



# Student Work Experience Diary

Name: ..... Form: .....



## Work Experience 2022-23





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## SECTION ONE: Prepare4Work

# GET EXPERIENCE

STAND OUT  
FROM THE CROWD




### Task 1: What do you really want to get from Work Experience?


#### ◆ PROFILE ◆


This profile will tell you something about yourself and what **you** really want to get from **your work experience**. This may help you organise yourself so that you actually get what you want.


1. Complete all the boxes, add up your score for each section and enter the total.
2. Work quickly. Don't think too long about each answer.
3. Now enter your scores into the 'what it means' box on page 5.
4. Everyone will have different priorities. The important thing is to know what yours are.
5. Use the following to score:


**4 = very important, 3 = quite important, 2 = not very important, 1 = unimportant**

Factor 1: For me it is ... important that on Work Experience I...	
4 = very important, 3 = quite important, 2 = not very important, 1 = unimportant	Score
Get used to accepting instructions at work	
Learn how to get on with other people	
Learn how to stand up for myself	
Take responsibility for what other people do	
Get used to working as part of a team	
Learn how to help other people out	
Get used to being at work	
Understand how to avoid upsetting others	
Understand how other people think and feel	
Learn how to talk to people at work	
<b>TOTAL</b>	

<b>Factor 2: For me it is ... important that on Work Experience I...</b>	
<b>4 = very important, 3 = quite important, 2 = not very important, 1 = unimportant</b>	<b>Score</b>
Learn how different jobs in an organisation fit together	
Learn how to use common sense at work	
Experience some of the problems of life at work	
Learn how different organisations relate to one another	
Learn how to get a job done on time	
Understand what is involved in a variety of jobs	
Learn about why other people work	
Gain experience of working	
Learn about the rules and regulations at work	
Understand the differences between school and work	
<b>TOTAL</b>	

<b>Factor 3: For me it is ... important that on Work Experience I...</b>	
<b>4 = very important, 3 = quite important, 2 = not very important, 1 = unimportant</b>	<b>Score</b>
Learn how to use the skills and knowledge I have	
Know what is needed to tackle different jobs and tasks	
Develop some new skills	
Learn how to follow instructions	
Understand the links between school, college and work	
Learn and use new skills	
Apply my skills to different jobs	
Find out what I can do	
Practise what I can do	
Learn more from those who have more skills	
<b>TOTAL</b>	

<b>Factor 4: For me it is ... important that on Work Experience I...</b>	
<b>4 = very important, 3 = quite important, 2 = not very important, 1 = unimportant</b>	<b>Score</b>
Learn how different jobs in an organisation fit together	
Learn how to make the most of my time at work	
Learn how to work to deadlines	
Become more mature	
Become more self-confident	
Learn how to persuade others to my point of view	
Learn how to be organised	
Learn how to cope with problems	
Get better at using my skills and knowledge	
Become keen to learn more	
<b>TOTAL</b>	

Factor 5: For me it is ... important that on Work Experience I...	
4 = very important, 3 = quite important, 2 = not very important, 1 = unimportant	Score
Experience a possible job or career	
Improve my chances of getting a job	
Gain some of the skills employers are looking for	
Get a better idea of what I want from work	
Experience different types of work	
Learn what a future job or career might be like	
Try out different types of work within an organisation	
Gain new skills in the kinds of jobs I want to do	
Meet people who do the kinds of job I want to do	
Understand the differences between school and work	
<b>TOTAL</b>	

**What it means**

My total for factor 1 is .....      My total for factor 2 is .....

My total for factor 3 is .....      My total for factor 4 is .....

My total for factor 5 is .....      **My highest score was for factor .....**

<b>Unimportant</b>	<b>Not very important</b>	<b>Quite important</b>	<b>Very important</b>
--------------------	---------------------------	------------------------	-----------------------

0                      10                      20                      30                      40

**Factor 1** is about learning to get on with others in work (interpersonal skills)

**Factor 2** is about knowing why people work (learning about the world of work)

**Factor 3** is about practising at work the kinds of skills you have already developed in school (links between school and work)

**Factor 4** is about standing on your own two feet and coping with work problems (personal development)

**Factor 5** is about choosing your future job and career (career preparation)

**So for me, the most important thing I want to get from Work Experience is**

### Here are some ideas which some other students identified:

- ➔ Find out about a particular occupation by working alongside people doing these jobs.
- ➔ Talk to workers about why and how they chose their particular jobs.
- ➔ Improve my independence, confidence, responsibility and ability to work in a team.
- ➔ Gain practical experience of what it is like to work; e.g. longer hours, having a boss, being responsible for something etc.
- ➔ Actually use skills like ICT, maths etc. gained in school, in a work situation.
- ➔ Find out about working conditions, Health and Safety, pressures of work etc.



