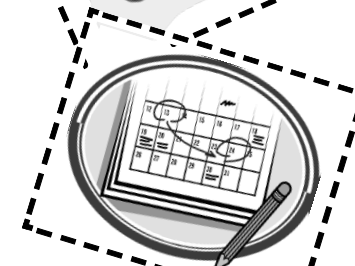
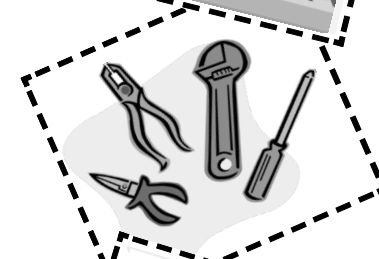


Work Placement Journal developed by  
The Highland Council



Opportunities for All



## **WORK PLACEMENT**

### **5 DAY JOURNAL**

GUIDANCE FOR COMPLETING YOUR 5 DAY JOURNAL

Notes:

This work placement journal should be used in a number of ways:

- 1. To plan your placement noting your personal aims before your placement begins and to prepare for your placement starting;
- 2. To record evidence during your placement; and
- 3. To reflect on your placement once it has finished, so that you can consider your next steps.

Fill in your journal every day you attend otherwise you may forget some important points. There are also tasks and activities throughout the journal for you to undertake with the help of your supervisor. Please inform your supervisor about these activities and plan a time to complete them. You will need help with some of them.

Planning Activities - p.10 Employee Study, p.11 How are you getting on?, p.12 Day 4 questions & Day 5—qualifications.

Note suitable day and time with your employer below:

Finally, before your placement finishes, ask your supervisor to complete the employer assessment performance review (p.15) , so that you will have an idea of how you have been getting on. You should also use this opportunity to ask questions about how you can build on your skills.

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s 22 and 23 in case you need extra space to write  
nders.

## AIMS AND OBJECTIVES OF WORK PLACEMENT

- ★ To gain experience of the world of work
- ★ To develop personal skills in an environment other than school
- ★ To demonstrate these skills to others
- ★ To consider and experience career routes by working and talking to employees and employers
- ★ To gain experience of how to act in new situations
- ★ To share knowledge of school life with employers
- ★ To provide the discipline of employment, particularly time-keeping, reliability and responsibility
- ★ To achieve new skills and have them recorded
- ★ To help you consider the skills that you have and the skills that you would like to develop and how this could help you plan for the future

