



WORK EXPERIENCE JOURNAL



Somerset Work Experience Partnership

Student Name: _____

School / Academy: _____

WELCOME:

Welcome to your Work Experience Journal.

The journal gives you an opportunity to reflect on your work experience, helps you to engage with your new work colleagues and gives you space to think about what you would like to achieve during your placement.

Your work experience placement gives you real insight into the world of work and will give you the opportunity to find out more about:

- What employers expect from their employees
- What a working day is like including working hours and routines
- Different roles and responsibilities in the workplace
- The application of skills and qualities in the workplace

Your journal also gives you the chance to prepare for your placement. The following pages will help you with your preparation by:

- Recording details of your placement and any arrangements you may need to put in place
- Researching industries, careers paths and roles that interest you
- Considering what personal goals you would like to set
- Discovering more about health and safety and your responsibilities in the workplace
- Reading and signing the Work Experience Agreement

PLACEMENT DETAILS:



Organisation name:

Date of Placement:

Address:



Visit Google Maps for directions

My contact is:

Phone/Email:

Before you start your placement, make sure you know how you will get there on time, if you are required to wear a uniform and if you need to bring your own lunch. Use the check-list below to help you plan.

Placement Preparation Checklist:



Travel Arrangements



Check working hours



Lunch



Workwear or Equipment



PLACEMENT RESEARCH:

Preparing for your placement will give you a better understanding of the industry and the company.

You could find out:

What is the company/organisation's website?

What does the company/organisation do?

Does the company/organisation use social media? What for?

Does the company/organisation have a young careers programme?

Are there any other businesses that do similar work locally?



Visit Somerset EBP's Youtube channel to watch their Industry Insights and learn more about the industry you will be working in.

*Research different
career paths and roles:*

- ucas.com
- prospects.ac.uk
- nationalcareers.service.gov.uk
- Your careers portal



PERSONAL GOALS:

Setting personal goals can help you to develop new skills and grow as a person. The process of goal setting helps you to feel motivated and get better results.

This is an opportunity for you to think about some goals that you would like to achieve during your work experience placement and what will help you to achieve them.



○ ○ ○ ○ ○ ○ ○

Goal 1: _____

Steps to take: How would I achieve this?

○ ○ ○ ○ ○ ○ ○

Goal 2: _____

Steps to take: How would I achieve this?



HEALTH AND SAFETY:

Every work environment is different and has a unique set of risks that must be managed to help avoid injury or harm to anyone in the workplace.

The aim of Health and Safety guidance in the workplace is to provide a safe and healthy working environment for all.

So, what does this mean for you on placement?

While on placement you are an employee. It is essential that you follow the Health and Safety Guidance of the workplace you are in to keep you and your colleagues safe from any potential harm.

Your employer will have carried out risk assessments for all the activities in the work environment and put together rules and procedures that all employees will have to follow.

Your employer will explain the necessary Health & Safety rules to you, for example:

- Only use equipment and machinery that you have been shown how to use.
- Use any PPE that has been given to you.

Your role as an employee for the time you are on placement is to follow the rules and keep yourself and your colleagues safe.



Research your responsibilities as an employee, visit:

www.rospa.com/occupational-safety/advice/young-workers/employee-advice
www.hse.gov.uk/young-workers/worker/index.htm



WORK EXPERIENCE AGREEMENT:

During your work experience placement, you are an employee of the business or organisation that you have chosen to attend.

It is important that you attend on the days and times agreed, observe health and safety and confidentiality rules as applicable.



Please complete the details to confirm your agreement:

I agree to attend my placement as arranged.

I agree to follow the Health and Safety rules and regulations in my workplace.

I agree not to discuss confidential information outside the workplace.

If I cannot attend my placement I will contact:

a) My employer, to explain why on the following number:

b) My school, to explain why on the following number:

Student name (print clearly):	
Student signature:	
Date of signature:	
Parent/Carer signature:	

You can ask a parent or member of your family to sign your agreement. This helps you be accountable and lets others see that you are committed to making a success of your placement.

DAILY JOURNAL INTRO:

Use your daily journal to record your experiences, detail any new skills you have learned and explore your thoughts and feelings each day.

Take on the daily challenges and use them to discover more about the industry you are working in and the people you are working with.

Keep thinking about your personal goals and what skills you would like to develop during your work experience placement.

DAY

1

An important aspect of your first day will be your Health and Safety Induction. Below is a checklist of some of the topics that may be covered in your induction. Share this with your employer - tick off the Health and Safety activities and sign when completed.

