



Work Experience Log

2019 - 2020

Post 16

Name of Pupil:
Form:

Name of organisation:		
Placement address:		
Contact person/who to report to:		
Telephone number of contact person:		
Date of work experience:		
Type of work being undertaken:		
Working day	<i>Start time:</i>	<i>Finish time:</i>
Dress code		
Lunch break	<i>Start time:</i>	<i>Finish time:</i>
<i>If you are travelling to your placement by public transport, e.g. bus or train, please make a note of your travel details below to ensure that you arrive on time.</i>		
Bus no.:	Departs from...	Departure time:
	Arrives at...	Arrival time:

A DAY IN THE LIFE OF ...

Completing this form will help you to reflect on what you have learned during your placement and record information that could help you improve your skills and build your CV.

Briefly describe what you did today.

What was your best experience?	What was your worst experience?
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Describe a situation where you communicated by telephone	Describe a situation where you communicated with customers / general public
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Describe a situation where you communicated one-to-one	Describe a situation where you communicated verbally as part of a group
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Describe a situation where you used numeric skills	Describe a situation where you used ICT skills
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Describe a situation where you had to use your own initiative	Describe a situation where you worked effectively as a team
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Brief description of what your employer does	What you learned about Health & Safety in the workplace?
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In what way could the work experience have been improved or made more interesting, useful or enjoyable?	Following your work experience placement, do you have a clear picture of what you would like to do when you leave school?
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SELF ASSESSMENT

How well do you think you did on your placement? Try to answer all the questions honestly as you can.

1 needs improvement

2 good

3 excellent

SKILLS ASSESSMENT	Rating	I have demonstrated this by...
Communication – reading		
Communication – writing		
Communication – speaking/listening		
Using numbers		
Using IT		
Team working		
Self-management		
Integrity (honesty)		
Personal presentation		
Enthusiasm and initiative		
Problem solving and creativity		
Attendance		
Punctuality		
Awareness /acceptance of rules		
Acceptance of criticism		
Understanding of Health & Safety		

FINAL REFLECTION

What would you say you are now more or less?	More	Less	The same
Self-confident			
Responsible			
Patient			
Friendly			
Considerate			
Punctual			
Helpful			
Motivated			
This experience has made me think more about my future career opportunities?			

Please write any other comments/feelings or feedback here

IMPORTANT! PLEASE TURN OVER AND ASK YOUR EMPLOYER TO COMPLETE SECTION OVERLEAF – This section may be used as a reference for UCAS or further employment.