## Why should you take part in Work Experience?

- ☐ Give you a chance to experience working life.
- ☐ Help you to discover something about your skills, abilities and talents.
- ☐ Give you the chance to see how to develop your potential through job choice and vocational training.
- ☐ Help to show you the link between school work and future work within a career.
- ☐ Help you to learn about personal presentation skills for interviews.
- ☐ Help you make better informed decisions about your future.
- ☐ Provide you with opportunities to work alongside adults and to be treated as a young adult.

## What will your employer be looking for?

- ☐ The ability to work as part of a team
- ☐ Communication & interpersonal skills
- ☐ Organisational skills
- ☐ Initiative
- ☐ Self-motivation
- ☐ Problem solving
- ☐ Negotiation skills
- ☐ Numeracy
- ☐ Valuing diversity
- ☐ Working to deadlines



6



### Task 3: Alphabet Job Quiz

**Challenge:** List as many **jobs** as you can beginning with each letter of the alphabet

Tip: Visit the work experience website if in doubt:

<http://fls.work-experience.co.uk/Login>

**User name: Student011**

**Password: Student01**

<b>A</b>		<b>N</b>	
<b>B</b>		<b>O</b>	
<b>C</b>		<b>P</b>	
<b>D</b>		<b>Q</b>	
<b>E</b>		<b>R</b>	
<b>F</b>		<b>S</b>	
<b>G</b>		<b>T</b>	
<b>H</b>		<b>U</b>	
<b>I</b>		<b>V</b>	
<b>J</b>		<b>W</b>	
<b>K</b>		<b>X</b>	
<b>L</b>		<b>Y</b>	
<b>M</b>		<b>Z</b>	





- 1. BE CAREFUL TO AVOID ANY DANGER.**
- 2. IF YOU ARE UNSURE ABOUT ANYTHING ASK AND BE SURE THAT YOU FOLLOW INSTRUCTIONS.**






























## Task 5: Danger! Danger!



### DID YOU KNOW?

**Around 1.6 million people are treated in hospital each year after accidents at work. 70% of these accidents could have been avoided.**

All companies have their own rules and these will be signposted around the building to remind you. There are universal meanings to colours used on signs. Use the traffic light system below to help you remember. Using the traffic light colours, complete the boxes below to show what you think each sign below means and what colour you think it should be.

 <b>RED</b> Red signs with a bar across them tell you to STOP doing something.																													
 <b>YELLOW</b> Yellow signs with a black border are a WARNING.																													
 <b>GREEN</b> Green signs inform you about SAFE conditions.																													
 <b>BLUE</b> Blue signs with a white picture remind you of what you should be doing.																													
1		2		3		4		5		6		7		8		9		10		11		12		13		14		15	
16		17		18																									
No. Colour										No. Colour																			
Not drinkable										Overhead load																			
Safety helmet must be worn										Danger - industrial vehicles																			
Ear protection must be worn										Safety shower																			
No smoking										First-aid post																			
Explosive material										Safety gloves must be worn																			
Do not touch										Emergency telephone																			
No pedestrians										Safety boots must be worn																			
Eye protection must be worn										Corrosive																			
Stretcher										Poisonous material																			

## What's this for?

What do you think these pieces of equipment might be used for?

Who would use them? Complete the table at the bottom of this page - the first one has been done for you.



Equipment	Protects?	Used where?
Goggles	Eyes	Laboratories
Respirator		
Hearing protection		
Hairnet		
Hard hat		
Safety boots		
Gloves		



## Task 6: Sign the contract

In general, the employer's duties include:

### HEALTH AND SAFETY LAW: WHAT YOU SHOULD KNOW

Your health, safety and welfare at work are protected by law. Under the law, both the employer and the employee have duties. Your employer has a duty to look after your health, safety and welfare at work, so far as is reasonably practicable. You have a duty to act sensibly and with care. The law covers you during part-time jobs and whilst you are on work experience.



- Making your workplace safe and without risks to health.
- Keeping dust, fumes and noise under control.
- Ensuring plant and machinery are safe and that safe systems of work are set and followed.
- Ensuring articles and substances are moved, stored and used safely.
- Providing adequate welfare facilities.
- Giving you the information, instruction training and supervision necessary for your health and safety.

#### Your employer must also:

- Draw up a health and safety policy statement if there are five or more employees and should also tell you about the existing health and safety organisation and arrangements.
- Provide free any protective clothing or equipment specifically required by health and safety law.
- Report certain injuries, diseases and dangerous occurrences to the enforcing authority.
- Provide adequate first-aid facilities.
- Consult a safety representative, if one is appointed by a recognised trade union, about matters affecting your health and safety.
- Set up a safety committee if asked in writing by two or more safety representatives.

#### As an employee, YOU have legal duties too. They include:

- Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
- Co-operating with your employer on health and safety.
- Not interfering with, or misusing anything provided for your health, safety or welfare.

If you think there is a health and safety problem in your workplace, you should first discuss it with your employer, supervisor or manager. You may also wish to discuss it with your safety representative, if there is one. If you are still unhappy about something you should then contact school.

I have read carefully and understand the information on this sheet which has also been explained to me.

Signed.....Date .....

