

DURRINGTON HIGH SCHOOL

My Work Placement Logbook

Mon 5th to Thu 8th February 2024



- This logbook is an important record of your experience
- Take it home – Go through it with family - Keep it safe
- **Complete Pages 3-7 at least 1 week before you start**
- A completed logbook is required to get your certificate
- We recommend you contact your employer to confirm details or answer questions prior to your first day

Complete this checklist starting today...

- Complete pages 3-7 **before** your first day with your parent or carer
- Take this book with you to your placement
- Complete page 8 on the first day of your placement
- Complete the diary starting on page 9 **at the end of each day**
- On the **last day** ask your employer to complete page 13
- Bring it to school on Friday 9th Feb for Careers Day**



Name_____ Tutor group_____

YOUR LOGBOOK

This logbook is full of useful information and advice to help you during your work placement. It will help you to focus on the skills you already have and how you might develop them further during your placement.

Look after this logbook and keep it safe, as it will provide evidence of what you have achieved. This could help you when you take your next step in learning or work. You can also use the information you record here to help build your CV. Don't forget to ask your employer to complete the assessment on your last day.

GOOD LUCK

Mr Henry, Careers Leader

The school can be contacted on 01903 244957

The careers team can be contacted at careers@durring.com or on 01903 705635.

In an emergency outside of regular school hours please contact 07510 145594.



BEFORE YOU GO – Work Experience Agreement

Name of Student _____

I agree to take part in work experience. To attend my place of work on the days and hours requested except in case of illness or for any other good reason. I agree to listen to instructions and to observe all safety and security regulations laid down by my employer and made known to me either by my employer or by his/her representatives or by notices displayed in my place of work. I agree to look after any tools, equipment machinery or other property belonging to my employer or to other employees. I agree that I will not disclose any confidential information that I may come into contact with during the course of my work experience placement.

Signed: _____

Date: _____

Parent/Guardians Agreement

As Parent/Carer of the above-named student I confirm that I have read and understood the agreement signed by my child and that I give my consent to them taking part in a work experience programme.

I confirm that my child does not suffer from any illness which could result in unnecessary risks to their health or to the health and safety of another person. I will discuss any risks with the employer where necessary.

Signed: _____

Date: _____



BEFORE YOU GO – My Placement & Me

Complete this page before your first day

Write a short paragraph which will give your employers an idea of your strengths, hobbies and interests...

Write what you are looking forward to about your work placement as well as any challenges you think you might face...

Write how you hope your work placement might help you develop as a person. Think about skills, confidence and independence especially...



BEFORE YOU GO – PLANNING - About my placement

Complete this page before your first day (Use your placement information sheet and/or contact your employer)

Name of my employer: _____		
Dates of placement:	From:	To:
Daily working hours:	From:	To:

Who will I report to?

Telephone/mobile number of my contact:

What sort of work will I be doing?

What will I wear?

How will I get there?

How long will the journey take & how much will it cost each day?

What time will I need to get up? What time will I need to leave my house?

What is my lunch arrangement? Can I go out or should I bring lunch?

How much money will I need to take each day, including travel and lunch?

Health problems which might affect my placement? (Let your employer know)



SKILLS FOR LIFE

One of the many ways in which you can get the most out of your work experience is by using it to help identify your key skills. Recognising, developing and demonstrating these skills will support your transition into work and it will be useful to record how you are able to use them during your placement.

These are some of the most common skills and attributes that employers are looking for. If you can work out how you show these skills already, how you could develop them and finally, give examples of how you demonstrate them, you can make yourself stand out from the crowd.

- Communication (spoken + written)
- Listening
- Problem solving
- Teamwork
- Resilience (Not giving up)
- Integrity (Honesty)
- Enthusiasm
- Time management + organisation

ACTION

You may already have some of these skills, which you have developed in school, at home or in the activities you do in your own time. Use the table on the next page to write down some examples of where you have already demonstrated these skills and how you might develop them further during your work placement.

You may have practiced this in SME.



BEFORE YOU GO – My employability skills

Complete this page **before** you start your placement – If you did this in SME think back to the skills you considered.