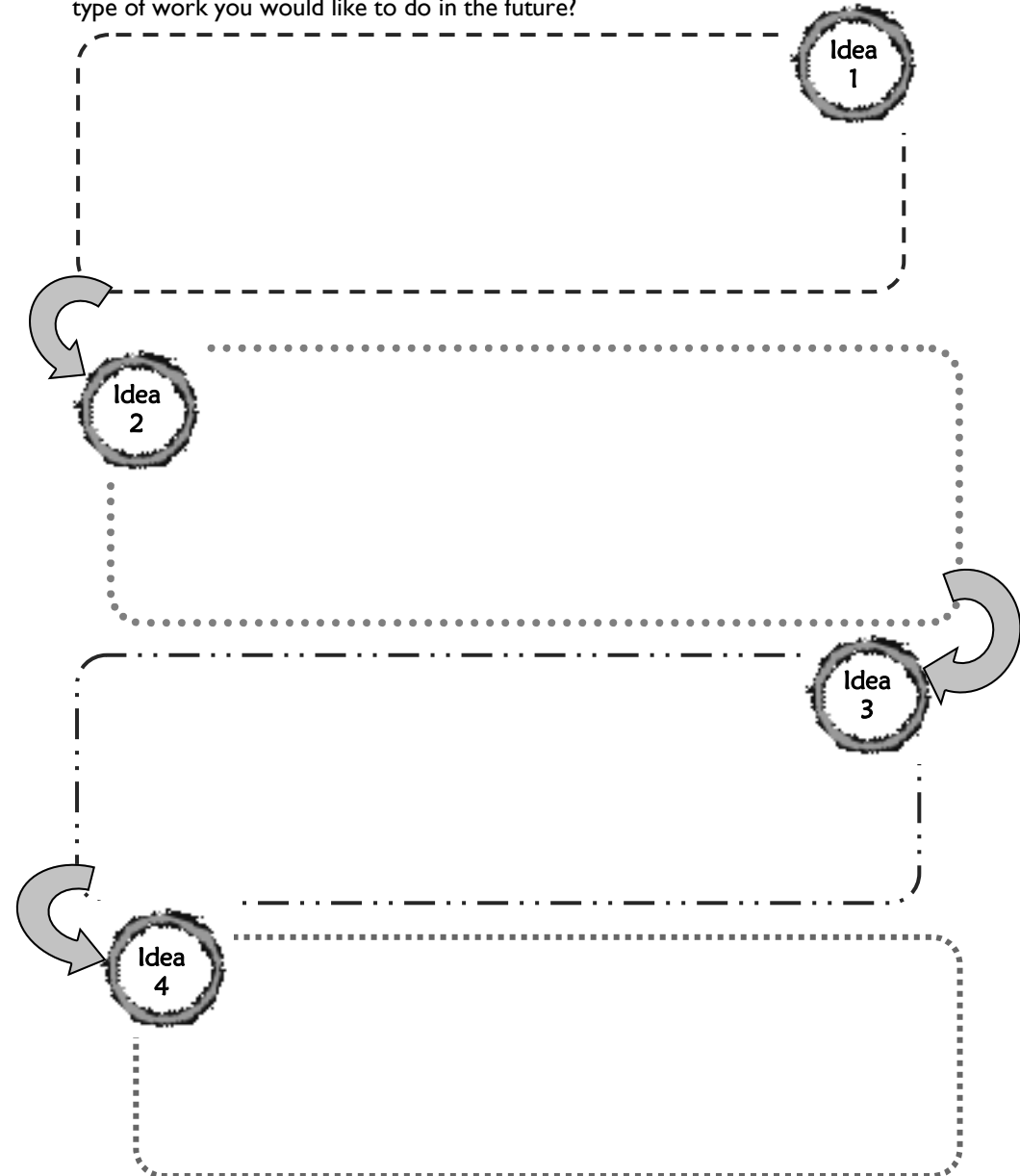


Now write down your own personal aims for your work placement. What do you hope to gain from this experience?

Aims prior to placement:
1.
2.
3.
4.
5.
6.

## WHAT HAPPENS NEXT?

Now that you have experienced the world of work, what would you like to happen next so that you can build on these skills and have a better understanding of the type of work you would like to do in the future?

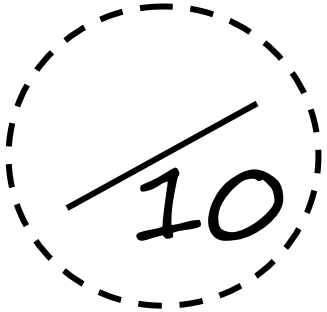


## SELF-ASSESSMENT

Give yourself a mark out of 10

10 would be **excellent/couldn't do any better if I tried** and

I would be **poor/it couldn't have gone any worse**.



Explain why you have given yourself this score.

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What connections have you noticed between the subjects you study at school and the skills you may need in the workplace?

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How has your work experience changed your outlook and attitudes to work?

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## CONTACTING THE EMPLOYER

It is important before you contact the employer that you have a look at the job descriptions to decide which opportunity would best suit your skills and interests.

You may be asked along for an interview or informal chat, so you need to be able to demonstrate your enthusiasm. First impressions are very important, so although it may be called an informal chat it is still important to dress smartly, speak clearly, make eye contact, be respectful and act as if it is a proper interview. This will give the employer a chance to decide whether you are the person best suited to the work experience role and also that the role is suitable for you. You should also prepare some questions that you want to ask.

### SUMMARY FOR THE PROCESS OF GAINING WORK EXPERIENCE



### Induction

An induction is a process used to welcome new employees to the company and to prepare them for their new role. Induction training could include development of key skills for the role and health and safety training. It will often include general company information.

The aim is to help new employees to settle down quickly by becoming familiar with the people, the surroundings, the job role and the business. Usually induction involves the new employee meeting and listening to different people talk about aspects of the business.



## PLANNING YOUR WORK EXPERIENCE PLACEMENT

**Make sure you are prepared for the first day of your placement by:**

**Knowing where you are going.** Plan your journey in advance and ensure you know start and finish times, so that you can inform others if you are dependant on a lift or you need to know the bus times.



**Knowing what you are expected to wear.**

**Knowing what arrangements there are for lunch.** Will you need to bring lunch? Is lunch available to buy? How much could this cost?