## **Task 7:**

### **How should you respond?**

#### **SITUATIONS YOU MAY ENCOUNTER WHILST ON WORK EXPERIENCE**

There are many different situations you may face throughout the week. Thinking first about how you might respond to different situations, might help you to react effectively during your placement.



- ➔ **You are asked to ‘brew up’ during your work placement**
  
- ➔ **You are given tasks that are less interesting than you had expected.**
  
- ➔ **You have been given instructions on how to perform a certain task. Unfortunately, although the instructor went through it twice, it was rather quick for you.**
  
- ➔ **The company is very strict about punctuality but your bus does not turn up and you decide to wait for the next one 30 minutes later – making you arrive at work 30 minutes late.**

☒ **Now check your answers**

## Task 8: Meeting with your employer: The Interview



### 1. When you meet with your employer for the first time will you?

- |  |   |
|--|---|
| <input type="checkbox"/> Smile           | <input type="checkbox"/> Look calm        |
| <input type="checkbox"/> Look serious    | <input type="checkbox"/> Look unimpressed |
| <input type="checkbox"/> Looked stressed |   |

### 2. How would you greet your employer?

- |   |   |
|---|---|
| <input type="checkbox"/> Warm greeting                | <input type="checkbox"/> Step towards them  |
| <input type="checkbox"/> Offer a hand in a formal way | <input type="checkbox"/> Turn and look away |
| <input type="checkbox"/> Back away                    |   |

### 3. When you are talking to colleagues do you?

- |  |   |
|--|---|
| <input type="checkbox"/> Look right through them | <input type="checkbox"/> Look them in the eye,<br>but not uncomfortably |
| <input type="checkbox"/> Look above their head   | <input type="checkbox"/> Look at the floor                              |

### 4. When speaking to colleagues how should your tone be?

- |  |  |
|--|--|
| <input type="checkbox"/> Warm and friendly       | <input type="checkbox"/> Light hearted and jokey |
| <input type="checkbox"/> Sharp and business like | <input type="checkbox"/> Rushed                  |
| <input type="checkbox"/> Stern and serious       |  |

### 5. How will you dress?

- |  |   |
|--|---|
| <input type="checkbox"/> Smart but trendy      | <input type="checkbox"/> Sloppy dresser             |
| <input type="checkbox"/> Smart and very formal | <input type="checkbox"/> Casual but well turned out |

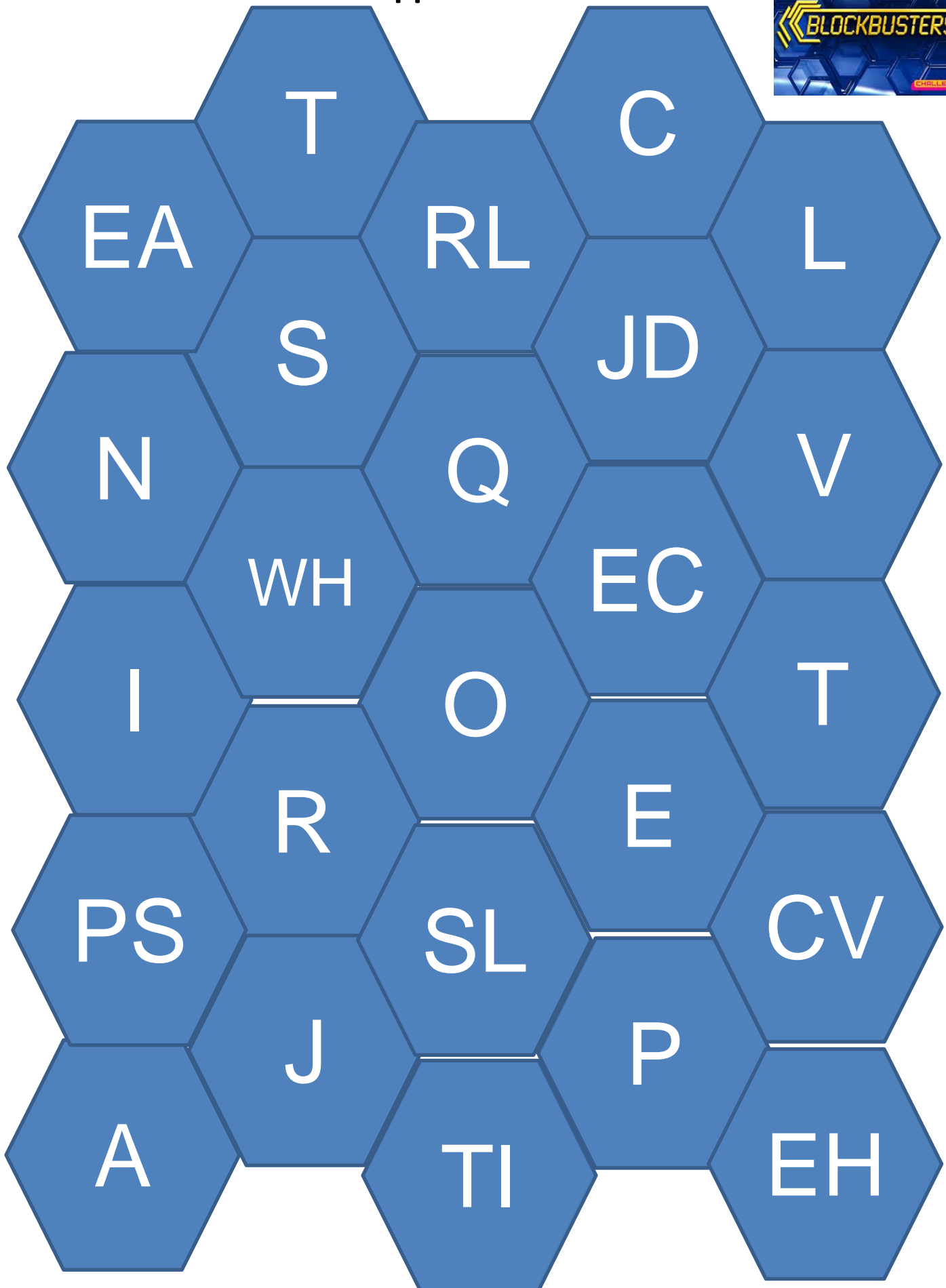
**Choose the words from the list below which employers would hope to see from you when YOU take part in your work experience.**

