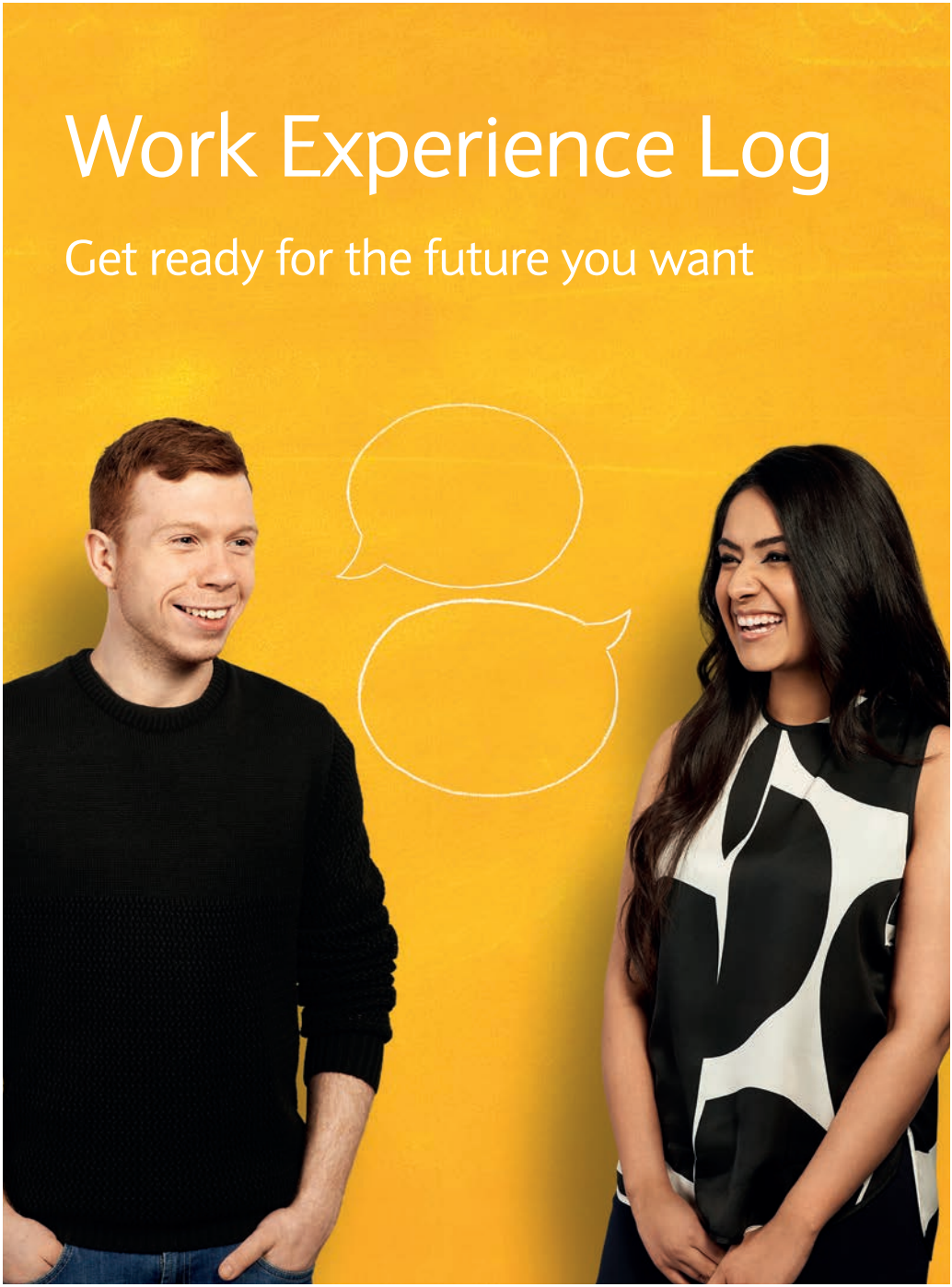
Work Experience Log

Get ready for the future you want



LifeSkills

Placement details

The person in charge of work experience at your school will give you information to help you complete this page.