Skill	I have demonstrated this already in life by...	How could I develop this skill during my work placement...
Communication (Speaking and writing)		
Listening		
Problem solving		
Teamwork		
Resilience (Not giving up)		
Integrity (Honesty)		
Enthusiasm		
Time management + organisation		



ON YOUR FIRST DAY – Health and safety at work

All workplaces have some hazards. A hazard is something that can cause harm, illness or damage to health or property. The employer has a responsibility to control hazards so that you and other employees are safe but you also have responsibilities which are to:

- Act responsibly and not do anything to endanger others
- Be tidy in your work
- Follow health and safety rules and signs
- Report anything you feel is dangerous such as spillages

You will have a health and safety briefing at the start of your first day during which you will be told what to do if you have an accident, who the first aider is, what to do if there is a fire and if you need to use protective clothing or equipment. Even if all the rules are carefully followed, accidents sometimes happen at work. If you have an accident you should tell your supervisor. You should let the school know too.

Where do I go if I need first aid?

Who should I tell if I have an accident?

What do I do if there is a fire or a similar incident?

Which safety signs and rules are displayed in your work area?

Handy tip - signs at work are generally colour coded



BLUE- protection



YELLOW- Caution and danger



RED- Fire and safety precautions



GREEN – information



Daily Diary – Day 1

Fill this out at the end of each day. It will help you to reflect on what you have learned during your placement and record information that could help you develop your skills and build your CV.

Tasks I completed today:
Skills I used (Check page 7 for inspiration if not sure) and how I demonstrated them:
Description of what my employer does:
What I have found out about health and safety today:
What I did well and what I'm proud of today:
On reflection, I would have done this differently:



Daily Diary – Day 2

You should feel a bit more settled now. Remember to keep asking questions if you're not sure about things and be curious about the different jobs that might be around you. Asking good questions is key.

Tasks I completed today:

Skills I used (Check page 7 for inspiration if not sure):

The different types of jobs at my placement:

What I did well and what I'm proud of today:

On reflection, I would have done this differently:



Daily Diary – Day 3

You will be getting used to some of the tasks you've been given and you might feel ready to ask if there is any more you can do. Use the logbook entries today to consider how you want to finish your placement tomorrow.

Tasks I completed today:

Skills I used (Check page 7 for inspiration if not sure):

What I learnt about the world of work:

What I did well and what I'm proud of today:

On reflection, I would have done this differently:



Daily Diary – Day 4

Your final placement day and time to reflect on your week. Consider if there is anything else you want to find out before you go. Do they do apprenticeships? Do they have any part-time opportunities? What have you learned about yourself?

Tasks I completed today:

Skills I used (Check page 7 for inspiration if not sure)

The most important things I learnt this week were:

My greatest achievement during my placement is:

How I will use my experience in my placement to prepare me for the world of work?



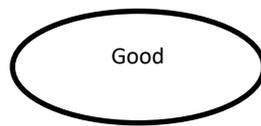
END OF PLACEMENT – To be completed by the employer

Thank you for helping to complete this assessment. The constructive feedback you provide will help the student assess how they performed. Please complete this at the end of the placement and hand back to the student. Thank you for looking after our student this week.

*1= needs improvement, 2= satisfactory, 3= good, 4= excellent

Skill	Rating *	Comment
Time Management		
Following Instructions		
Communication		
Enthusiasm		
Resilience (Not giving up)		
Problem Solving or Creativity		
Teamwork		

Overall performance (please tick)



Name: _____

Job title: _____

Signature: _____

Please write a final comment on the back page of this booklet!



FRIDAY 9th Feb CAREERS DAY – In School Reflection

You will be directed to complete this on careers day when you are back in school. Consider everything you did on your placement. Refer back to page 7 to see what you thought **before** your placement.

Skill	Did I develop this skill on my placement?	Give an example of how you developed the skill or, if not, how you could do so in future
Communication (Speaking and writing)		
Listening		
Problem solving		
Teamwork		
Resilience (Not giving up)		
Integrity (Honesty)		
Enthusiasm		
Time management + organisation		



FRIDAY 9th FEB - CAREERS DAY – In School Reflection

It's time to think about what you have learned. Use the spaces below to record your final thoughts.

Think about ... Before your placement, what thoughts did you have about your future career? What would you like to do? Has your placement helped shape further thoughts about it? If so, in what way? Go back to page 4 to check your thoughts from before you went.

Did your experience match what you were expecting? How was it different? What did you enjoy the most? What challenges did you overcome?

What did you learn about yourself or the workplace itself? Think about skills, confidence and independence especially...



Final thoughts from your employer

Signed _____

Date: _____