- | | |
|---|---|
| <input type="checkbox"/> Workplace Tour | <input type="checkbox"/> First Aid |
| <input type="checkbox"/> Health and Safety Expectations | <input type="checkbox"/> Incident Reporting |
| <input type="checkbox"/> Main Hazards | <input type="checkbox"/> Who is the designated first aider? |
| <input type="checkbox"/> Fire Drill | <input type="checkbox"/> Who do you report an incident to? |
| <input type="checkbox"/> Personal Protective Equipment (if necessary) | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

Confirmation that Health & Safety briefing has been completed:

Health and Safety Briefing completed on/...../.....

Student signature Print Name

Employer signature Print Name

How did you feel today?



Thoughts before placement:

Thoughts after placement:

What did I do today?

Skills used:

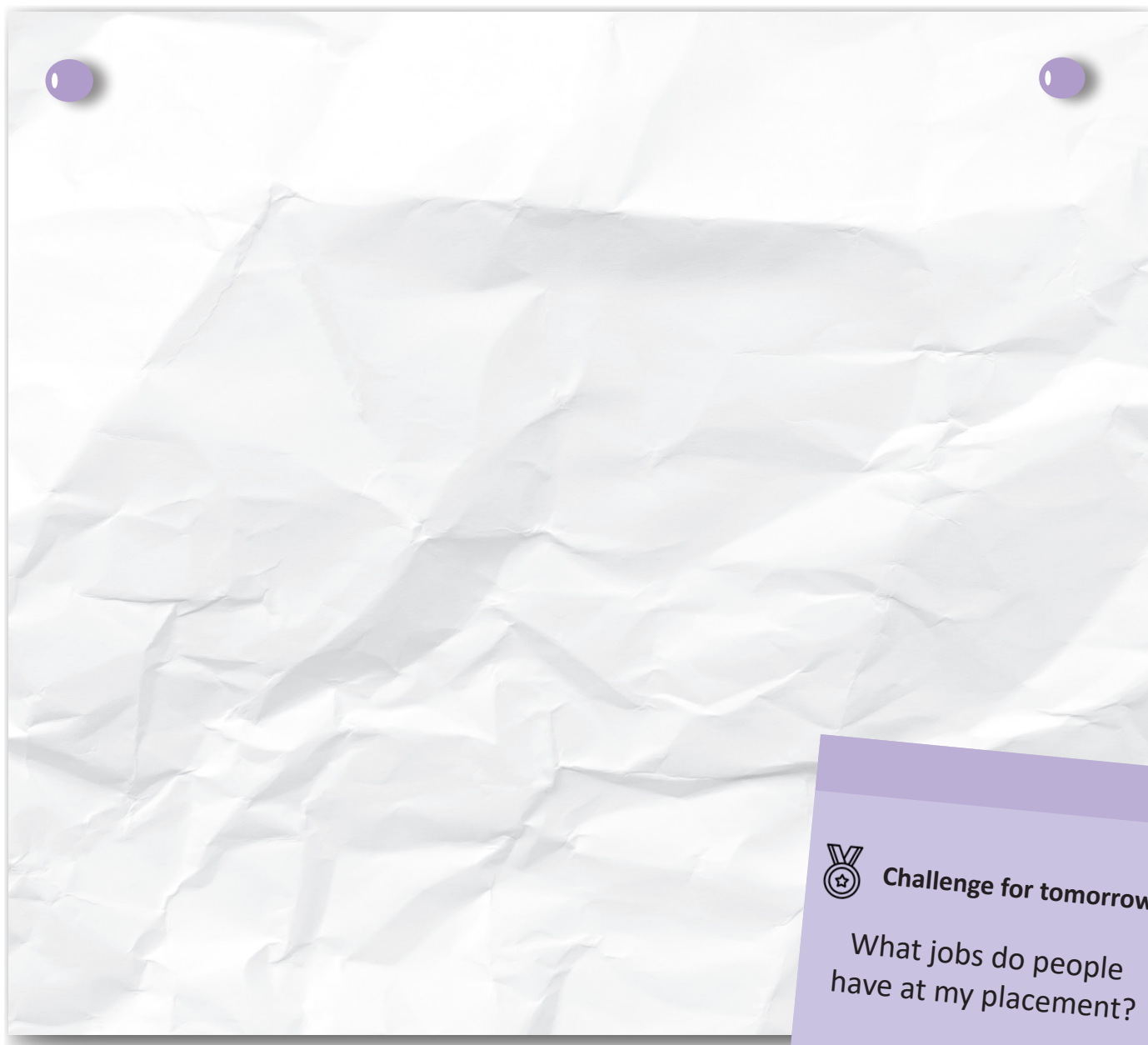


What can I work on tomorrow?