Name:

Organisation name:

Placement address:

Contact person/who to report to:

Telephone number of contact:

Dates of work experience:

My responsibilities

Welcome

This might be the first time you've been in a place of work. Enjoy it. It's your chance to learn lots of new skills and become more confident: it will be your first step on the career ladder.

You may have taken part in LifeSkills, created with Barclays in your school or individually online. LifeSkills contains three modules, People Skills, Work Skills and Money Skills. Each module provides you with advice and support on how to best prepare for employment and also how to ensure you make the most of your time at work. If you haven't visited the website before, take a look before your work experience placement as there is lots of relevant and helpful information on there:

barclayslifeskills.com

Taking part in the LifeSkills programme is an important way to prepare for work experience. It will help you develop the knowledge, skills, understanding and confidence to make the most of this opportunity.

You will get more out of your work experience if you really get involved, so don't be afraid to ask questions if you are not sure about anything. But most of all, have fun!

Your logbook

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

There is a diary with spaces for you to make notes about what you have done each day and to record the skills you have developed. There is also a section for you to review the whole week and reflect on the experiences that you have had.

Filling in the logbook is your responsibility, but don't forget to ask your supervisor to complete the Employer's Assessment before you leave. Look after it and keep it safe, as it will provide evidence of what you have achieved, which 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.

Good luck!

Before you start

You will get some information about your placement from your teacher. Read this carefully. In some cases you will be expected to attend an interview a few days before you start. Even if this is not the case, you will find it very helpful if you phone or meet with your placement supervisor beforehand.

Pre-placement phone call

Phoning an employer is different to phoning a friend, so work out what you want to say before you ring. Make the call in plenty of time before your placement, ideally two weeks before you are due to start. Make sure you have plenty of credit if you are phoning from a mobile; have a pen, your placement details, some paper to write notes on and this logbook with you. Then find a quiet place to make the call.

Introduce yourself and say you are ringing to confirm arrangements for your placement or to arrange an interview.

Either during the phone call or in your interview, if you have one, you will need to find out answers to the following questions.

- Where should you go on your first day e.g. reception or a particular entrance?
- What time should you arrive? What time will you finish work?
- Who should you ask for when you get there?
- What are you expected to wear? Do you need any special equipment?
- What sort of things will you be doing?
- Will you be able to go out to buy lunch or do you need to bring a packed lunch?
- Do they expect you to have any particular skills?
- Don't forget to tell them if you have any health problems which may affect your work experience e.g. if you have any allergies or asthma.

Following the call you can fill in the answers to the above questions on page 6 and make notes on page 24 of this logbook.

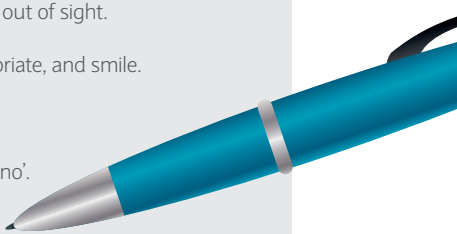
Pre-placement interview

If you are asked to attend a face-to-face interview, write down where you have to go and the date and time. Check what you are expected to bring, which may include a CV, your placement details and this logbook.

Interview checklist

You only get one chance to make a first impression, so go through the checklist below to ensure that you make a good one!

- ✔ Plan what you need to ask and prepare some answers to questions they might ask you, such as 'What do you want to do when you leave school?' or 'Why did you choose this work experience placement?'
- ✔ Work out your travel arrangements carefully, leaving a bit of extra time in case there are delays. Arrive a few minutes early so you will not be flustered.
- ✔ Dress smartly and appropriately.
- ✔ When you arrive, say who you are and who you are there to meet.
- ✔ Turn off your mobile phone or put it onto silent and out of sight.
- ✔ Be polite. Say 'please' and 'thank you' where appropriate, and smile.
- ✔ Shake hands with the person you are meeting.
- ✔ Give full answers to any questions, not just 'yes' or 'no'.
- ✔ Don't be afraid to ask questions yourself.
- ✔ Write down any information you are given rather than just relying on memory.
- ✔ Tell them about any time you need to have off during your placement, for example for an urgent appointment (but do try to avoid this if possible).



