



# Bowland High

Tradition, Care and Challenge

# Work Experience Log book 3<sup>rd</sup> July – 7<sup>th</sup> July 2023

Name of pupil: \_\_\_\_\_

Employer: \_\_\_\_\_

Form group: \_\_\_\_\_

**Keep this booklet with you during work experience**



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# Contact details

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Tel:** \_\_\_\_\_

## **Emergency telephone contact for pupil**

**Name of contact:** \_\_\_\_\_

**Tel:** \_\_\_\_\_

## **Placement**

**Organisation:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Name of contact:** \_\_\_\_\_

**Tel:** \_\_\_\_\_

**Please give the school details to your placement along with your emergency contact:**

**Contact:** Mrs Emma Burns

**Bowland High, Sawley Road, Grindleton BB7 4QS**

**T: 01200 449869**

**M: 07591 109488**

**E: [eburns@bowland.atctrust.org.uk](mailto:eburns@bowland.atctrust.org.uk)**

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This booklet is designed to help you record your experiences at work. It is to encourage you to become more aware of the many aspects of work and to help you think about your feelings in relation to work. Your job is to make the most of the opportunity.

**Read the booklet thoroughly before you go on the first day.**  
Do not attempt to scribble answers straight into the booklet.  
Make sure you send some photos and a daily update to [workexp@bowland.atctrust.org.uk](mailto:workexp@bowland.atctrust.org.uk)

**What do you do if you don't understand what you are told?**  
Politely ask the person concerned if they can explain it again. Sometimes technical terms used at work are unfamiliar to other people. In this case ask if you can have an explanation of the term and write up a word or term list on the blank pages provided.

# The benefits of work experience

- It gives you an insight into the world of work
- It enables you to sample different roles within a company
- It gives a positive message to future employers about you, especially if you gain a good report
- It may help you to make decisions about your future
- You will gain an understanding of the expectations when you are working with others and within an adult environment
- You will gain transferable skills

## **Work Experience is a great opportunity for you to:**

- Experience the world of work first hand
- Begin to understand the differences between school and work
- Try out things that you may find interesting and enjoy even if they are not necessarily linked to a specific career aim
- Work alongside professionals and see the skills they need to do their job
- Gain a good work-related report that will be good for putting in your Progress File, and may even lead to an offer of part-time / holiday work

Most pupils really enjoy their experience. Make the most of all the opportunities it gives you!

## **What will be expected of you:**

- Have a positive attitude
- To work as part of a team
- To solve problems
- To use your IT and numeracy skills
- To communicate well
- To have business and customer awareness
- To be able to self-manage
- To be punctual
- Observe the rules and regulations of the employer
- Follow instructions and work diligently and co-operatively
- To be courteous and considerate
- Have an appropriate appearance
- Thank employers and fellow employees for their assistance

The result may be that it helps you with your future career decisions

# Health & Safety

Have you been told about health and safety at the work placement?	Y / N
Have you been given written information about health and safety?	Y / N
Have you informed your employer of any personal health issues?	Y / N

## **Find out the answers to these questions**

What is the fire drill procedure in your business?

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Who is responsible for first aid in your business?

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Do you have to wear any protective clothing? If so, what do you have to wear and when?

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What should you do if you have an accident?

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List any health and safety rules you must follow

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If in doubt about these or any other issues relating to your health and safety, please ask.

# Signs to watch out for!

Yellow and black triangles are warning signs that tell you to take care.



Green squares show safe conditions.



Blue circles with white markings give you commands so you must obey the instructions on them.



Red squares show where firefighting equipment is found.



**Red and white circles with a bar across them and black markings tell what you must not do.**



# The Safety Code

THINK CAREFULLY BEFORE YOU ACT

- Ø Running can cause serious accidents and is not permitted
- Ø Clothing and accessories should not be a potential danger to pupils or others
- Ø Personal protection – full protective clothing including safety shoes, overalls, gloves, goggles, etc. **MUST** be used where necessary
- Ø Handling and lifting – do not attempt to lift heavy items without help
- Ø Corridors and stairways must be kept clear of obstruction at all times
- Ø Fire doors must not be wedged open
- Ø General safety

Any potential danger should be reported to your supervisor. All pupils have a legal obligation to:

- Observe health and safety procedures
- Safeguard the health and safety of themselves and other people at work



# A study of the organisation

Describe what the organisation does \_\_\_\_\_

How many people work in the department you are assigned to?

