

Work Experience Journal

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Emergency Contact Details – UTCN

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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 and find out about a particular area of industry.

Your work experience journal

Your journal will help you record what you have seen and learnt every day. There is also a space for you to record the skills you have developed each day too. Keep your journal safe and don't forget to ask your Supervisor to complete the Supervisor's Report at the end of this booklet on your last day.

Good luck!

My Details

Name:	
Address:	
Telephone: (Home and Mobile)	
School Details	
Telephone:	
Name of contact member of staff:	

Rate your skills!

Before you start your Work Experience, fill in the section below.

For each skill area please circle the relevant number. **1= very confident, 2=I can do this well, 3=I am OK at this, 4=I need to work on this skill area.**

I am good at listening and talking to people	1	2	3	4
I am able to following instructions	1	2	3	4
I am good at working as part of a team	1	2	3	4
I am confident working with numbers	1	2	3	4
I am good at solving problems	1	2	3	4

At the end of your Work Experience, you can answer these questions again to see where your skills have improved from doing your Work Experience.

My Work Experience Details

Make sure you have
all the details ready
for your first day!

Name of company/organisation:	
Address:	
Telephone:	
Supervisor:	
Dates of placement:	
Daily working hours:	
Lunch arrangements:	
Uniform/special clothing needed? (if so, what are they?)	
Transport arrangements:	

Job Description – what will I be doing?

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Health and Safety

On your first morning your Supervisor will show you how to work safely so that you do not injure yourself or anyone else.

Fill in the following:

My Supervisor is:	
I also work with:	
The First Aid person is:	
The First Aid Post is at:	
I report accidents to:	
If there is a fire I must:	
My nearest fire exit is:	
The fire assembly point is:	
Protective clothing I need (if any):	
Equipment I can use:	
Equipment I can NOT use:	

Remember that you are responsible for Health and Safety too!

- Learn how to work safely and obey all the rules
- Use all safety equipment and protective clothing provided
- Report things that seem dangerous, damaged or faulty straight away
- Never play practical jokes
- Only use tools, machinery or substances after you have been trained
- Do not go into restricted areas



Journal - Day 1

Fill out a daily diary during your Work Experience. This will help you to reflect on what you've learnt and record information that could help you improve your skills and build your CV.

Tasks I completed today:

Skills I have used today:

What I did well today:

Day 2

Tasks I completed today:

Skills I have used today:

What I did well today:

Day 3

Tasks I completed today:

Skills I have used today:

What I did well today:

Day 4

Tasks I completed today:

Skills I have used today:

What I did well today:

Day 5

Tasks I have done more than once on my placement?

What tasks do I feel more confident with?

What work skills do I feel I have gained or improved?

Work Experience review – How did you get on?

Well done! You have nearly finished your Work Experience. Fill this page in at the end of your last day.

Review your skills!

Now that you have completed your Work Experience, you can review the skills you looked at before you started your Work Experience.

For each skill area please circle the relevant number. **1= very confident, 2=I can do this well, 3=I am OK at this, 4=I need to work on this skill area.**

I am good at listening and talking to people	1	2	3	4
I am able to following instructions	1	2	3	4
I am good at working as part of a team	1	2	3	4
I am confident working with numbers	1	2	3	4
I am good at solving problems	1	2	3	4

Have a look at your answers from page 1 to see how your Work Experience has changed your scores!

Now think about your Work Experience overall and fill in the sections below:

The high points of my Work Experience were:
1.
2.
3.
The part of my Work Experience I enjoyed least was:
1.
2.

Was this experience in the work area that you would like to go into in the future?

Do you still wish to follow this career?



What are the reasons for your decision?

Supervisor's Report

This report should be completed by your Supervisor. Your Supervisor should discuss your Work Experience with you and review how you have got on. Ask your Supervisor to fill this in for you on your last day.

Student Name:
<i>Please comment on the following areas:</i>
Timekeeping and Attendance
Appearance and Presentation
Self Confidence

Following Instructions

Teamwork

Any other comments

Supervisor Name:

Job Title:

Date:

Signature:

Notes