



Work Experience

Summer Term 2016

Name..... Form.....

Address.....
.....

Telephone No.....

Email.....

How to make the right impression

- You will NOT be given any special treatment by your employer. You will work the same hours and under the same conditions as regular employees
- Be prepared to do something new and be willing to learn
- Learn the names of the people you are working with, write them down
- Listen carefully and take note of all instructions given. If you do not understand what you have been asked to do ASK the person to go over it again so you are absolutely sure
- If you get into difficulties, do not walk out; telephone the teacher at school. However, do remember that you are expected to be independent and you should try to solve your own problems
- You are representing your school, your family and yourself. Do not let yourself or anyone else down by your behaviour
- Take extra special care over safety precautions, e.g. wearing a helmet, special clothing, safety glasses or shoes. Make it your job to find out what the organisation's safety rules are
- Don't be afraid to talk to people you are working with. It's a general rule that people like talking about their jobs!
- Don't talk outside about the private and personal things you may learn on work experience
- Always be polite when speaking to people. Don't be too pushy but try to behave in a way which shows you to be keen and interested. Don't sit or stand in a corner with nothing to say
- When you finish, remember to thank the person concerned
- Keep your DIARY up to date

IF FOR SOME REASON YOU ARE UNABLE TO ATTEND, YOU MUST TELEPHONE THE SCHOOL AND THE EMPLOYER TO EXPLAIN YOUR ABSENCE

The school telephone number is 01782 883 500

Out of hours number: Miss Evans 07800 526 510

Key Skills

When on work experience you will need to use a number of key skills.

Which skills will you use?

Place the key skills below in order of importance for your work placement by numbering them 1-7 (1 being the most important, 7 the least) Complete the table both before and after your placement to see if your priorities have changed. (Make comments underneath each skill of where you have implemented them in the work place.)

	Before Placement	After Placement
Communication		
Application of number		
Literacy		
IT		
Working with others		
Improving my own performance		
Problem Solving		

Enterprise

Employers are often looking to employ people who are enterprising. Being enterprising means that you are able to:

- o Come up with new ideas and ways of doing things
- o Judge whether something is worth doing given the risks involved
- o Take advantage of change

Enterprising skills include

- o Understanding Business
- o Solving problems
- o Working with finance
- o Being creative
- o Taking and managing risks
- o Having a 'can do' attitude

	Put an 'x' for the qualities you have	Put an 'x' for the qualities you feel are important to an entrepreneur
Risk taker		
Can do attitude		
Drive		
Financial ability		
Imagination		
Determination		
Motivation		
Ambition		
Confidence		
Hardworking		
Energetic		

Capable		
Organised		
Good communicator		

Health and safety

Questions	Answer
What is the fire/evacuation procedure?	
What does the fire alarm sound like?	
Where is the fire assembly point?	
Are there any arrangements for evacuating disabled people?	
To whom do I report incidents/hazards?	
Are there any restricted areas in the workplace which are no go areas? What are they?	
What machines/equipment am I NOT allowed to use?	
Which health and safety signs will I need to read and understand?	
Will I need to wear/use any special clothing/equipment?	
Is there a Trade Union Safety Representative for the department/organisation?	

When you have completed this questionnaire ask the employer to check and sign it.

Signed _____ (Student) Date _____

Signed _____ (Employer) Date _____

Discuss your findings with your parents/carers. How does it compare to their place of work?

My First Day

How did you get to your placement?

What work did you do?

Who did you work with?

Did anything surprise you?

What did you enjoy the most?

What did you enjoy the least?

Finding out about the organisation and its structure

Put an 'x' to those which apply to your organisation

Public Sector Organisation

Charity or Voluntary Organisation

Private Company

Company Limited by Guarantee

Services provided by this organisation are paid for by:

People have different roles and responsibilities in an organisation.
Place an 'x' next to the people and departments in your organisation.
Add anymore that you find.

Shareholders		Supervisor		Transport	
Board of directors		Sales Person		Finance	
Manager		Factory Operative		Logistics	
Owner		Sales			
Sales Manager		Human Resources			
Factory Manager		Production			

Finding out about jobs and people

Talk to two people with different jobs within your organisation. Record your findings below.

Name of person
Job title
What skills do you need to be successful in your job?
What training did you need/have?
What do you like most about your job?

What route did you take to get into your job?

Name of person

Job title

What skills do you need to be successful in your job?

What training did you need/have?

What do you like most about your job?

What route did you take to get into your job?

Labour Market

Try to find out the following:

Does the company make things, offer a service or produce raw materials?	
How many people do they employ?	
Describe the product manufactured or the service offered	

Is the organisation local, national or international?	
Who are the main competitors in this area of work?	
How is the work organised e.g. are shifts worked etc.	
How many days paid holidays are given?	
Do employees receive sick pay?	
Do managers/supervisors consult the workforce before making major decisions? If so, how?	
Are there opportunities for training and/or promotion whilst at work?	
Does the company offer apprenticeships?	
Are there Staff Associations or Trade Unions which help to look after the employees' rights at work?	

Equal Opportunities

	YES	NO
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Does the organisation have an equal opportunities policy?		
Have you seen it and read it?		
Were you treated like an adult?		
Were you treated fairly?		
Have you been asked to do things you didn't expect? (Give an example)		
Are there men and women doing jobs you didn't expect? (Give an example)		
Are there people with disabilities working in the organisation? (Do they have special facilities? Give an example)		

**Do any of your employees belong to a trade union?
(What's its name? Do members get any benefits?)**

Day 1 Diary Entry

USE THE NEXT 5 PAGES TO RECORD WHAT ACTIVITIES YOU HAVE DONE EACH DAY AND WHO YOU HAVE MET AND ANY NEW SKILLS AND INFORMATION WHICH YOU HAVE LEARNED

DAY 2 Diary Entry

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for a student to write their diary entry for Day 3.