When was the company started? \_\_\_\_\_

How many employees:            full time? \_\_\_\_\_  
   part time? \_\_\_\_\_

Average working week? \_\_\_\_\_ hours

How many weeks holiday per year? \_\_\_\_\_ weeks

How much would you earn at 16? \_\_\_\_\_

How much would you earn at 21? \_\_\_\_\_

What jobs are done in your area of the organisation?  
\_\_\_\_\_  
\_\_\_\_\_

Does the organisation arrange further education/training for its employees?  
\_\_\_\_\_  
\_\_\_\_\_

# Selection procedures

How are vacancies advertised? (Newspaper, job centre, website, recruitment agency etc.)

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How are staff selected? (Application form, interview etc.)

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Does the employer ask for information about school performance?

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What information is required? (Qualifications, skills, experience)

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Does the employer give a selection test? \_\_\_\_\_

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Add any other relevant information below:

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# Equal opportunities

Equality of opportunities is offering chances and prospects without discrimination to gender, race, disability and other personal differences. Your employer has a legal responsibility to promote equal opportunities within the workplace.

Does the organisation have an equal opportunities policy? Y / N

If yes, what are the main points? \_\_\_\_\_

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Are you treated as an equal in the company? How is it different from school?

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Are there any jobs which seem to be done by men or by women only?  
If yes, which?

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What special facilities are there for people with disabilities?

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# Equal opportunities

Are there any people with disabilities working for the company?

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Do any of the employees belong to a Trade Union? Y / N

Which one? \_\_\_\_\_

What benefits do they get from belonging to a Trade Union?

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Add any other relevant information below

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# Job profile

- One of the best ways to find out about work is to talk to a person about his/her job
- First, ask your supervisor if you may talk to one of the employees about his/her job
- Then ask the appropriate employee if he/she would mind answering some of your questions about him/herself and the job.
- Arrange a time that is suitable for you both
- Remind the person that he/she is not obliged to answer all the questions if he/she does not want to
- Remember to thank him/her at the end of the interview

Name of interviewee \_\_\_\_\_

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

What does your job involve? \_\_\_\_\_

What qualifications do you need for this job? \_\_\_\_\_

What training have you had on the job? \_\_\_\_\_

How long have you worked here? \_\_\_\_\_

What do you enjoy about this job? \_\_\_\_\_

\_\_\_\_\_

What, if anything, do you dislike about this job? \_\_\_\_\_

\_\_\_\_\_

Was your first job in the career area of your choice? Y / N

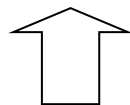
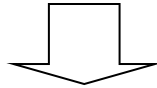
Please give details \_\_\_\_\_

\_\_\_\_\_

# Job profile of interviewee

What has been your career path from school to this job including voluntary work, gap years etc?

**School**



**Current job**

# Your work

**What does your work experience job involve?**

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**What help were you given?**

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**Did you make mistakes?**

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**Given an example and describe how you dealt with it**

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**How did you find other adults? (tick all that apply)**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> <b>Helpful</b>   | <input type="checkbox"/> <b>Easy to talk to</b> | <input type="checkbox"/> <b>Friendly</b>       |
| <input type="checkbox"/> <b>Impatient</b> | <input type="checkbox"/> <b>Interested</b>      | <input type="checkbox"/> <b>Unapproachable</b> |

**How did you find the work? (tick all that apply)**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> <b>Easier than expected</b>    | <input type="checkbox"/> <b>As expected</b> | <input type="checkbox"/> <b>More difficult</b> |
| <input type="checkbox"/> <b>More tiring than school</b> | <input type="checkbox"/> <b>Interesting</b> | <input type="checkbox"/> <b>Exciting</b>       |
| <input type="checkbox"/> <b>Frustrating</b>             | <input type="checkbox"/> <b>Enjoyable</b>   | <input type="checkbox"/> <b>Worthwhile</b>     |
| <input type="checkbox"/> <b>Repetitive</b>              | <input type="checkbox"/> <b>Informative</b> | <input type="checkbox"/> <b>Challenging</b>    |

# Your work

How was it different from school? \_\_\_\_\_

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What new skills have you learnt?

- |  |   |                                     |
|--|---|-------------------------------------|
| <input type="checkbox"/> Word processing       | <input type="checkbox"/> Spreadsheets   | <input type="checkbox"/> Data input |
| <input type="checkbox"/> Answering the phone   | <input type="checkbox"/> Manual skills  | <input type="checkbox"/> Filing     |
| <input type="checkbox"/> Talking to the public | <input type="checkbox"/> Handling money | <input type="checkbox"/> Creative   |

Using specialist equipment: \_\_\_\_\_

Other skills: \_\_\_\_\_

Did you learn anything about yourself? (confidence, patience, etc.)