Information about my placement

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?

Special equipment I will need (if any):

How will I get there?

How long will the journey take?

How much will it cost?

What time will I need to get up?

Lunch arrangements:

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

Health problems which might affect my placement:

Skills for life

One of the many ways in which LifeSkills can help you get the most out of your work experience is by helping you identify your key skills. Recognising 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 the skills that help you to perform well in the working world. They are the sort of things that employers look for when they are recruiting. You may have already done some work on this in class, but here is a reminder. These are the skills that employers would most like their employees to have:

- Personal presentation
- Enthusiasm and initiative
- Communication and literacy
- Time management and organisation
- Numeracy

There are also skills that will help you stand out from the crowd and shine in your job, such as these:

- Integrity (honesty)
- Problem solving and creativity
- Teamwork
- Negotiation and decision making
- IT

If you're not sure what any of these are, look at the student sheets you completed in **People Skills Activities 1 (What skills do I need?)**, **2 (Using my skills)** and **3 (Building my skills)**.

You can also visit **barclayslifeskills.com** and look at the 'Knowing yourself' section for more information. If you haven't completed the activities in class, discuss the skills with your friends or your parents to learn what they mean.

You already have some of these skills, which you have developed in school, at home or in 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 be able to develop them further during your work placement.

Skill	I have demonstrated this already by...	How I could develop this during my work placement
Personal presentation		
Enthusiasm and initiative		
Communication and literacy		
Time management and organisation		
Numeracy		
Integrity (honesty)		
Problem solving and creativity		
Teamwork		
Negotiation and decision making		
IT		

Using social media at work

Social media forms part of day-to-day life, and it's important that you consider how you use social media in the workplace.

- You should assume that anything you post online can be found and read by anyone – from your manager or a family member, to the media and competitors of the organisation you may be spending time at. Once something is posted on the internet, it can prove impossible to remove it altogether.
- Many companies will be happy for you to use social media at work, as long as you're acting responsibly. It's worth checking with the company at the start of your placement if they have a social media policy, and what the expectations are for you when using social media.
- If you make a mistake and post something you shouldn't have, delete the post then inform your manager. It's easier to address any issues straightaway, rather than let them develop.
- Companies have a responsibility to ensure they follow certain rules and regulations, and client confidentiality is very important. You should be careful not to share or expose anything about a company's clients or customers, as this could result in financial and reputational damage for the business.
- Remember, before posting on social media something that relates to your work experience placement, ask yourself the question; would the company be happy for me to post this? If the answer is no, then you shouldn't be posting it.

Health and Safety

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 the 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 beginning 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 any protective clothing or equipment. Even if all of the rules are carefully followed, accidents sometimes happen at work. If you have an accident you should tell your supervisor. You should also record it below and let your teacher know about it when you return to school.

Accident Record

Date and time of accident:	
Where it happened, including room or place:	
What happened? Give the cause if you can:	
If you were injured, say what the injury was and the action taken by the company:	
Signed (student):	Date:
Signed (supervisor):	Date:

Safety signs

You will see signs in the workplace that will help to keep everyone safe. They may not look exactly the same in all workplaces, but they follow the same general rules of shapes and colours which mean they don't need to use a lot of words.

Prohibition signs are a red on white background and mean stop/must not.

Warning signs warn of dangers and have a black triangle with a yellow background and a symbol representing the hazard.

Mandatory signs mean you must obey or do something and have a blue background with a white symbol.

Safe condition signs have a green background and show the right way or give directions to things such as fire extinguishers or exits.

Diary Day 1

Fill out a daily diary during your placement. If you are on a 'taster day' simply fill in Day 1 only. Completing this diary will help you to reflect on what you've learned during your placement and record information that could help you improve your skills and build your CV.