Active, articulate, arrogant, apathetic, business like, bored, caring, careful, calm, confident, conscientious, disinterested, disastrous, disorganised, daring, energetic, engaged, frustrated, fearful, fun, hardworking, helpful, interested, imaginative, insecure, kind, lazy, light- hearted, motivated, moody, organised, outgoing, patient, polite, purposeful, quick, relaxed, stressed, slow, serious, showing initiative, shy, team player, trustworthy, timid, understanding.

☒ **Now check your answers**



## Task 9: Application Blockbuster



## Task 9: Application Blockbuster

Select a letter from the grid and answer it correctly. If you do not know the answer you may choose another letter. To be successful you must try to move across the grid or move up and down so you complete a connecting path horizontally or vertically.

Which A	Lets you know the job is available?
Which C	Is a person going for an interview?
Which CV	Outlines your academic and work history?
Which E	Describes things you have done before relating to the job?
Which EA	Will find you temporary work?
Which EC	Do you sign when you start work setting out your terms of employment?
Which EH	Outlines a job you have done in the past?
Which I	Is where you are questioned about why you want the job?
Which J	Is a place where adults can register when looking for work?
Which JD	Tells you what the vacancy is for?
Which L	Is written to employers to explain why you want the job?
Which N	Is where a job vacancy may be advertised?
Which O	Is extra payment for working longer than your contracted hours?
Which P	Is being given responsibility and pay by your existing employer?
Which PS	Shows you the salary that goes with the job?
Which Q	Are gained by passing assessments in different subjects?
Which R	Is written to employers about you?
Which RL	Is a letter you write when you want to leave a job?
Which S	Shows what you are good at?
Which SL	Do employers do to select people for interview?
Which T	Is what a letter of application should be?
Which T	Is provided by an employer to help you learn new skills in a job?
Which TI	May be conducted over the phone?
Which V	Is a term used meaning a job is available?
Which WH	Shows how long you will be working each week?

## Task 10: Acceptable or NOT acceptable



1. You are ill on a day you are supposed to be attending work experience and you know you must let the employer know early in the morning. You send a text message.

**Acceptable or NOT acceptable**

2. You need to leave the workplace early due to illness or unforeseen circumstances? You **have been given permission to** leave by your supervisor. They have said they will contact school so you decide not to notify the school by telephone yourself.

**Acceptable or NOT acceptable**

3. You have a minor accident at work but decide not to notify your supervisor as you don't want to get into trouble. Later that evening you need to visit the doctors as you are concerned you may have damaged some ligaments in your arm. You return to work the following day as it wasn't a serious injury.

**Acceptable or NOT acceptable**

**Talk to other students and see whether they agree with you**

☒ **Now check your answers**

## Task 11: Knowledge of the Job



What job would you be doing if .....

- |   |   |
|---|---|
| <input type="checkbox"/> Meteorologist      | <input type="checkbox"/> Archaeologist          |
| <input type="checkbox"/> Cartographer       | <input type="checkbox"/> Care assistant         |
| <input type="checkbox"/> Microbiologist     | <input type="checkbox"/> Pharmacist             |
| <input type="checkbox"/> Psychologist       | <input type="checkbox"/> Aeronautical engineer  |
| <input type="checkbox"/> Forensic Scientist | <input type="checkbox"/> Air traffic controller |

<b>1. You made maps for a living</b>	
<b>2. You studied the atmosphere</b>	
<b>3. You worked with viruses, bacteria and fungi</b>	
<b>4. You examined scientific evidence from crime scenes</b>	
<b>5. You kept aircrafts flying safely through air corridors</b>	
<b>6. You studied how people interact together</b>	
<b>7. You studied the remains people leave behind in the ground to discover how they lived</b>	
<b>8. You worked with elderly in a day centre, residential home or nursing home</b>	
<b>9. You worked in the community or hospital to ensure the safe supply and use of medicines by the public</b>	
<b>10. You applied your scientific and technological principles to research and designed, developed, maintained and tested the performance of; civil and military aircraft; missiles; weapons systems.</b>	

