



Taverham Sixth Form  
One vision. Our passion. Your future.



# WORK EXPERIENCE JOURNAL

Name of student

.....

Name of company

.....



## **Placement Journal**

Work experience can be exciting and nerve wracking at the same time. This journal will help you to plan your journey so it runs smoothly, and then navigate your way around the work place to ensure you get the most out of the experience.

There are three stages to this journal

Step 1: Preparation is key! Find out your travel time, work wear, and know your safety signs

Step 2: Complete your journal, the mini tasks and interview two staff members

Step 3: Reflect on your experience and log the skills you've gained

Your work experience journey starts here – good luck!

## Placements profile

### Reporting

Who are you reporting to during your work experience?

.....

### Dates of experience

Start date: ..... End date .....

### Working hours

From: .....am To..... pm daily

### Lunchtime arrangements

Detail below what your lunchtime arrangements will be e.g. packed lunch, lunch provided by employer, buying lunch etc

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.....

### Work wear

Detail below if you are required to wear particular clothing for your role. For example, a suit, high visibility jacket, company clothing etc.

.....  
.....

Will this be provided for you? .....

### Travel arrangements

How will you get to your placement? .....

How long will this take? .....

How much will it cost? .....

# Protocols

## What do you do if...

You're ill? .....




















You're going to be late? .....

You're concerned about any aspect of your placement? .....

## Health and safety

When you start your experience week, you will be informed of any health and safety rules you need to adhere to. You must inform your employer of any medical conditions or health issues you may have, especially if they could affect your ability to undertake certain tasks.

### Some safety signs explained:

	MEANING	SHAPE & COLOUR	SYMBOLS	are put inside the safety shape. These are used in all EEC Countries
<b>PROHIBITION</b>	You must not. Do not do. Stop.	 <b>RED</b> means STOP	  	No admittance    No smoking    No dirty clothes
<b>MANDATORY</b>	You must do. Carry out the action given by the sign.	 <b>BLUE</b> means OBEY	  	Keep clear    Head protection must be worn    Wear gloves
<b>WARNING</b>	Caution. Risk of danger. Hazard ahead.	 <b>YELLOW</b> means risk of DANGER	  	Danger high voltage    Danger mind your head    Danger fork lifts in operation
<b>SAFE CONDITION</b>	The safe way. Where to go in an emergency	 <b>GREEN</b> means GO	  	First aid station    Emergency phone    Emergency exit
<b>MULTI-PURPOSE SIGNS</b> To be used when the hazard requires more than one of the 4 types to convey the safety message.			   	Acetylene    Wear masks    Warning flammable liquid    Protective garments must be worn
<b>SUPPLEMENTARY TEXT</b> If the safety sign needs additional information it may be added in words.			   	Fire alarm call point    DANGER highly flammable    Protective gloves must be worn    Electrical gloves
<b>FIRE EQUIPMENT SIGNS</b> For indicating the location of fire fighting equipment and how they should be used.			   	Fire alarm call point    Fire hose reel    Fire extinguisher    Fire phone
<b>WORKS TRAFFIC SIGNS</b> Are the same design as public road signs.			      	DANGER IDENTIFICATION MARKING

## Outcomes from your placement

Overall, what do you hope to achieve?

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What skills would you like to gain and improve?

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What knowledge you would like to gain?

.....

Who can help you to achieve the above?

.....

## First day

Who did you meet? .....

.....

What was their role? .....

Who did you work with? .....

What did you do? .....

How did you feel? .....

How do you feel about tomorrow? .....

.....

If you could change one thing you did today, what would it have been?

.....

.....

.....

## Mini Tasks

### Monday 15 May

Ask a member of staff about their role. Find out one positive about the role, and one challenging part.

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.....

### Tuesday 16 May

Speak to a manager about their role. Find out the top 3 employability skills they would look for in a potential employee. The top 3 skills are:

- 1.....
- 2.....
- 3.....

### Wednesday 17 May

Summarise your day in 5 words

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....

**Thursday 18 May**

Think of an area of your role you have found challenging this week. What could you do to tackle this challenge?

One area I have found challenging is .....

.....

.....

.....

.....

I could tackle this by.....

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.....

**Friday 19 May**

It's important to plan the possible steps to get to whatever destination you want to get to. Using an A4 piece of paper, plan what your pathway might be to get from where you are now in your education and training journey, to one of the roles in the organization where you're doing work experience. Once you've done this, take a photograph and upload it to your Locker on Unifrog.

## Summary of week

What was your biggest success of the week?.....

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What did you find challenging? .....

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How did you deal with this challenge? .....

.....

.....

What skills did you gain from this week? .....

.....

.....

Log the skills you've gained and improved in the Competencies tool on Unifrog – don't forget to add examples of how you applied that skill to your role!

List five job titles of employees within the company:

1.....

2.....

3.....

4.....

5.....



## Interviews with employees

Find two members of staff, employed in different roles, and interview them to find out more about their responsibilities, daily challenges and skills required for that job.

### Interview with employee 1

What is your job title?

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What responsibilities do you have?

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What qualifications does someone need for this job?

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Did you have to do any further training for the role?

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Does this training lead to qualifications?

.....

How long have you been in this role?

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How did you apply for it?

.....

What skills are needed for it?

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What is the best part about your role?

.....

What do you find most challenging?

.....

If you were to give one piece of advice to someone looking to get into your industry, what would it be?

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## **Interview with employee 2**

What is your role in the company?

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How long have you been in this role?

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What responsibilities do you have?

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Have you been in similar roles previously?

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If I were to interview for a job here, what skills would I need?

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How should I prepare for an interview?

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If you were to give one piece of advice to someone wanting to work in your company, what would it be?

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