**Knowing who you need to speak to when you arrive?** Do you need to sign in?



**BE PREPARED TO PHONE UP TO ASK THESE QUESTIONS, SO THAT IT WILL MAKE YOUR FIRST DAY EASIER.**

## AIMS AND OBJECTIVES - REFLECTION

Now revisit your personal aims that you noted on page 4 of this journal.

Did you achieve your aim?	How did you achieve it or how could you achieve it in the future?
<u>Aim 1.</u> Yes / No	
<u>Aim 2.</u> Yes / No	
<u>Aim 3.</u> Yes / No	
<u>Aim 4.</u> Yes / No	
<u>Aim 5.</u> Yes / No	
<u>Aim 6.</u> Yes / No	

## SKILLS & QUALITIES

Employers are keen that you develop or start employment with some of the skills and qualities listed below. List how these skills and qualities could relate to you:

★ Punctuality and timekeeping

★ Attitude to work

★ Responsibility

★ Showing initiative

★ Self-confidence

★ Relationship to others and teamwork

★ Perseverance

★ Ability to learn and do new tasks

★ Appearance

★ Communication

★ Working safely

## ESSENTIAL DETAILS

**My placement is at:**

Name of company: .....

Department: .....

Address: .....

Telephone number: .....

Contact or mentor: .....

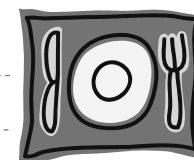
START TIME: ..... FINISH TIME: .....

I will travel to my placement by ....



I will wear:

Lunch arrangements are:



I will ask for ..... when  
I arrive.

## WORK EXPERIENCE JOURNAL - DAY 1

Did you complete a company induction? If so, what did you learn?

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Who did you work with today? What is their job title / role?

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Briefly describe what you did today:

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Make a note of the things you have to remember for your next day.

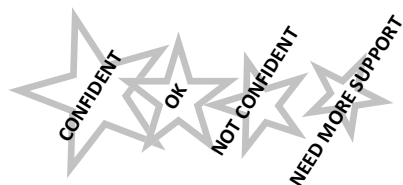
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How did you feel by the end of the day?

Underline the word that best describes you



Describe why you felt this way:

## CONSIDERING YOUR SKILLS

This information should be used to support your Senior Phase Profile. It can also be used to help you create a CV or personal statement for applications to further education, higher education, employment or training.

Consider how your skills have been developed by your work placement:

### ★ **SKILLS FOR LEARNING**

#### **Communicating for Learning:**

ICT Skills, Literacy and Numeracy, Problem solving, Listening , Presenting ideas or information, Interpreting and displaying graphical information, Communication and presentation skills

#### **Taking Responsibility:**

Revising or studying for exams, Taking responsibility for your own learning & development, Determination (sticking to a task, finishing what you start), Confidence, Independence

#### **Continuing to Learn:**

Finding and using information, Skimming/scanning/note taking

### ★ **SKILLS FOR WORK**

#### **Managing Your Self:**

Managing time and meeting deadlines, Sense of responsibility, Adventurous (ready to take risks and try new things), Reliability (attendance and timekeeping), Ambition (want to get on in life), Self motivated, Taking initiative

#### **Planning & Organising:**

Organisation , Recognition of sequencing & chronology, Reviewing strategies

#### **Communicating for Work:**

Use of multi media

#### **Team Work:**

Being able to work with and learn from others, Working independently

#### **Leadership:**

Leading a team or a project

### ★ **SKILLS FOR LIFE**

#### **Communicating for Life:**

Being pleasant and supporting others, Expressing my views and opinions, Speaking to people, Listening and expressing opinion

#### **Working With Others:**

Working in a group, Respecting and supporting others

#### **Thinking Critically:**

Decision making, Creativity (good at making things or doing things in new ways)



## WORK EXPERIENCE JOURNAL - REFLECTION

Complete this section after you have finished your work placement and discuss your answers with your Teacher. Use your previous answers in this booklet to remind you about your experiences.

Looking back, how do you feel your work experience went?

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What can you do now that you couldn't do before?

*E.g. Using tools, phone, talking to new people, serving customers*

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How can you use these new skills in school and other settings?

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Which parts of the experience did you enjoy most/least and why?

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What are the most important things you have learnt?

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## WORK EXPERIENCE JOURNAL - DAY 2

Briefly describe what you did today:

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What equipment did you use?

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Make a list of 3 Health & Safety rules you must follow.