☒ Now check your answers

## Task 12: Curriculum Vitae



**Complete a CV that you can use in the future every time you apply for a job.**

- ➔ **Impress your employer**
- ➔ **Make a great first impression so you get short listed for an interview**



**You can use the template below to help collate your information. Alternatively look for a suitable template online that will help to make you stand out from the crowd.**



# Curriculum Vitae

Name:

Address:

Tel:

Email:

## Personal Profile

## Skills

## Education

## Qualifications

***GCSE/BTEC***

***Subject***

***Predicted Grade/Route***

### **Work Experience**

Date:

Work Experience Placement:

Job Title:

**Duties:**

### **Other achievements & experiences**

### **Positions of Responsibility**

### **Hobbies & Interests**

### **Other Languages**

### **References**

**Mrs J Johnson**

**Director of Learning**

Smithills School

Smithills Dean Road

Bolton

BL1 6JS

**Mr M Sidebottom**

**Head Teacher**

Smithills School

Smithills Dean Road

Bolton

BL1 6JS

## Section 2:

# Check your Answers





## Task 2:

### Why should you take part in Work Experience?

## ANSWERS

**All the boxes should be TICKED!**

**A carefully planned work experience placement can;**

**(Tick as many boxes as you like)**

- ☒ Give you a chance to experience working life.
- ☒ Help you to discover something about your skills, abilities and talents.
- ☒ Give you the chance to see how to develop your potential through job choice and vocational training.
- ☒ Help to show you the link between school work and future work within a career.
- ☒ Help you to learn about personal presentation skills for interviews.
- ☒ Help you make better informed decisions about your future.
- ☒ Provide you with opportunities to work alongside adults and to be treated as a young adult.





## **Task 7: How should you respond?**

### **ANSWERS**



#### **SITUATIONS YOU MAY ENCOUNTER WHILST ON WORK EXPERIENCE**

- ➔ **You are asked to 'brew up' during your work placement**  
**Tip:** Everyone will be asked at some point to make a cup of tea/coffee for other employers. You will need to be polite and take your turn to keep your colleagues happy and be accepted as part of the team. Remember they will treat you as an adult and will expect you to behave like one.
- ➔ **You are given tasks that are less interesting than you had expected.**  
**Tip:** Every job involves doing some aspects of work we would really rather not do. It's all part of being employed. Cleaning is one example where everyone has a part to play in keeping their work area tidy. Finish the task you've been given but use your initiative at the same time. Look for areas of work you would find interesting and ask if you can be involved in them at some point. Showing an interest goes along way!
- ➔ **You have been given instructions on how to perform a certain task. Unfortunately, although the instructor went through it twice, it was rather quick for you.**  
**Tip:** Be honest and apologise. Try to explain you are still a little unsure. Ask the instructor to wait whilst you try it out and see if you have got it correct. You might surprise yourself. Sometimes it's just about having confidence (and listening of course!)
- ➔ **The company is very strict about punctuality but your bus does not turn up and you decide to wait for the next one 30 minutes later – making you arrive at work 30 minutes late.**  
**Tip:** Have the phone number of the employer in your phone in advance for emergencies. If you are going to be late for any reason you can telephone ahead to apologise and let them know you are on your way. Try to give them an estimated time of arrival.

**Please note: If you have any concerns whilst you are on Work Experience and feel the need to speak with someone from School you should telephone **01204 842382** and ask to speak with **Mrs Isaacs (Work Related Learning Officer)** or **Mrs John (Work Experience Administrator)****



## Task 8: ANSWERS

### Meeting with your employer: The Interview

1. When you meet with your employer for the first time will you?

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Smile | <input type="checkbox"/> Look calm        |
| <input type="checkbox"/> Look serious     | <input type="checkbox"/> Look unimpressed |
| <input type="checkbox"/> Looked stressed  |   |

2. How would you greet your employer?

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Warm greeting                | <input type="checkbox"/> Back away          |
| <input checked="" type="checkbox"/> Offer a hand in a formal way | <input type="checkbox"/> Step towards them  |
|  | <input type="checkbox"/> Turn and look away |

3. When you are talking to colleagues do you?

- |  |   |
|--|---|
| <input type="checkbox"/> Look right through them | <input checked="" type="checkbox"/> Look them in the eye, but not uncomfortably |
| <input type="checkbox"/> Look above their head   | <input type="checkbox"/> Look at the floor                                      |

4. When speaking to colleagues how should your tone be?

- |   |  |
|---|--|
| <input type="checkbox"/> Sharp and business like      | <input type="checkbox"/> Light hearted and jokey |
| <input type="checkbox"/> Stern and serious            | <input type="checkbox"/> Rushed                  |
| <input checked="" type="checkbox"/> Warm and friendly |  |

5. How will you dress?

- |  |   |
|--|---|
| <input type="checkbox"/> Casual but trendy     | <input type="checkbox"/> Sloppy dresser                       |
| <input type="checkbox"/> Smart and very formal | <input checked="" type="checkbox"/> Smart and well turned out |

Choose the words from the list below which employers would hope to see from you when YOU take part in your work experience.

