



John 10:10

The Bishop of Winchester Academy Logbook

Work Experience
3 – 7 June 2024



Step into your future

I came to give life - life in all its fullness
High expectations - no excuses

Placement details

Please complete this information as soon as possible. If you cannot find the information, please speak to your mentor or the Careers Office.

Organisation name:

Placement address:

Contact person/who to report to:

Telephone number of contact:

Dates of work experience:

Type of work:

Welcome

This might be the first time you have been in a place of work so enjoy it. It is your chance to learn lots of new skills, become more confident and will be your first

step on the career ladder.

Work experience will help you develop knowledge, skills, understanding and confidence so make the most of this opportunity.

You will get more out of your work experience if you really get involved, so do not be afraid to ask questions if you are not sure about anything.

But most of all, have fun!

Your Logbook

This logbook is full of useful information and advice to help you prepare for your work experience placement.

It will also help you to focus on the skills you already have and how to develop them further during your placement.

There is a diary with spaces for you to make notes about what you have done each day and to record the skills you have developed.

There is also a section for you to review the week and reflect on the experiences that you have had.

Completion of this logbook is part of succeeding at work experience.

Filling in the logbook is your responsibility but do not forget to ask your supervisor to complete the Employer's review before you leave.

Look after it and keep it safe, as it will provide evidence of what you have achieved, which could help you when you make your next step in learning or work.

You can also use the information you record here to help build your CV.

Good luck!

Before you start

It is important that you feel prepared for your first day on work experience. You need to ensure that you have all the necessary details about your placement. This will include: Company Name, Supervisor Name, Contact Details and Dates.

Pre-placement phone call

Phoning an employer is different to phoning a friend, so work out what you want to say before you ring.

Make the call in plenty of time before your placement.

Make sure you have plenty of credit if you are phoning from a mobile, have a pen, your placement details, some paper to write notes on and this logbook with you.

Find a quiet place to make the call.

Introduce yourself and say you are ringing to confirm arrangements for your placement.

It is important you feel comfortable and confident about your work experience. If there is anything you are unsure of, please ask the employer. You should also consider asking the following questions:

- * Where should you go on your first day e.g. reception or a particular entrance?
- * What time should you arrive? What time will you finish work?
- * Who should you ask for when you get there?
- * What are you expected to wear? Do you need any special equipment?
- * What sort of things will you be doing?
- * Will you be able to buy lunch, or do you need to bring a packed lunch?
- * Do they expect you to have any particular skills?
- * Is there anything you need to do or prepare before you start?
- * Don't forget to tell them if you have any health problems which may affect your work experience e.g. if you have any allergies or asthma

Information about my placement



Dates of placement: From _____ to _____

Daily working hours: From _____ to _____

Who will I report to?

Telephone/mobile number of my contact:

What sort of work will I be doing?

What will I wear?

Special equipment I will need (if any):

How will I get there?

How long will the journey take?

How much will it cost?

What time will I need to get up?

Lunch arrangements:

How much money will I need to take each day, including travel and lunch?

Health problems which might affect my placement:

Information about my 2nd placement (if required)

Dates of placement: From _____ to _____

Daily working hours: From _____ to _____

Who will I report to?

Telephone/mobile number of my contact:

What sort of work will I be doing?

What will I wear?

Special equipment I will need (if any):

How will I get there?

How long will the journey take?

How much will it cost?

What time will I need to get up?

Lunch arrangements:

How much money will I need to take each day, including travel and lunch?

Health problems which might affect my placement:

Life Skills

Your key skills and life skills can assist you in getting the most out of your work experience.

Recognising and demonstrating these skills will enable you to perform more successfully in the placement. It will be helpful to record how you are able to utilise them during your placement.

People Skills

These are the skills that help you to perform well in the working world. They are the sort of things that employers look for when they are recruiting. You may have already done some work on this in school, but here is a reminder. These are the skills that employers would most like their employees to have:

Personal Presentation

Enthusiasm & Initiative

Communication

Time Management and Organisation

Numeracy

Write a brief explanation underneath each one of what each skill means. Discuss the skills with your friends before writing the explanation.

People Skills

These additional skills will help you stand out from the crowd and shine in your job. Write a brief explanation underneath each one of what each skill means.

Integrity (honesty)

Problem Solving

Teamwork

Negotiation and Decision Making

IT Skills

You will certainly have some of these skills already which you have developed either in school, at home or in activities you do in your own time.