1.

2.

3.

Did you have any problems today? If so, how did you solve them?

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How did you feel today?

Underline the word that best describes you



Describe why you felt this way:

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## **EMPLOYEE STUDY**

**Speak to your Supervisor or a member of the team and find out :**

How long they have worked for the company and  
if they have had different roles within the company.

If they have worked anywhere else and what are  
the skills they brought with them or developed?

How they were able to transfer some of the skills they had into new roles.

What advice would they give you?

## **EMPLOYER ASSESSMENT - PERFORMANCE REVIEW**

Ratings	Exceeds Expectation (4)	Achieves standards Proficient (3) Marginal (2)	Below expectations (1)
Job knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Attendance and punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Communication / listening skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
Dependability / Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			
<b>Total Evaluation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

## EMPLOYER RATING FACTORS - WHAT DOES IT MEAN?

The Employer Performance Review on page 15 is currently used by a Highland Employer to assess employees. The factors come under a number of headings and indicate strengths and areas for improvement. Some of the key points to consider are:

**JOB KNOWLEDGE:** How well does the employee understand all phases of the job as defined by the job description and after department induction?

**WORK QUALITY:** Does the employee produce a high quality work product? Is quality of work a priority for the employee?

**ATTENDANCE/PUNCTUALITY:** Is the employee ready to perform their assigned duties at the beginning of their shift. Is the employee absent frequently? Are the absences affecting his/her performance?

**TEAMWORK:** How well does the employee relate to supervisors, co-workers and the broader team?

**COMMUNICATION/LISTENING SKILLS:** Does the employee perform the tasks as requested? Does the employee communicate well with peers/subordinates and superiors in the workplace, and also customers? Is the communication style appropriate with each group of people? Does he/she communicate any issues with workload?

**DEPENDABILITY/INITIATIVE:** Employee needs little or no direction. To what extent can the employee be relied upon to carry out instructions; and the degree to which the employee can work with limited supervision?

## LEVELS OF PERFORMANCE

**EXCEED PERFORMANCE STANDARDS:** An evaluation resulting from overall performance which is significantly above the performance standards of the position.

**ACHIEVES PERFORMANCE STANDARDS – PROFICIENT:** An evaluation resulting from performance which fully meets the performance standards of the position.

**ACHIEVES PERFORMANCE STANDARDS – MARGINAL:** An evaluation resulting from performance which barely meets the performance standards of the position.

**BELOW PERFORMANCE STANDARDS:** An evaluation resulting from performance which fails to meet the minimum performance standards of the position.

## WORK EXPERIENCE JOURNAL - DAY 3

Make a list of 3 new words or phrases and their meanings related to your work experience.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Name a major task or job you have done on your placement so far and describe what you had to do:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What skills have you developed by doing this?

\_\_\_\_\_  
\_\_\_\_\_

What equipment or machinery did you use?

\_\_\_\_\_

Choose the words that best describe how you are getting on with people around you:

I feel part of a team    **Great**    I feel shy    **OK**    I'm not sure

Discuss the past 3 days with your supervisor.

What can they do to support you with your experience over the next few days.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## WORK EXPERIENCE JOURNAL - DAY 4

Briefly describe what you did today:

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Find out about the training that is available to employees?

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How are jobs advertised and how do you apply for them?

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How could some of your workplace experiences help you get a job in the future?

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Name three people who may be able to help you to get a job in the future?

1. 

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2. 

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3. 

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How do you feel about getting a job?



Describe why you feel this way:

## WORK EXPERIENCE JOURNAL - DAY 5

Name the main products or services that your employer provides:

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Which type of job roles might interest you the most and why?

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What qualifications might you need to do the job roles mentioned above, both school qualifications and qualifications you could obtain elsewhere?

(Ask team members about their qualifications and training)

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Looking back, note down some of the most enjoyable and least enjoyable tasks you have done.

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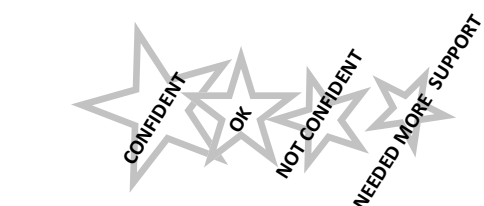
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How did you feel by the end of this experience?

Underline the word that best describes you



Describe why you felt this way:

Now ask your Supervisor to complete the Employer Performance Review over the page.