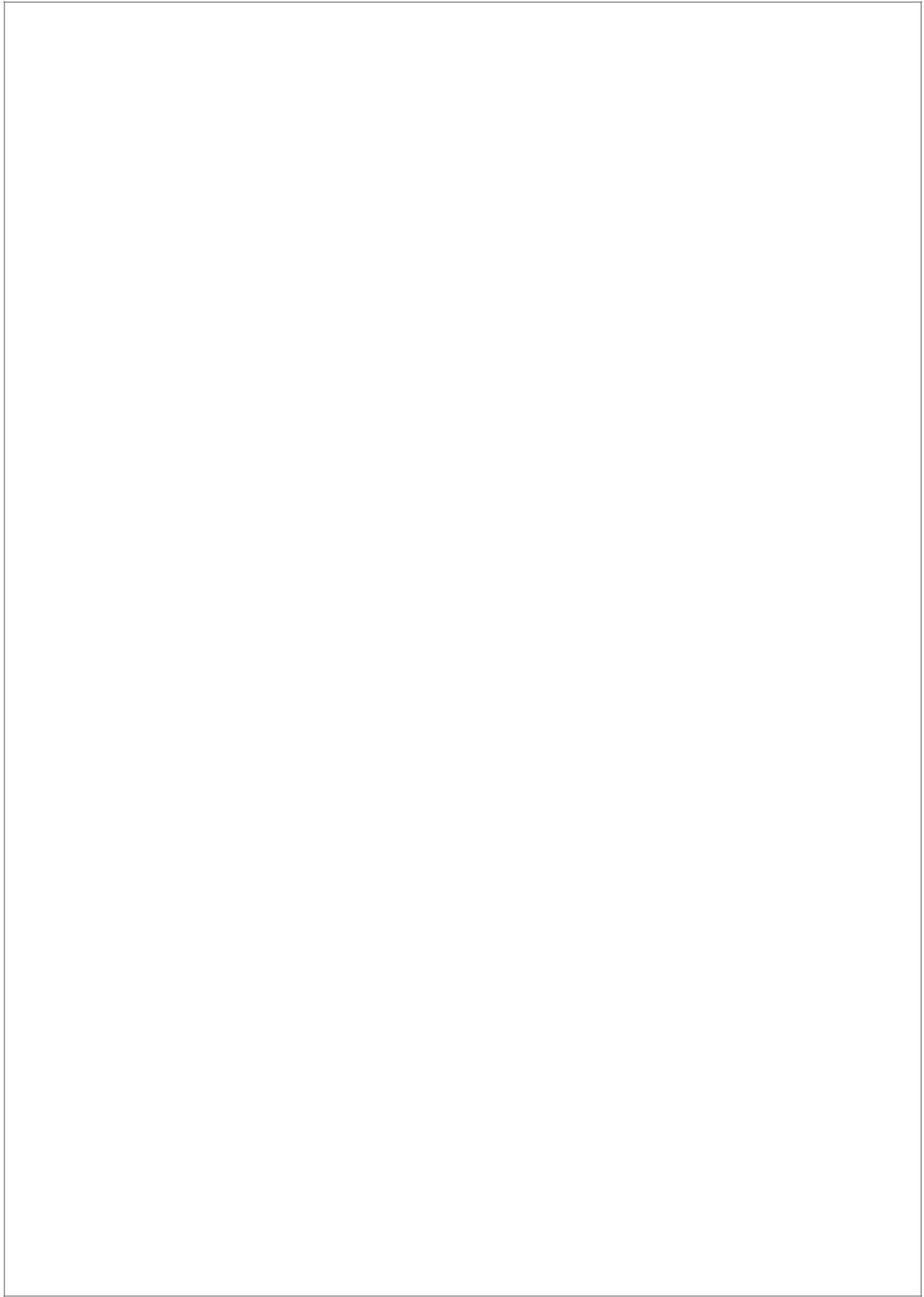
DAY 3 Diary Entry

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for a student to write their diary entry for Day 4.

DAY 4 Diary Entry

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for a student to write their diary entry for Day 5.

DAY 5 Diary Entry



Learning through work experience

Write down six different things you have done well whilst on placement. Ask your supervisor to sign if they agree that you can do this successfully

	What you did well	Supervisor and date
e.g.	I spoke to a customer and helped him to find what he needed	
1.		
2.		
3.		
4.		
5.		

6.

Time to reflect

Has the work experience changed your opinion of yourself?

What kind of work do you think you would like to do when you leave college/school?

How could your work experience have been improved?

What skills and school subjects did you make use of?

Did you find out about:	YES	NO
The work of trade unions		
Qualifications needed to get a job		
Hours of work		

Pay and prospects		
Training opportunities		
Job Vacancies		

SELF ASSESSEMENT

Put an 'X' in the boxes below to show how well you feel you did on your work placement (1 being poor 10 being fantastic!)

	1	2	3	4	5	6	7	8	9	10
Punctuality and attendance										
Self confidence										
Following instructions										
Showing initiative										
Working on my own										
Working with adults										
Communicating effectively										
Knowledge of business										

Behaviour																				
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The work I enjoyed doing the most was..... because.....

The work I enjoyed least was..... because.....