



Work Experience
9th – 19th July 2018

Student Workbook

Student's Name

Tutor Group

School Telephone Number
01954 284000

Head of Careers / Work Experience
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Work Experience 2018

Introduction

Work Experience is an incredibly useful opportunity. There are six key areas in which you will be able to develop.

Knowledge You will gain:

- a better understanding of the career paths which you may be able to take.
- more experience of the different roles within companies and industries; you'll learn about what it is like to work in these roles.
- experience of fulfilling the responsibilities of a professional role.

Independence You will:

- learn to work more on your own initiative, completing tasks without having to be asked.
- learn to manage your time and workload, considering how to complete the most important tasks first.

Communication You will:

- gain experience of working with others, and learn to ensure that you make yourself clear.
- begin to appreciate the importance of understanding what is expected of you.
- become more confident when communicating face to face, over the phone and in written correspondences (e-mails, letters etc.).
- begin to think carefully about who you need to communicate with in order to be supported in different aspects of your role. You will also consider how you can support colleagues through effective communication.

Enthusiasm and Professionalism You will:

- experience a particular field of work and consider whether you wish to pursue it in the future.
- learn to apply yourself to work, even if you don't necessarily find it thrilling, all the time.
- learn the importance of being polite and helpful to all of your colleagues, customers and others, at all times.

Excellence You will:

- apply yourself to your work in order to do the very best you can while on the placement and will hopefully leave your employer with a positive impression of you.
- understand the importance in the workplace of being cheerful, punctual, efficient, flexible, true to your word and trustworthy.
- be able to develop a range of skills which will apply to your school work, as much as your future career.

Reliability You will:

- ensure that you arrive at your placement on time and dressed appropriately.
- ensure that tasks allocated to you are completed with care and attention.
- work with your colleagues to ensure that you contribute to the workings of the company in which you are placed.

Placement Information

Name of company/organisation:

Any special dress requirements
(including safety clothing)?

Address

Lunch arrangements

Timing of breaks

Email

Travel Arrangements

Telephone

Supervisor's name

Time allowed to travel to work

Start date and time

Time to leave home each morning

Finish date and time

Cost of transport each day (if any)

Any additional information which may be useful:

(Telephone numbers/log-in details/passcodes for doors/People's names etc.):

Your personal skills and aims

Work experience is an important opportunity to apply all that you have learnt at school to a real-world environment. It is therefore important to view it as a part of your continuing learning. As such you need to think about your strengths and weaknesses before going to your work experience placement and while you are there if possible.

Which of your strengths do you think will be most useful to you on your work placement?

e.g. I'm a good communicator; I am good at managing independent work; I like to do practical work.

1

2

3

Which of your weaknesses would you like to develop during your work placement?

e.g. I need to improve my mental arithmetic when dealing with the cash register; I need to be more confident on the telephone, I need to leave earlier to get to work on time.

1

2

Choose some personal targets which you would like to meet during your placement:

e.g. I would like to complete at least three full tasks completely independently; I want to have mastered the use of a torque-wrench.

1

2

3

4



Staying safe at work



Workplaces have risk management procedures, including Health and Safety checks, and are insured with Employer's Liability Insurance. For this reason, you will not have a great deal to worry about. However, if you behave in irresponsible or careless ways, you can always create risks for yourself and for others.

If you follow a few simple principles, you will ensure that you and your colleagues are safe.

Follow instructions concerning your conduct on the site. This may include areas which you should not enter, behaviours which are unsafe, correct use of safety equipment or protective clothing.

Only complete tasks which you feel confident in doing. If you are not sure how to go about something, it may mean that you will need an explanation or even training in a particular task. These may include the use of particular equipment or tools which are dangerous if used incorrectly.

Report things that seem dangerous, damaged or faulty to your supervisor. You should also do this if you're handling confidential or sensitive documents and they're left in an unsafe place. Be careful about your approach though. Don't be critical, be polite and calm. Avoid wasting time with unnecessary concerns, make a judgement on whether something needs reporting or not.

Never cut corners to save time. As the old saying goes 'if a job is worth doing, it's worth doing well.' You'll feel better about yourself and your achievements and you'll stay safe.

Always ask if you don't understand something. Don't worry about being a nuisance with this one. It is vital that you properly understand what you're doing so that you stay safe and achieve the highest standards in your work.

Remember

If you feel unsafe at your workplace in any way, you can always contact family and the school on 01954 284000 and speak with Daisy Worzenkraft, Gurjit Carter or Emma Neagle to talk about your concerns. Your work experience should be a positive part of your education. To make sure that this is the case, you always need to feel comfortable in your work environment. So don't hesitate to mention concerns to your employer or the school if you feel you need to do so.