Active, articulate, arrogant, apathetic, business like, bored, caring, careful, calm, confident, conscientious, disinterested, disastrous, disorganised, daring, energetic, engaged, frustrated, fearful, fun, hardworking, helpful, interested, imaginative, insecure, kind, lazy, light-hearted, motivated, moody, organised, outgoing, patient, polite, purposeful, quick, relaxed, stressed, slow, serious, showing initiative, shy, team player, trustworthy, timid, understanding.

## Task 9: Application Blockbuster



## ANSWERS

Which A	Advertisement
Which C	Candidate
Which CV	Curriculum Vitae
Which E	Experience
Which EA	Employment Agency
Which EC	Employment contract
Which EH	Employment history
Which I	Interview
Which J	Job centre
Which JD	Job Description
Which L	Letter
Which N	Newspaper
Which O	Overtime
Which P	Promotion
Which PS	Pay scale
Which Q	Qualifications
Which R	Reference
Which RL	Resignation Letter
Which S	Skills
Which SL	Short- list
Which T	Targeted
Which T	Training
Which TI	Telephone interview
Which V	Vacancy
Which WH	Working Hours

**Task 10:**  
**Acceptable or NOT acceptable**  
**ANSWERS**



1. You are ill on a day you are supposed to be attending work experience and you know you must let the employer know early in the morning. You send a text message.

**NOT acceptable**

2. You need to leave the workplace early due to illness or unforeseen circumstances? You have been given permission to leave by your supervisor. They have said they will contact school so you decide not to notify the school by telephone yourself.

**NOT acceptable**

3. You have a minor accident at work but decide not to notify your supervisor as you don't want to get into trouble. Later that evening you need to visit the doctors as you are concerned you may have damaged some ligaments in your arm. You return to work the following day as it wasn't a serious injury.

**NOT acceptable**

**All accidents need to be reported however minor and relevant accident report forms completed by the company!**

## **Task 11: Knowledge of the Job**

### **ANSWERS**

**What job would you be if .....**

<b>You made maps for a living</b>	<b>Cartographer</b>
<b>You studies the atmosphere</b>	<b>Meteorologist</b>
<b>You worked with viruses, bacteria and fungi</b>	<b>Microbiologist</b>
<b>You examined scientific evidence from crime scenes</b>	<b>Forensic Scientist</b>
<b>You keep aircrafts flying safely through air corridors</b>	<b>Air traffic controller</b>
<b>You study how people interact together</b>	<b>Psychologist</b>
<b>You studied the remains people leave behind in the ground to discover how they lived</b>	<b>Archaeologist</b>
<b>You worked with elderly in a day centre, residential home or nursing home</b>	<b>Care assistant</b>
<b>You worked in the community or hospital to ensure the safe supply and use of medicines by the public</b>	<b>Pharmacist</b>
<b>You applied your scientific and technological principles to research, design, develop, maintain and test the performance of; civil and military aircraft; missiles; weapons systems.</b>	<b>Aeronautical engineer</b>

## **SECTION 3:**



## **WORK EXPERIENCE PLACEMENT CONFIRMED**



## **Next steps**



## PLACEMENT CONFIRMED

### Record the DETAILS of your placement



**Work Experience Dates: Monday 27<sup>th</sup> March – Friday 31<sup>st</sup> March 2023**

Name of Company\Organisation .....

Address:.....

.....

Postcode: .....

Telephone No: ..... E-Mail Address.....

Person to contact: .....

Job Title: .....

#### **Work Details:**

The days of work: ..... to .....

Hours of work: .....to .....

Person to whom student(s) should report on the first day:

.....

A brief outline of duties:

.....

.....

Type of dress required - (any special requirements, or provision made by yourselves):

.....

.....

Any other details you wish to know; (clothing, lunch arrangements)

.....

.....



# YOU MUST: Make contact with your EMPLOYER

ONCE your placement has been CONFIRMED by the work experience team in school  
**YOU** will need to make contact with your employer to introduce yourself and confirm arrangements.

**Your Start date: Monday 27<sup>th</sup> March – Friday 31<sup>st</sup> March 2023**

## **Before you telephone: Get organised**

- ➔ Make sure you know who is responsible for you during work experience and who you need to ask to speak with.
- ➔ Make a note of what you might say and any questions you might want answered.
- ➔ If on a mobile make sure the battery is charged.
- ➔ Know dates and times you are free and can agree to meet your employer

**Telephone** your employer to introduce yourself and make arrangements to meet in person before you start (if they want to, most employers do, but not all of them)  
You will need to **ASK**. Find out any specific details or arrangements about your placement.  
NB: This is the **first opportunity to make an impression**.