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Were you given an opportunity to offer an opinion? Y / N

If yes, given an example \_\_\_\_\_

Were you praised for any work? \_\_\_\_\_

What equipment did you use? \_\_\_\_\_



# Employability Skills Award

Please select a **minimum** of 3 employability skills from the list below. Give two examples for each skills – evidencing how you have achieved that skill.

Bronze Award – 3 skills    Silver Award – 5 skills    Gold Award – 8 skills

- |                         |                      |             |                 |
|-------------------------|----------------------|-------------|-----------------|
| Teamwork                | Customer Service     | Flexibility | Integrity       |
| Prioritising            | Personal appearance  | Caring      | Enterprise      |
| Numeracy                | Verbal communication | Evaluating  | Designing       |
| Enthusiasm              | Decision making      | Leadership  | Presenting      |
| Practical ability       | Computer literacy    | Listening   | Problem solving |
| Persuading              | Asking questions     | Analysing   | Data handling   |
| Written communication   |                      |             |                 |
| Planning & Organisation |                      |             |                 |
| Working under pressure  |                      |             |                 |

Skill	Evidence 1	Evidence 2
<b>Example - Customer service</b>	<b>Answering the phone and putting people through to the right department</b>	<b>Meeting and greeting customers</b>
<b>Example – Flexibility</b>	<b>Stayed an extra half hour to finish a task</b>	<b>Helped out in another department as they were busy</b>

<b>Skill</b>	<b>Evidence 1</b>	<b>Evidence 2</b>

# Your last day

How has your work experience helped you to decide what kind of job you would like to do?

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Would you recommend the placement to future pupils?

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Are there any improvements that could be made?

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What was the most important thing you learnt on placement?

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What was the most difficult part of your placement?

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What was the most enjoyable thing about your placement?

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Was the placement different from what you expected?

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How have you benefited most?

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# Parental review sheet

How well do you feel your son or daughter took part in the work experience programme?

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What do you think he/she enjoyed, found useful or difficult?

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How do you think he/she coped with the change of environment and getting him or herself organised?

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Please mention anything else you feel is important.

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Thank you for your help in completing this review.

Parent or carer's signature:

Date:

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# Thank you letter

Write a letter or email of thanks (you could send a card instead if you wanted).  
Use the outline below to help you write your letter.

Your address,  
Set Out,  
Here,  
Lancashire.  
POSTCODE

Employer's Name  
Employer's Address  
Here  
Lined Up

Today's date

Dear Mr/Mrs.....

Thank you for letting me undertake my work experience at..

Mention:

- how grateful you are
- the things you especially enjoyed doing
- what you feel you learned
- any special messages to other people at the work place

Yours sincerely,  
Your Name

# Visiting staff report

Questions to ask the employer:

Please circle

<b>Attendance</b>	Good	Fair	Poor
<b>Punctuality</b>	Good	Fair	Poor
<b>Appearance</b>	Appropriate	Fair	Inappropriate

Please give examples where possible

Tasks done by pupil

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Pupil's ability to follow instructions

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Pupil's ability to work with others

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Communication skills

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Pupil interested/involved

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Signed by visitor: \_\_\_\_\_ Date: \_\_\_\_\_

# Pupil feedback

1. What did you like best about work experience?

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2. What did you dislike about your work, if anything, and why?

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3. Is there anything else that ought to be included in the school preparation for pupils for work experience?

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4. Were you in an accident whilst on work experience? If so, what happened?

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5. Which teacher/adviser visited you on placement?

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6. Were you briefed on (tick or cross as appropriate)

fire drill                  accident procedures                  hygiene  
risks / hazards                  training

7. What are you planning to do when you leave school?

8. Finally, what advice would you give to next year's work experience pupils?



# Employer feedback

Thank you for having our pupil on placement!

How do you rate our pupil's performance during the time they have spent with your organisation?

## **Bronze Award**

Completed work experience booklet  
Sustained attendance and punctuality  
Positive input into placement  
Demonstrated 3 employability skills  
Positive contribution to the working environment  
Completed all tasks given

## **Silver Award**

Completed work experience booklet  
Sustained attendance and punctuality  
Positive input into placement  
Demonstrated 5 employability skills  
Very good contribution to the working environment  
Completed all tasks given to a high standard

## **Gold Award**

Completed work experience booklet  
Sustained attendance and punctuality  
Positive input into placement  
Demonstrated 8 employability skills  
Exceptional contribution to the working environment  
Completed all tasks to a very high standard  
Did over and above what was required

Award given: \_\_\_\_\_

Position in company: \_\_\_\_\_

Signed: \_\_\_\_\_



**IN CASE OF ABSENCE/LATENESS  
CONTACT BOTH THE SCHOOL  
AND THE EMPLOYER  
AS EARLY AS POSSIBLE**

**Bowland High School  
01200 441374**