numbers		

PERSONAL TARGETS

Think about any areas that you would like to develop or improve while you are on placements. List three personal targets

1	
2	
3	

CHECKLIST OF THINGS TO DO BEFORE THE PLACEMENT

	Tick off as you complete these	YES	NO
1	Do you have the employer's telephone number and address?		
2	Have you put the employer telephone number in your mobile phone/written it down		
3	Have you put the school's telephone number in your mobile phone/written it down		
4	Do you know how you will travel (do you need money/bus pass?)		
5	Do your parents/carers know the details of the placement		
6	Do you know what you are going to wear? You may need protective clothing e.g. steel capped boots, overalls		
7	Do you know your lunch arrangements? Do you need to bring it with you/is it provided? Do you need money?		
8	Do you know what time you need to get up in the morning to get to your placement on time? Do not be late!		
9	Have you remembered this diary and any other paperwork you need to take		

DAILY DIARY

Complete your diary each day to record what you do and learn

Monday 25 April 2016

DAILY DIARY

Record what you did and learnt today

Tuesday 26 April 2016

DAILY DIARY

Complete to record what you did and learnt today

Wednesday 27 April 2016

DAILY DIARY

Complete to record what you did and learnt today

Thursday 28 April 2016

DAILY DIARY

Complete to record what you did and learnt today

Friday 29 April 2016

HEALTH AND SAFETY

Answer the following to show your understanding of Health & Safety at work

- 1 Who is responsible for Health and Safety in the company?
- 2 Who are the registered first aiders?
- 3 Where are the first aid boxes located?
- 4 Who would you ask if you had an accident in the work place?
- 5 What do you do if you hear the fire alarm?
- 6 Where is your nearest fire exits and the fire assembly point?
- 7 When are the fire alarms tested?
- 8 If there is a fire hazard by the fire exit, what would you do?
- 9 What is PPE? Give examples
- 10 Have you had an induction to health and safety within your work place? What would you do if you have not understood something?

FINDING OUT ABOUT THE COMPANY

Use the following questions as a guideline to find out more about the company. Ask your employer, supervisor or colleagues but remember to do this at an appropriate time – not when people are really busy!

- 1 How many people work in the company?
- 2 Where is the head office?
- 3 What is the website address?
- 4 What are their products and services (what do they do)?
- 5 How many customers do they have and what type of customer?
- 6 What departments are in the company?
- 7 How do they market and advertise their company?
- 8 Where/how do they advertise their job vacancies?
- 9 What skills and qualities does the employer look for when they employ a new person?

JOB PROFILES OF EMPLOYEES

There are many different jobs in companies. Ask two people the following questions about their jobs. Make sure you ask at an appropriate time – they may be busy.

EMPLOYEE 1

- 1 Job title/position in the company
- 2 How long have you been with the company?
- 3 What qualifications do you need to do your job?
- 4 What training have you had/will you receive for your job?
- 5 What skills do you need for this job?
- 6 What do you enjoy most about your job?
- 7 What do you enjoy least about your job?
- 8 What is the biggest challenge you face in your job?
- 9 Did you start this career straight from school? If not, what jobs have you had before?
- 10 Did you always want to do this as a career, if not, what would you have like to have done?

EMPLOYEE 2

- 1 Job title/position in the company
- 2 How long have you been with the company?
- 3 What qualifications do you need to do your job?
- 4 What training have you had/will you receive for your job?
- 5 What skills do you need for this job?
- 6 What do you enjoy most about your job?
- 7 What do you enjoy least about your job?
- 8 What is the biggest challenge you face in your job?
- 9 Did you start this career straight from school? If not, what jobs have you had before?
- 10 Did you always want to do this as a career, if not, what would you have like to have done?

EMPLOYERS EVALUATION FORM

Dear Employer

Thank you for offering a work experience placement to the following student.

Could you please complete this form at the end of the placement week.

Name of Student _____

Company Name _____

Name of Person completing form _____

Days attended (please tick days attended)

Monday	Tuesday	Wednesday	Thursday	Friday

Please tick the appropriate box below to indicate the student's performance while on their placement

1 (Excellent) 2 (Good) 3 (Average) 4 (Poor) 5 (Very poor)

	1	2	3	4	5
Punctuality					
Suitability of dress					
Attitude to work					
Interest in work					
Initiative					
Ability to get on with others					
Ability to take instructions					
Flexibility					
Self confidence					

PTO

AFTER YOUR PLACEMENT

- *Write and send a thank you letter to your employer*
 - *Complete this diary*
- *Write a short report (one page A4) – see suggested format below*

Introduction

- Dates and times of your placement
- Company name and location
- Type of business
- Any personal targets you had
- Describe how you felt before you went
- What you wanted to get out of the placement

Placement

- What you did
- How did you find the tasks – were they what you thought
- Did you need to ask for help
- Did you work in a team or were you given tasks to do on your own
- What did you learn
- How does school and work compare

Reflecting and Conclusion

- Did you achieve what you wanted to
- What was the best thing you did
- How did it develop your skills
- Was the job what you thought it would be
- Overall, how did you feel about your placement
- Has this influenced your future career ideas
- Would you like/not like to do this type of work in the future

If you have completed

- Your Diary
- Your Report
- Copy your thank you letter

Hand them to Mrs Bayliss by 10th June 2016

Use this page to make notes for your Report

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