If your employer wants to meet, make arrangements to do so

## **During the call;**

- ➔ Ask to speak with the person responsible for you during work experience.
- ➔ Introduce yourself and say why you are telephoning.
- ➔ Explain that you have been asked to contact your employer to introduce yourself and find a suitable time to meet in person.
- ➔ Speak slowly & clearly.
- ➔ Be polite at all times and listen carefully.
- ➔ Record any information you need to remember.
- ➔ Thank them for their time.

## **Example**

Good morning, is it possible to speak with ...( name of WEXP supervisor on your placement details form)

I'm a student at Smithills School and I've been asked to contact you to introduce myself as the student coming to you for Work Experience on 27<sup>th</sup> March 2023.

Thank you for offering me a placement  
Do you want to meet with me before I start the placement?  
What date and time would be convenient to you?  
Thank you for your time today. I'm looking forward to working with you.

## **SECTION 4:**

# **During Work Experience**



# Health & Safety Checklist

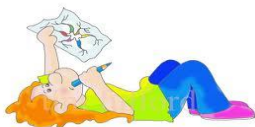
When you start with any new employer, you should be aware of the health & safety procedures operating in your work placement. Complete the check list to show your understanding of the rules for your work area.



	Yes	No	N/A
1. I know what action to take in the event of a fire			
2. I know the emergency escape route			
3. I know where the evacuation assembly point is			
4. I know how to report an accident in the work place			
5. I know who the designated first aider is			
6. I understand the reason I am not permitted to operate dangerous machinery			
7. I know the lifting and handling procedures			
8. I need to wear protective equipment			
9. I know who my supervisor is			
10. I am aware there are procedures for dealing with hazardous substances in my work place but I am not permitted to handle such substances.			

Signed.....

Date .....



## Day 1: Reflect & Review

Complete a diary of your time on work experience. This will help you reflect and review your experience throughout the week and see the progress you make

Reflect & review	Yes	No
Were you nervous on your first day?		
Did you arrive on time?		
Did you know the name of the person you should be reporting to?		
Were you given any special clothing to wear?		
Did they introduce you to the rest of the team?		

What jobs did you have to do on the first day?

Did you find the day difficult?

- ☐ Yes  
☐ No

If so what made it difficult?

Did you enjoy your first day? What did you enjoy?

**Do I need to do anything differently tomorrow?**

- ☐ Dress differently?  
☐ Get up earlier?  
☐ Take my own lunch?  
☐ Take some extra money for lunch or bus fares?  
☐ Be more enthusiastic  
☐ Appear more confident?  
☐ Ask more questions  
☐ Anything else I need to do?



## Day 5: Reflect & Review Skills Grid

**Look at the list of skills below and tick off the ones you have used. Use two ticks to show the skills you have used for the first time.**

**Feel free to add any others you have used to the list below.**

- |   |  |
|---|--|
| <input type="checkbox"/> Being on time  | <input type="checkbox"/> round your placement  |
| <input type="checkbox"/> Using initiative   | <input type="checkbox"/> Knowing who to contact in an emergency                            |
| <input type="checkbox"/> Answering the telephone                                      | <input type="checkbox"/> Being able to put things right which have gone wrong              |
| <input type="checkbox"/> Working under pressure                                       | <input type="checkbox"/> Being able to deal with customers/ clients/ members of the public |
| <input type="checkbox"/> Reading dials/ gauges  | <input type="checkbox"/> Using a public address system                                     |
| <input type="checkbox"/> Being confident  | <input type="checkbox"/> Being able to do necessary calculations                           |
| <input type="checkbox"/> Asking the right questions                                   | <input type="checkbox"/> Being able to explain things to people                            |
| <input type="checkbox"/> Handling money   | <input type="checkbox"/> Being able to adapt to different situations/ work                 |
| <input type="checkbox"/> Filling in forms/orders/chits/dockets                        | <input type="checkbox"/> Being aware of feelings of others                                 |
| <input type="checkbox"/> Judging standards of own/others work                         | <input type="checkbox"/> Writing letters/reports/work sheets                               |
| <input type="checkbox"/> Estimating time/distances/weights/space                      | <input type="checkbox"/> Being able to cope with routine/boring tasks                      |
| <input type="checkbox"/> Getting on with your work mates/supervisor/boss              | <input type="checkbox"/> Knowing the job   |
| <input type="checkbox"/> Being able to work without supervision                       | <input type="checkbox"/> Talking/ giving messages  |
| <input type="checkbox"/> Being able to use the right equipment/tools                  | <input type="checkbox"/> Reading instructions  |
| <input type="checkbox"/> Listening carefully to instructions and acting on them       | <input type="checkbox"/> Looking smart/wearing suitable clothing                           |
| <input type="checkbox"/> Understanding and keeping to the rules of safety and hygiene | <input type="checkbox"/> Using charts/drawings /diagrams                                   |
| <input type="checkbox"/> Wearing protective clothing when necessary                   | <input type="checkbox"/> Knowing about unions  |
| <input type="checkbox"/> Planning and carrying out a journey or trip                  | <input type="checkbox"/> Knowing your employment rights                                    |
| <input type="checkbox"/> Keeping calm in awkward situations                           | <input type="checkbox"/> Being polite  |
| <input type="checkbox"/> Being able to deal with problems in some way                 | <input type="checkbox"/> Being patient   |
| <input type="checkbox"/> Being able to find your own way                              | <input type="checkbox"/> Knowing some first aid  |
|   | <input type="checkbox"/> Using a key board   |



# Employee Interview

Why not take the opportunity to interview another employee to find out more about the job?