Safeguarding Contact Details

For urgent safeguarding concerns that require immediate action please telephone
Cambridge Children's Social Care on 0345 045 1362

between 8am and 6pm Monday to Friday

If it is outside office hours or at the weekend call the first response and emergency duty
team on 01733 234724

Your first week

What were your first impressions of your work place?

What sort of tasks have you completed this week? Describe a few which you can remember.

Was there anything that you were particularly proud of?

Go back to your targets on Page 4. Have you met any of them yet? Tick them off if you have.

For those still to be completed, think about what you will try to do differently in the next week. Write a few ideas below.



Your review of the first week

In the table below, enter either:

A for *excellent*

B for *satisfactory* or

C for *could be better*.

Measure	A/B/C
Timekeeping	
Attendance	
Willingness to dress as expected	
Willingness to work	
Willingness to learn	
Ability to accept rules	
Ability to cope in a new situation	
Willingness to follow instructions	
Ability to understand instructions	
Openness to accept advice	
Ability to handle criticism	
Ability to show initiative	
Safety consciousness	
Score 3 points for each A	
Score 2 points for each B	
Score 1 point for each C	
Total:	

14 – 27 You need to improve next week.

28 - 36 You're doing as expected, keep it up.

37 – 42 Top effort, you're doing superbly well.

What targets do you think you should set yourself for next week?

1)

2)

3)

Employer’s summary of the first week



Give this to your supervisor so that they can complete it if they wish with their thoughts on your first week.

How well do you feel the student has settled into work experience?

Have they shown any particular strengths during their first week of work with you?

What targets should the student work towards in the remaining week?

Your second week

How have you felt about your work this week? Has it been different to the last in any way?

What new tasks have you completed this week? Have you learnt any new skills from these tasks?

Looking back at your targets, do you feel that you have met your goals? If so, how do you think you could develop further? If not, how are you going to ensure that these are met in the future?

What do you think are the main things which you have learnt during your work experience?



Work place interview



A really useful way to understand the world of work and particular industries is to talk to people who are involved in them. So it would therefore be a good idea to speak to someone at your work placement, if they have time and are willing, using the following questions. This will help you to get an insight into their industry.

What is your **job title**?

What are your **responsibilities**? What are your **daily tasks**?

Is there much **variation**, day to day, or is there quite a solid **routine**?

What do you **like the most** about your job?

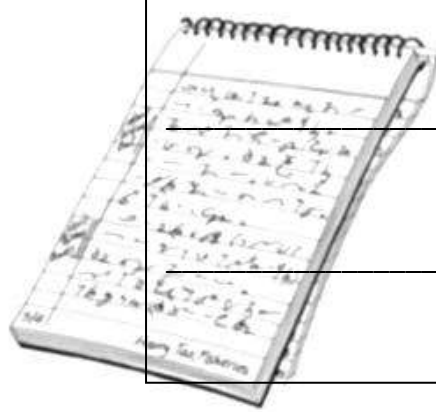
How many **hours** do you work each week? What times do you generally arrive to and leave from work?

What **holidays** are you entitled to?

What **qualifications, training, skills and personal qualities** do you need for this job?

What **advice** would you give to a school leaver considering a job like yours?

Visiting Teacher Comments *At some point during your placement, a teacher from your school will visit you to make sure that you're getting on ok. They should write their comments in here.*



Your review of the second week

In the table below, enter either:

A for *excellent*

B for *satisfactory* or

C for *could be better*.

Measure	A/B/C
Timekeeping	
Attendance	
Willingness to dress as expected	
Willingness to work	
Willingness to learn	
Ability to accept rules	
Ability to cope in a new situation	
Willingness to follow instructions	
Ability to understand instructions	
Openness to accept advice	
Ability to handle criticism	
Ability to show initiative	
Safety consciousness	
Score 3 points for each A	
Score 2 points for each B	
Score 1 point for each C	
Total:	

14 – 27 You need to think about how you can improve to help you in the future.

28 - 36 You're doing as expected, keep it up.

37 – 42 You're doing superbly well.

What main things do you think you have learnt during your work experience?

1)

2)

4)



Final employer review

You can ask the employer to complete this if they have time and are willing to do so

Knowledge: *What things has the student learnt about your industry and the world of work?*

Independence: *How far has the student been able to work on their own initiative and manage their time?*

Communication: *Has the student successfully communicated with colleagues and others in spoken and written forms?*

Enthusiasm: *Has the student shown a positive attitude throughout work experience and been active in getting involved?*

Excellence: *Has the student consistently worked to the best of their abilities.*

Reliability: *Has the student always arrived on time and worked with care at all times.*

Finally – Thank your employer

As soon as you have completed your placements, email or write to thank your employer/employers. This is very important.

Notes

This page is for you to record any important information which you learn during your placements, which could be useful to you in the future, for example when filling in future job application forms, writing a personal statement, etc.