



# Work Experience Log

Post 16

<b>Name of Pupil:</b>
<b>Form:</b>

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:		
<b>Working day</b>	<i>Start time:</i>	<i>Finish time:</i>
<b>Dress code</b>		
<b>Lunch break</b>	<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>		
<b>Bus no.:</b>	<b>Departs from...</b>	<b>Departure time:</b>
	<b>Arrives at...</b>	<b>Arrival time:</b>

## 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?
Describe a situation where you communicated by telephone	Describe a situation where you communicated with customers / general public
Describe a situation where you communicated one-to-one	Describe a situation where you communicated verbally as part of a group
Describe a situation where you used numeric skills	Describe a situation where you used ICT skills
Describe a situation where you had to use your own initiative	Describe a situation where you worked effectively as a team
Brief description of what your employer does	What you learned about Health & Safety in the workplace?
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?

## 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.**

## EMPLOYER ASSESSMENT

Your co-operation in completing this assessment is much appreciated. The information you provide will be important in helping students assess how they did on work experience. Please could you complete this before the end of the placement and give it back to the student.

<b>Name of student:</b>		
<b>Company name:</b>		
<b>Dates of work experience:</b>	<b>From:</b>	<b>To:</b>

Please rate the student on the following statements

*1 needs improvement*

*2 satisfactory*

*3 good*

*4 very good*

*5 excellent*

Statement	Rating	Comments
Timekeeping		
Attendance		
Using initiative		
Enthusiasm		
Personal presentation		
Communication		
Teamwork		
Ability to solve problems		
Following and carrying out instructions		
Relationships with others		
Behaviour		
Organisational skills		
Quality of work		
Understanding of Health & Safety		
Students overall performance whilst with our company was...		

<b>Is there any other comment you wish to make about the placement?</b>     	<b>Name:</b>
	<b>Position:</b>
	<b>Date:</b>
	<b>Signature:</b>