Your work experience placement will be an excellent opportunity to develop these skills further. Write below which skills you would like to develop whilst on placement:

| Skill | Rating before completing work experience 1 - Outstanding 2 - Good 3 - Needs Improvement 4 - Inadequate | Rating after completing work experience 1 - Outstanding 2 - Good 3 - Needs Improvement 4 - Inadequate |
|----------------------------------|--|---|
| Personal Presentation | | |
| Enthusiasm and Initiative | | |
| Communication and Literacy | | |
| Time Management and Organisation | | |
| Numeracy | | |
| Integrity (Honesty) | | |
| Problem Solving and Creativity | | |
| Teamwork | | |
| Negotiation and Decision Making | | |
| IT Skills | | |

Health and Safety

All workplaces have some hazards. A hazard is something that can cause harm, illness or damage to health or property. The employer has a responsibility to control hazards so that you and other employees are safe but you also have responsibilities which are to:



- * Act responsibly and not do anything to endanger others
- * Be tidy in your work
- * Follow the health and safety rules and signs
- * Report anything you feel is dangerous such as spillages

You will have a health and safety briefing at the beginning of your first day during which you will be told about what to do if you have an accident, who the first aider is, what to do if there is a fire and if you need to use any protective clothing or equipment. Even if all of the rules are carefully followed, accidents sometimes happen at work. If you have an accident you should tell your supervisor. You should also record it below and let your school know about it.

Accident Record

| | |
|---|-------|
| Date and time of accident: | |
| Where it happened, including room or place: | |
| What happened? Give the cause if you can: | |
| If you were injured, say what the injury was and the action taken by the company: | |
| Signed (student): | Date: |
| Signed (supervisor): | Date: |

Safety Signs

You will see signs in the workplace that will help to keep everyone safe. They may not look exactly the same in all workplaces, but they follow the same general rules of shapes and colours which mean they do not need to use a lot of words.

Prohibition signs are red on white background and mean stop/must not.



Warning signs warn of dangers and have a black triangle with a yellow background and a symbol representing the hazard.

Mandatory signs mean you must obey or do something and have a blue background with a white symbol.



Safe condition signs have a green background and show to go the right way or give directions to things such as fire extinguishers or exits.

Diary Day 1

The following pages give you the opportunity to fill out a 'daily diary' for each day of your placement. Completing this diary will help you to reflect on what you have learned during your placement and record information that could help you improve your skills and build your CV.

Tasks I completed today:

Skills I used (from the list of People Skills) and how I demonstrated them:

Brief description of what my employer does:

What I found out about health and safety today:

What I did well and am proud of today:

On reflection, I would have done this differently:

Diary Day 2

Tasks I completed today:

Skills I used:

The different types of job at my work placement:

What I did well and am proud of today:

On reflection I would have done this differently:

Diary Day 3

Tasks I completed today:

Skills I used:

What I learnt about the world of work:

What I did well and am proud of today:

On reflection I would have done this differently:

Diary Day 4

Tasks I completed today:

Skills I used:

What I learnt about the world of work:

What I did well and am proud of today:

On reflection I would have done this differently:

Diary Day 5

Tasks I completed today:

Skills I used:

The most important things I learnt this week were:

What I did well and am proud of today:

On reflection I would have done this differently:

My work experience review:

Summary of the main tasks I carried out during my placement:

These were the high points of my placement:

These were the low points:

I am strong in these skills:

I need to work on the following skills:

If I had my time again I would do these things differently:

The Future

You may have a set career plan for your future or you may be undecided. It is important to reflect on how work experience can impact your decision making.

Before your placement, what thoughts did you have about:

- Your next steps after GCSE's (6th Form, College, Apprenticeship)

- Your next steps after the age of 18 (University, Apprenticeship, Employment)

- Your future career ideas

What impact has your placement had on your future career plans?

Employer assessment

Your co-operation in completing this assessment is much appreciated. The information you provide will be important in helping students assess how they did on their work experience placement. Please could you complete this before the end of the placement and give it back to the student.

Name of student:

Company name:

Dates of work experience:

Please rate the student on the following statements.

1=Outstanding, 2= Good, 3= Needs Improvement, 4= Inadequate

| Statement | Rating | Comment |
|---------------------------|--------|---------|
| Timekeeping | | |
| Attendance | | |
| Enthusiasm | | |
| Personal Presentation | | |
| Communication | | |
| Teamwork | | |
| Ability to solve problems | | |

The students' overall performance whilst with our company was:

Excellent

Good

Satisfactory

Disappointing

Employer assessment (continued)

Comments:

Attendance record:

| M | T | W | T | F | M | T | W | T | F | Reason for Absence |
|---|---|---|---|---|---|---|---|---|---|--------------------|
| | | | | | | | | | | |

Student:

Company:

Signature:

Date:

Parent/Guardian comments on work experience

Name:

Signature:

Date:

Teacher comments on work experience:

Name:

Signature:

Date:

Notes:



For any concerns or issues whilst on placement, please call the Academy and speak to:

Your Mentor
Your Head of Year
The Careers Office
(01202 512697)