Is there something you are excited to experience during your placement?

Note Space:



Challenge for tomorrow:

What jobs do people have at my placement?

Was there something that you learnt today that surprised you?

How did you feel today?



What are your goals for tomorrow?

-
-
-
-



What jobs do people have at my placement?

What are you proud of achieving today?:



Note Space:

Lined writing area for notes.



Challenge for tomorrow:

What work related skills do your colleagues think are important?



What did you observe today?

(tasks, routines, equipment, etc)

How did you feel today?



How confident do you feel at your placement?

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LOW

HIGH

What personal goals are you achieving and how?

○ ○ ○ ○ ○ ○ ○

Goal 1: _____

Steps taken: How am I achieving this?

○ ○ ○ ○ ○ ○ ○

Goal 2: _____

Steps taken: How am I achieving this?

What could you have done differently today?



What personal qualities do your colleagues believe are important?

Note Space:

A large rectangular area with a black border, intended for notes. It contains two red circular markers in the top-left and top-right corners.

Challenge for tomorrow:

Are there any career progression opportunities within the company?

How did you feel today?



What workplace-specific jargon or language have you learnt?

-
-
-
-

How does the workplace differ from school?

What are you learning about yourself from this placement?



Are there any career progression opportunities within the company or organisation?

Note Space:



Challenge for tomorrow:

Does the company use social media? Why and how?

How did you feel today?



How confident do you feel at your placement?

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LOW HIGH

What is the most important thing you've learnt this week?

What have you gained from this opportunity?

Is this sector of interest to you?
- Why?



What did you find difficult this week?



Does the company use social media? Why and how?

Note Space:



WORK PLACEMENT CHALLENGES:

Use these mini challenges to help you reflect on your placement and everything you have learned about the industry you have been working in. You may also find completing these challenges useful when you discuss your placement with your careers leader, teacher, family or friends.

INDUSTRY INSIGHT:

What sort of personal qualities are important when working in this industry?

What qualifications do you need to do the work you completed on your placement?

Is there an apprenticeship offer? Give examples.

Is there an opportunity to study locally linking to this sector? Where? What course?

Does the organisation link up with colleges or training providers? _____

Yes

No

Which ones?

How does the organisation recruit new workers? _____

What is the starting pay for this industry sector? _____

Are there any progression routes? _____

Does the organisation offer continued professional development for employees? _____

Give examples.

DESCRIBE YOUR ROLE:

Using your new knowledge of the industry and role you have been working in, write a job description to help recruit a new employee to the workplace.

Job description for:

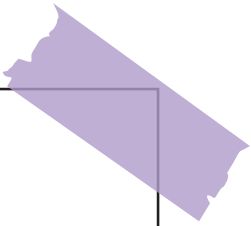
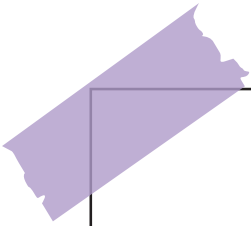
Key tasks include:

Skills and qualities that are necessary:



Skills and qualities that are desired:

Write a social media post to promote the job:

YOUR NEXT STEPS:



Plan A:



Plan B:

TRAINING & QUALIFICATIONS
What training routes can you take?



Employability Skills:
Online research into employability skills can help you find out which skills employers value most.

HOW CAN YOU DEVELOP?
What other skills can you develop?

EMPLOYERS
Research other employers that interest you



CONGRATULATIONS:

Congratulations on completing your work experience! We hope you have enjoyed your placement and have found this journal useful.

As a final gesture to your work experience employer, you can use the template below to write an email or message of thanks.

Dear *[employee name]*,

I would like to thank you for the opportunity to complete my work experience at *[name of organisation]*.

It has been a valuable experience and I am grateful for the time that you *[and your team]* have taken to instruct me and help me to learn more about your work and industry.

[You may wish to write about any specific experiences or tasks that you particularly enjoyed so that the employer knows that these experiences have been helpful, and they can offer these to other work experience students.]

[If you are interested in staying in contact with the employer to learn about future work placement opportunity or jobs, you can let the employer know.]

Kind regards,
[Your details]



Somerset Work Experience Partnership



SOMERSET
**EDUCATION
BUSINESS
PARTNERSHIP**
SUCCESS THROUGH COLLABORATION

