Work Experience Log
Get ready for the future you want!
## Placement details

The person in charge of work experience at your school will give you information to help you complete this page.

<table>
<thead>
<tr>
<th>Organisation name:</th>
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<table>
<thead>
<tr>
<th>Placement address:</th>
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<table>
<thead>
<tr>
<th>Contact person/who to report to:</th>
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<table>
<thead>
<tr>
<th>Telephone number of contact:</th>
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<table>
<thead>
<tr>
<th>Dates of work experience:</th>
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<table>
<thead>
<tr>
<th>Type of work:</th>
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This might be the first time you've been in a place of work. Enjoy it. It's your chance to learn lots of new skills and become more confident and will be your first step on the career ladder.

You may have taken part in LifeSkills created with Barclays in your school or individually online. LifeSkills is comprised of three modules, People Skills, Work Skills and Money Skills. Each module provides you with advice and support on how to best prepare yourself for employment and also how to ensure you make the most of your time at work. If you haven't visited the website before, do take a look prior to your work experience placement as there is lots of relevant and helpful information there www.barclayslifeskills.com.

Taking part in the LifeSkills programme is an important contribution to preparing you for work experience. It will have helped you develop the knowledge, skills, understanding and confidence to make the most of this opportunity.

You will get more out of your work experience if you really get involved, so don't 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 well for work experience. 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 whole week and reflect on the experiences that you have had.

### Good luck!

Filling in the logbook is your responsibility but don’t 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 you CV.

barclayslifeskills.com
Before you start

You will get some information about your placement from your teacher. Read this carefully. In some cases you will be expected to attend an interview a few days before you start. Even if this is not the case, you will find it very helpful if you phone or meet with your placement supervisor beforehand.

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, ideally two weeks before you are due to start. 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. Then find a quiet place to make the call.

Introduce yourself and say you are ringing to confirm arrangements for your placement or to arrange an interview.

Either during the phone call or in your interview, if you have one, you will need to find out answers to the following questions.

- Where should you go on your first day e.g. reception or 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 go out to buy lunch or do you need to bring a packed lunch?
- Do they expect you to have any particular skills?
- 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

Following the call you can fill in the answers to the above questions on page 6 and make notes on page 23 of this logbook.

Interview checklist

You only get one chance to make a first impression, so go through the checklist below to ensure that you make a good one!

- Plan what you need to ask before you leave and prepare some answers to questions they might ask you, such as ‘What do you want to do when you leave school?’ or ‘Why did you choose this work experience placement?’.
- Work out your travel arrangements carefully, leaving a bit of extra time in case there are delays. Arrive a few minutes early so you will not be flustered
- Dress smartly and appropriately
- When you arrive, say who you are and who you are there to meet
- Turn off your mobile phone or put it onto silent and out of sight
- Be polite. Say ‘please’ and ‘thank you’ where appropriate, and smile
- Shake hands with the person you are meeting
- Give full answers to any questions, not just ‘yes’ or ‘no’
- Don’t be afraid to ask questions yourself
- Write down any information you are given rather than just relying on memory
- Tell them about any time you need to have off during your placement, for example for an urgent appointment (but do try to avoid this if possible).
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:

Life Skills

One of the many ways in which LifeSkills can assist you in getting the most out of your work experience is by helping you identify your key skills. Recognising and demonstrating these skills will support your transition into work and it will be useful 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 class, but here is a reminder. These are the skills that employers would most like their employees to have:

- Personal presentation
- Enthusiasm and Initiative
- Communication and Literacy
- Time management and Organisation
- Numeracy

Write a brief explanation underneath each one of what each skill means. If you have done this in class, you can re-use the Student Sheets you completed in People Skills Activities 1 (What skills do I need?), 2 (Using my skills) and 3 (Building my skills). You can also visit www.barclayslifeskills.com and look at the ‘Knowing yourself’ section to help you. If not, discuss the skills with your friends or your parents before writing the explanation.
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.

<table>
<thead>
<tr>
<th>Skill</th>
<th>I have demonstrated this already by.....</th>
<th>Examples of how this could be demonstrated in the workplace</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal presentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enthusiasm and Initiative</td>
<td></td>
<td></td>
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<tr>
<td>Communication and Literacy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time management and Organisation</td>
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<tr>
<td>Numeracy</td>
<td></td>
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<tr>
<td>Integrity (Honesty)</td>
<td></td>
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<tr>
<td>Problem solving and Creativity</td>
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<tr>
<td>Teamwork</td>
<td></td>
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<tr>
<td>Negotiation and Decision making</td>
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<tr>
<td>IT</td>
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</tbody>
</table>
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 teacher know about it when you return to school.

Accident Record

<table>
<thead>
<tr>
<th>Date and time of accident:</th>
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</table>

Where it happened, including room or place:

<table>
<thead>
<tr>
<th>What happened? Give the cause if you can:</th>
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</table>

If you were injured, say what the injury was and the action taken by the company:

<table>
<thead>
<tr>
<th>Signed (student):</th>
<th>Date:</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Signed (supervisor):</th>
<th>Date:</th>
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</table>

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 don’t 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 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. If you are on a ‘taster day’ simply fill in Day 1 only. Completing this diary will help you to reflect on what you’ve 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 (from the People Skills list):

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 (from the People Skills list):**

- **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 (from the People Skills list):**

- **Qualifications I would need to do this job:**

- **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 (from the People Skills list):

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:
**Skills self-assessment**

How well do you think you did on work experience? Tick the box, and remember to answer as honestly as you can.

<table>
<thead>
<tr>
<th>How do you rate your skills?</th>
<th>Very good</th>
<th>Good</th>
<th>Would like to improve</th>
</tr>
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<tbody>
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<td>Personal presentation</td>
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**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 work experience. Please could you complete this before the end of the placement and give it back to the student.

![Employer assessment table](image)

Before your placement, what thoughts did you have about your future career?:

Has your placement helped you to firm up your career plans? If so, in what way?:

(name of student)'s overall performance whilst with our company was:

- Excellent
- Good
- Satisfactory
- Disappointing
Employer assessment (continued)

Please expand on your feedback, mentioning any particular strengths and weaknesses to aid the student’s employability and career development.

Name:

Job Title:

Company:

Date:

Signature:

Parent/guardian comments on work experience

Name:

Signature:

Date:
Teacher’s comments on work experience

Name:

Signature:

Date:

Notes