

# YR10 Work Experience Booklet 2024



THE  
SUTHERS  
SCHOOL

Name:

Placement Provider:

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## YR10 Work Experience 2024!

This workbook is full of useful information and advice to help you prepare well for work experience. It will help you to focus on the skills you already have and how to develop them further during your placement. Filling in the workbook is your responsibility, but don't forget to ask your supervisor to complete the Employer's review 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 make your next step in learning or work. You can also use the information you record here to help build your CV. To help you prepare for your placement, complete the table below and on the next page.

**To help you prepare for your placement, complete the table below and on the next page.**

<b>Organisation name</b>	
<b>Placement address</b>	
<b>Contact person/who to report to</b>	
<b>Phone number &amp; email of contact</b>	
<b>Type of work</b>	

## More information about my placement

<b>What sort of things will I be doing?</b>	
<b>What will I wear?</b>	
<b>Special equipment I will need (if any)</b>	
<b>How will I get there?</b>	
<b>How long will the journey take?</b>	
<b>How much will it cost?</b>	
<b>What time will I need to get up? What time will I need to leave the house?</b>	
<b>Lunch arrangements</b>	

# My WEX targets:

*Here you should list three to five targets, explaining what you'd like to gain from your work placement.*

1.

2.

3.

4.

5.

**It's a good idea to look through these targets with your employer. Your employer may have other targets they would like to set with you. Please detail these below:**

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# “Soft” skills

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. Below are some of the skills that employers would most like their employees to have.

**Write a brief explanation underneath each one of what each skill means.**

Integrity (honesty)

Problem solving

Teamwork

Initiative

These additional skills will help you stand out from the crowd and shine in your job. Write a brief explanation underneath each one of what each skill means.

**Personal presentation**

**IT (computer skills)**

**Communication**

Written:

Verbal:

**Organisation**

**Time management**

You will certainly have some of these skills already which you have developed either in school, at home or in activities you do in your own time. Using the table below, write down some examples of where you have already demonstrated these skills at school, at home or in your leisure time.

Skill	I have demonstrated this already by...	Example of how this could be demonstrated in the workplace
Integrity		
Problem Solving		
Teamwork		
Initiative		
IT (computer skills)		
Communication (written)		
Communication (verbal)		
Organisation		
Time management		

Your upcoming work experience is a great chance to show your TORCH character strengths—tenacity, optimism, respect, curiosity, and hard work. As you face real-world challenges, you'll learn to keep going, even when things get tough. Staying positive will help you see problems as chances to grow. Working with different people will teach you respect and teamwork. Solving new tasks will spark your curiosity and make you eager to learn more. The demands of the job will help you build a strong work ethic, as you strive to meet deadlines and achieve your goals. Enjoy this experience and use it to demonstrate your TORCH strengths in meaningful ways.

<b>Character strength</b>	<b>How can I demonstrate this skill in the work placement?</b>
<b>Tenacity</b>	
<b>Optimism</b>	
<b>Respect</b>	
<b>Curiosity</b>	
<b>Hard work</b>	



# Health & 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 a spillage**

You will have a health and safety briefing at the beginning of your first day, during which you will be told about 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.

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

# 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

**Prohibition** signs are 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.

# Day 1 Diary

The following pages give you the opportunity to fill out a 'daily diary' for each day of your placement. 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 (from the list of Soft Skills) and how I demonstrated**

**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:**

# Day 2 Diary

**Tasks I completed today:**

**Skills I used (from the list of Soft Skills):**

**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:**

# Day 3 Diary

**Tasks I completed today:**

**Skills I used (from the list of Soft Skills):**

**What I have learnt about the world of work:**

**What I did well and am proud of today:**

**On reflection, I would have done this differently:**

# Day 4 Diary

Tasks I completed today:

Skills I used (from the list of Soft Skills):

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:

# Day 5 Diary

Tasks I completed today:

Skills I used (from the list of Soft Skills):

The most important things I learnt this week are:

What I did well and am proud of today:

On reflection, I would have done this differently:

# 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 work on the following skills:



## Skills self-assessment

How well do you think you did on your work experience placement?  
Complete the table below, and remember to answer as honestly as you can.

Skill	Very good	Good	Would like to improve
Integrity			
Problem Solving			
Teamwork			
Initiative			
IT			
Communication (written)			
Communication (verbal)			
Organisation			
Time management			

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

Has your placement given you a better idea of what you career you'd like? If so, in what way?

Reflecting on your work experience is a valuable way to think about your future. Use what you've learned to set goals for yourself:

- **Short-term Goals:** Consider the skills you developed during this work experience. Did you improve your communication skills, learn about a specific industry, or gain confidence in a professional setting? Use these achievements to set clear goals for your remaining time in school, such as excelling in relevant subjects or participating in extracurricular activities that align with your interests.
- **Medium-term Goals:** Think about where you want to be in the next few years. What kind of education or training will you need? Did this experience spark an interest in specific roles or industries? Use your new insights to make informed decisions when applying to colleges or sixth forms, choosing programs that will best support your career aspirations and help you build on the skills you've gained.
- **Long-term Goals:** Imagine your career ten or twenty years from now. What kind of work do you see yourself doing? What impact do you want to have? Reflect on how the skills and experiences you gained can help you achieve these long-term aspirations. Consider how your achievements post-16, such as excelling in A-levels or vocational qualifications, gaining relevant work experience, and participating in internships, can pave the way for your future success.

By reflecting on your work experience and setting goals, you'll be better prepared to make informed decisions about your education and career. Use this opportunity to learn, grow, and plan for a successful future.

<b>Short Term Goals</b>	
<b>Medium Term Goals</b>	
<b>Long Term Goals</b>	

# 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 their placement. Please complete this before the end of the placement and return to the student.

Please rate the student on the following skills:

1=needs improvement, 2= satisfactory, 3= good, 4= very good, 5= excellent

Skill	Rating	Comments
Timekeeping		
Attendance		
Enthusiasm		
Personal presentation		
Communication		
Team work		
Ability to solve problems		

\_\_\_\_\_ (name of student)'s overall performance whilst with our organisation was:

**Excellent**

**Good**

**Satisfactory**

**Disappointing**

# Employer assessment (cont)

Please expand on your feedback, mentioning any particular strengths and weaknesses:

Name:

Job title:

Organisation:

Signature:

Date:

# Parent/guardian comments

Name:	
Signature:	Date:

# Teacher comments

Name:	
Signature:	Date: