

Year 10

Work Experience

Student Workbook

Student Name	
Placement Company Name	

Work experience can be exciting and nerve wracking at the same time. This workbook will help you to plan your journey so it runs smoothly, and then navigate your way around the work place to ensure you get the most out of the experience.

There are three stages to this journal:

- Step 1: Preparation is key! Please complete the placement profile, protocols and outcomes from your placement **before work experience week**
- Step 2: Complete your mini tasks **during your placement**
- Step 3: Reflect on your experience by completing your summary of the week **after your placement has finished**

Your work experience journey starts here...

Good luck and enjoy!



Summary of Week

What was your biggest success of the week?

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What did you find challenging?

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How did you deal with this challenge?

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What skills did you gain from this week, and what did you do to gain them?

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List 5 job titles of employees within the company:

1.
2.
3.
4.
5.

Mini Tasks

Day 1

Ask a member of staff about their role. Find out one positive about the role, and one challenging part.

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Day 2

Speak to a manager about their role. Find out the top 3 employability skills they would look for in a potential employee.

The top 3 skills are...

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Day 3

Summarise your day in five words:

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Day 4

Think of an area of your role you have found challenging this week. What could you do to tackle this challenge?

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Day 5

If you could change one thing that you did today, what would it have been and why?

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Placement Profile

Who are you reporting to during your placement?

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What dates are you doing work experience?

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What are your daily working hours?

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What are your lunchtime arrangements, e.g. packed lunch, buying lunch, lunch provided?

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What do you have to wear for your placement? A suit, hi-vis jacket, a uniform? Will this be provided for you?

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How will you get to your placement?

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How long will travelling take and how much will it cost you?

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Protocols

What do you do if...

⇒ You're ill?

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⇒ You're going to be late?

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⇒ You're concerned about any aspect of your placement?

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Outcome from your placement

What skills would you like to gain and improve? How might you achieve these?

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Health and Safety

When you start your experience week, you will be informed of any health and safety rules you need to adhere to. You **must** inform your employer of any medical conditions or health issues you may have, especially if they could affect your ability to undertake certain tasks.

Some safety signs explained:

Shape	Meaning	Color	Examples
 Circle with diagonal bar	Prohibition	RED (contrast: white)	No smoking 
 Circle	Mandatory Action	BLUE (contrast: white)	Wear Eye protection 
 Equilateral Triangle	Warning	YELLOW (contrast: black)	Danger Flammable material 
 Square / Rectangle	Information about safe condition	GREEN (contrast: white)	Escape Route – Left 
 Square / Rectangle	Fire Safety	RED (contrast: white)	Fire Extinguisher 