Name of person interviewed \_\_\_\_\_

What is your job title? \_\_\_\_\_

Do you have a written job description? \_\_\_\_\_

What sort of things do you do as part of your job?

\_\_\_\_\_

Do you have any form of staff appraisal? \_\_\_\_\_

What hours do you work? \_\_\_\_\_

What holidays do you get? \_\_\_\_\_

What qualifications do you need to get into this type of employment?

\_\_\_\_\_

Do you get any form of on the job training? Does this lead to any additional qualifications?

\_\_\_\_\_

What are the opportunities for promotion?

\_\_\_\_\_

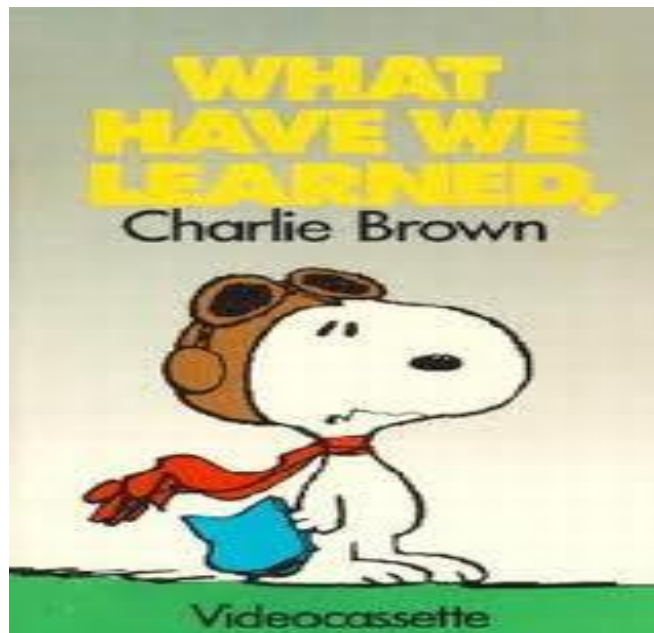
Are there any special skills or qualities that would be recommended for this type of work?

\_\_\_\_\_

**Don't forget to thank the interviewee for giving up their time to speak with you.**

## SECTION 5:

# Making Sense of the Learning







## Making Sense of the Learning

**What are the main things you have learned from your placement?**

**What if anything would you do differently if you experienced the same things again?**

**How will what you learned affect your approach to school life and school work?**

**Has this experience had any impact on your career plans for the future?**

**TIP:** Make sure you now start to look at what courses you may need to follow in the future in further education and training to ensure you are able to pursue your career choice.



## Thank You Letter

### SAMPLE

Address  
Address  
Postcode  
Date

Placement Address  
Address  
Address  
Postcode

Dear (write the name of the person you are writing to if you know it)

OR

Dear Sir\Madam,

#### Content of letter

- ➔ Give reasons for writing
- ➔ Say how you felt about work experience
- ➔ Write about what you enjoyed
- ➔ Write about what you found most useful
- ➔ Say what you learned
- ➔ Say how work experience has helped you
- ➔ Describe how it has affected future plans
- ➔ Mention some people by name
- ➔ Round off by saying thank you again

Yours sincerely,

(Leave enough space to sign your name)

(NAME – Sign)

(Name-Print)

**(Ask someone you trust to check your draft version before making final amendments)**

**Send your letter at the end of your week of work experience.**



## WORK EXPERIENCE EMPLOYER FEEDBACK FORM 2023

Placement Name & Address:	School Address & Contact:
	Mrs J. Isaacs / Mrs J. John Smithills School, Smithills Dean Road, Bolton BL1 6JS
Placement Date	Student Name & Form:
<b>Monday 27<sup>th</sup> March – Friday 31<sup>st</sup> March 2023</b>	

	Excellent	Good	Acceptable	Not Acceptable	COMMENTS:
<b>PERSONAL:</b>					
Appearance					
Attendance					
Timekeeping					
<b>COMMUNICATION:</b>					
Oral					
Written					
<b>RELATIONSHIPS:</b>					
With Manager\Supervisor					
With other colleagues					
<b>SKILLS:</b>					
Teamwork/Ability to work in group\team					
Responsibility					
Initiative					
Cope under pressure					
Problem solving					
Accuracy					
Learning ability					
Effort					
Overall interest/enthusiasm for work					

Number of days worked by the student: ..... out of a possible .....