

LEARNING  
INTEGRITY  
FRIENDSHIP  
EXCELLENCE



# ROUNDWOOD PARK SCHOOL

## WORK EXPERIENCE DIARY

Name: .....

Form: .....

**Personal Details:**

Name: .....

School Address: Roundwood Park School  
Roundwood Park  
Harpenden  
Herts. AL5 3AE

**Personal Details:**

Telephone Number: 01582 765344 xt. 229

Name of person to contact: Mrs Psaila / Mrs Smith

Contact Telephone Number (Parent/Carer):

.....

**Placement Details:**

Company Name .....

.....

Address: .....

.....

.....

Telephone Number: .....

Name of main contact: .....

*Please note: if you feel unwell and cannot work – contact the employer and inform them and also the school. Any other problems please contact school.*

## **Purpose of this Diary:**

1. To get you ready for Work Experience – thinking about what you want to achieve from it.
2. To gather evidence whilst you are on Work Experience about:
  - What you have learned
  - What you did
  - Key skills you have developed
3. To help you, back in school, to reflect on the learning that you have achieved.

## **Parents, Guardians and Carers:**

Why do we do Work Experience?

We at Roundwood Park School feel that work Experience is an important part of a young person's development. They will learn about the world of work but also something about themselves and how they cope in this different environment.

## **Hours of Work:**

Students are expected to work the same hours and days as young employees of the organisation. This might involve an early start or working in the evening.

## **Health & Safety:**

Students will have received instructions on these matters in school and also from their employer. All students are required to comply fully with all the health & safety instructions of the organisation.

## **Illness & Absence:**

If your son or daughter is ill and cannot attend work on any day the employer must be informed by telephone.

## **Other Problems:**

Contact the school in the first place so that the most appropriate action can be agreed.

## Qualities:

Before you start your Work Experience, take some time to assess yourself and what you would like to achieve from the experience.

Personal qualities are what make you feel special and different from anyone else. They develop over the years. Complete the exercise below to start you thinking about the qualities you might use on Work Experience and which you might develop.

Personal qualities affect how you behave.

- How you get on with others
- How you cope in different situations
- How you work at tasks set for you

On a good day – put a ✓ where you are now.

Hard working								Lazy
Punctual								Late
Reliable								Unreliable
Adaptable								Inflexible
Organised								Disorganised
Creative								Unimaginative
Motivated								Unenthusiastic
Friendly								Unfriendly
Cooperative								Uncooperative
Calm								Worried
Practical								Impractical
Self-disciplined								Undisciplined
Honest								Dishonest
Assertive								Aggressive or passive
Competitive								Unambitious
Independent								Reliant
Adventurous								Cautious
Decisive								Indecisive
Confident								Timid
Resourceful								Unresourceful
Tough								Sensitive
Trustworthy								Untrustworthy
Quick								Slow
Willing to learn								Uninterested
Responsible								Irresponsible
Smart								Scruffy
Realistic								Dreamy

Looking at your results which qualities do you want to improve whilst on Work Experience?

- .....
- .....
- .....

## **What Are Employers Looking For?**

As well as the key skills mentioned before there are other skills to be considered:

- Trustworthiness – to be honest, capable of being depended upon.
- Personal appearance – the way you look. Your appearance should meet the requirements of your employer.
- Attitude to staff and customers – helpful, cheerful and willing to get on as a team player.
- Initiative and confidence – believe in yourself and share your own ideas about how you would approach a task.

At the end we will be asking your employer to comment on these areas.

## **What Do I Want To Achieve From My Work Experience Placement:**

Here are some ideas that might help you to think what you want to achieve:

- Increase my confidence
- Work as a team member

## **Please Write Below What You Would Like To Achieve**

On my Work Experience I am hoping to achieve the following:

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....

## Qualities at the End of Work Experience

Look back at the quiz. Were you able to alter any of your qualities in a positive way? Which ones?

- .....
- .....
- .....
- .....
- .....

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## Key Skills

Here is a list of the Key Skills – with examples of what they mean.

Employers rate key skills highly – and they are used in all jobs regardless the level of job.

- Communication → is about speaking, listening, writing and reading.
- Application of number → is about using your number skills in a practical way.
- Problem solving → is about saying what the problem is and finding a solution.
- Improving learning and performance → is about setting targets for yourself, making plans and then going for it.
- I.T. → is about using a computer to prepare, process and present information.
- Working with others → is about planning things with people and then working with them to make it happen.
- Whilst on your placement, fill out the boxes with your own example of how you have used a key skill.

Communication – e.g. speaking to customers.

Application of number – e.g. giving the correct change.

I.T. – e.g. sending and receiving emails.

Working with others – e.g. working as part of a team to build a display.

Problem solving – e.g. working out the priorities of the day.

## **Health & Safety Checklist**

### **Induction**

By the end of your first day, you need to check that you have the information on the following: ✓ when completed.

1. Tour of work area and welfare facilities shown.
2. Action on discovering a fire explained.
3. Means of escape demonstrated.
4. Fire warning system explained.
5. Location of fire fighting equipment indicated.
6. Assembly point after evacuation shown.
7. Accident reporting procedures explained.
8. First Aid facilities and First Aiders identified.
9. Health & Safety precautions explained e.g. chemical, electrical hazards.
10. Safe systems of work explained.
11. Lifting and handling techniques explained.
12. Use of personal protective equipment (if required) demonstrated.
13. Supervisor identified.

Your signature

Superior / Manager signature

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**The following pages give you an opportunity to record what you have learnt.**

**It is best to fill it out at the end of every day.**

Please note that you will need to bring it back to school on the first Monday after Work Experience.



**Diary**

Monday .....

How did I feel this morning?

How did I feel at the end of the day?

What I did (any key skills / own targets / evidence of this)

**Diary**

Tuesday.....

What I did (any key skills / own targets / evidence of this)

**Diary**

Wednesday.....

What I did (any key skills / own targets / evidence of this)

**Diary**

Thursday .....

What I did (any key skills / own targets / evidence of this)

**Diary**

Friday .....

What I did (any key skills / own targets / evidence of this)

## **Employer Report**

The information you can provide will be valuable to the student in giving feedback on how they performed in the work environment.

Thank you for taking time to complete the form.

Please can you comment on the following:-

Attendance:-

Time keeping:-

Appearance:-

Attitude to work:-

Reliability:-

Relationships with staff:-

Relationships with customers:-

*(please turn over)*

Please comment on the student's general progress during the placement.

Supervisor's signature

\_\_\_\_\_

Date: \_\_\_\_\_

## **Teacher Report after Visit**

***Please complete this with the student.***

1. Induction completed? YES / NO
2. Review of the diary with the targets that the student has set and any other feedback from the student about their achievement.

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Please check with the employer that everything has gone well.

Points to cover: attendance/attitude/standard of work.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



**Final Review of My Work Experience –  
to be completed on the last day**

What part of the placement did you enjoy the most? Why?

What part of the placement did you enjoy the least? Why?

How did you get on with others in the organisation?

Re-do the 'Personal Qualities' check on page 3 (use X).  
Which are the main areas that you have developed?

- .....
- .....
- .....

Looking back at what you wanted to achieve (page 4),  
what are you happy with?

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