Tasks I completed today:

Skills I used (remember the list on p7) and how I demonstrated them:

Brief description of what my employer does:

What I found out about health and safety today:

What I did well and am proud of today:

On reflection, I would have done this differently:

Employer/supervisor comment:

Diary Day 2

Tasks I completed today:

Skills I used (remember the list on p7):

The different types of job at my work placement:

What I did well and am proud of today:

On reflection I would have done this differently:

Employer/supervisor comment:

Diary Day 3

Tasks I completed today:

Skills I used (remember the list on p7):

What I learnt about the world of work:

What I did well and am proud of today:

On reflection I would have done this differently:

Employer/supervisor comment:

Diary Day 4

Tasks I completed today:

Skills I used (remember the list on p7):

Qualifications I would need to do this job:

What I did well and am proud of today:

On reflection I would have done this differently:

Employer/supervisor comment:

Diary Day 5

Tasks I completed today:

Skills I used (remember the list on p7):

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 for the world of work:

Employer/supervisor comment:

My work experience review

Summary of the main tasks I carried out during my placement:

These were the high points of my placement:

These were the low points:

I am strong in these skills:

I need to work on the following skills:

If I had my time again I would do these things differently:

Skills self-assessment

How well do you think you did on work experience? Tick the box, and remember to answer as honestly as you can.

How do you rate your skills?	Very good	Good	Would like to improve
Personal presentation			
Enthusiasm and initiative			
Communication and literacy			
Time management and organisation			
Numeracy			
Integrity (honesty)			
Problem solving and creativity			
Teamwork			
Negotiation and decision making			
IT			

Before your placement, what thoughts did you have about your future career?

Has your placement helped you to firm up your career plans? If so, in what way?

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.

Name of student:

Company name:

Dates of work experience: to:

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		
Enthusiasm		
Personal presentation		
Communication		
Teamwork		
Ability to solve problems		

……..(name of student)'s overall performance whilst with our company was:

Excellent Good Satisfactory Disappointing

Employer assessment (continued)

Please expand on your feedback, mentioning any particular strengths and weaknesses to aid the student's employability and career development. You don't need to repeat any points already mentioned in the daily diary.

Name:

Job Title:

Date:

Signature:

Parent/guardian comments on work experience

Name:

Signature:

Date:

Teacher comments on work experience

Name:

Signature:

Date:

Saying thank you

Employers give up their time to provide work experience so it's important to say thank you to them for the opportunity they've given you. Use this template to write a personal letter to the employer. You might find it helpful to look back at your daily diary to reflect back on what you learnt. You could send the letter by post or by email.

Dear [name of employer/supervisor]

Thank you for allowing me to spend a week at [company name] in [month of placement]. I enjoyed working in [name of department/office/location] with [names of people you worked with]

I found it really useful to be in a real workplace; the most important thing I learnt was [insert what you think was your most important lesson]. This will help me prepare for the world of work by [insert your reasons for this being an important lesson]
The placement also helped me to realise that I have good skills in [name your strongest skills] and that I can do more to develop my skills in [name the skills you're going to improve]

Thank you for taking the time to organise my placement and [add anything else you particularly want to thank them for, e.g. taking you out for lunch/showing you around on your first day].

Yours sincerely,
[your name]

What next?

Your work placement should have given you some new experiences and some things to think about. Choose one of the following to do, to continue your preparation for the world of work.

- Create a poster/infographic/presentation showing what you've learnt about the world of work.
- Give a ten minute presentation to your year group and others in the school. Talk about your experience and describe what went well, what you learnt, and what you would do differently in future.
- Draw up a plan for what you need to do/learn/research to get into your chosen career.

Remember to use the information and activities at barclayslifeskills.com to help you.

Visit LifeSkills today

To find out how you can use LifeSkills to get work ready go to:
barclayslifeskills.com

For more information:

Email barclayslifeskills@barclays.com

facebook.com/YourLifeSkills
@YourLifeSkills #yourlifeskills
youtube.com/YourLifeSkills

Or leave us a message on 01452 765451 (local tariff will apply).

Barclays Bank PLC is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Registered No: 1026167. Registered Office: 1 Churchill Place, London E14 5HP.
© Barclays 2016