



*Rewarding Learning*

# EDUCATION FOR EMPLOYABILITY

Student Log Book  
for Work Placement





Dear Student,

Sometime soon, in the next few months or the next few years, you will leave school behind and go into the world of work. Your work placement is an opportunity for you to find out more about work before you make your final decisions. You will get to know a lot more about the organisation where you are placed - how it works, what sort of people it employs, what sort of training opportunities there are.

You will also get to know something about yourself – how to get on with people at work, whether you like that sort of work.

We hope that you really enjoy your work placement. The employer is giving up time for your benefit. Do take advantage of this great opportunity, and don't forget to tell your friends all about your experiences.

With every good wish,

**Gavin Boyd**  
Chief Executive  
CCEA

# Section 1: Before the Work Placement

## ABOUT THIS LOG BOOK

This is your log book. It is divided into three sections.

**Section 1: Before the Work Placement**

**Section 2: During the Work Placement**

**Section 3: After the Work Placement**

## Work Placement

Work Placement is a term which refers to Experience of Work and Work Shadowing. You can use the Log Book for either of these types of placement.

## Purpose of this Log Book

This Log Book is for you to:

- set out your personal information;
- clarify what you hope to gain from the Work Placement;
- record your activities during the Work Placement;
- help you update your personal career plan;
- think about what you learned and enjoyed during your Work Placement.

# Section 1: Before the Work Placement

Student's Name: ..... Class: .....

School: .....

Teacher's Name: .....

Teacher's Contact Number: .....

Name of Work Placement Organisation: .....

Date of Placement: .....



## WHY TAKE PART IN A WORK PLACEMENT?

- It gives you a chance to experience typical working conditions.
- You can meet and talk with adults who are earning their living and you can ask them about their jobs.
- It will help you see links between the subjects you are studying at school, and the skills you will need in working life.
- It will help you find out more about your own skills and interests.
- You will be out on your own, and it will give you responsibility. You will need to be punctual, independent and helpful to others.
- It will help you to understand why business, industry and commerce are so important.

### Explain what you know about your Work Placement organisation?



## WORK PLACEMENT PREPARATION

### Your personal checklist

I will be working at ..... (Name of Organisation)

(address) .....

(telephone number) .....

I must report to Mr/Mrs/Miss ..... at ..... am/pm(time)

I shall start work at ..... am/pm (time) and finish at ..... am/pm (time)

Lunch is from ..... am/pm (time) to ..... am/pm (time)

There are breaks at ..... am/pm (time) and ..... am/pm (time)

To get to work in good time I will have to leave home at ..... am/pm (time)

I will travel by ..... (bus/car etc) and my fares will be £ ..... per day.

Suitable clothing and footwear .....

Will I need any special clothing (specify?) .....

Will this be provided by the employer? .....

What shall I do for lunchtime meal? .....

# Section 1: Before the Work Placement

**WRITE DOWN FIVE KEY SKILLS AND FIVE QUALITIES THAT EMPLOYERS WOULD LIKE YOU TO HAVE.**

## Skills

## Qualities

1) ..... 1) .....

2) ..... 2) .....

3) ..... 3) .....

4) ..... 4) .....

5) ..... 5) .....



**List your Personal Objectives for the Work Placement.**  
*for example find out what qualifications and training are necessary for a particular job?*

1) .....

.....

2) .....

.....

3) .....

.....

4) .....

.....

5) .....

.....





## Section 2: During the Work Placement

### STUDENT INDUCTION CHECKLIST *to be completed with the Employer at the start of the placement* PLEASE TICK

- |    |  |                          |
|----|--|--------------------------|
| 1  | Welcome to the company .....             | <input type="checkbox"/> |
| 2  | Contact name and number exchanged .....  | <input type="checkbox"/> |
| 3  | Hours of work .....                      | <input type="checkbox"/> |
| 4  | Lunch break etc .....                    | <input type="checkbox"/> |
| 5  | Leave procedure .....                    | <input type="checkbox"/> |
| 6  | Sickness, notification procedure .....   | <input type="checkbox"/> |
| 7  | Location of services                     |                          |
|    | <i>toilets</i> .....                     | <input type="checkbox"/> |
|    | <i>canteen</i> .....                     | <input type="checkbox"/> |
|    | <i>cloakroom</i> .....                   | <input type="checkbox"/> |
|    | <i>parking</i> .....                     | <input type="checkbox"/> |
| 8  | First Aid Area .....                     | <input type="checkbox"/> |
| 9  | Fire evacuation procedures .....         | <input type="checkbox"/> |
| 10 | Information given to student on:         |                          |
|    | <i>company rules</i> .....               | <input type="checkbox"/> |
|    | <i>security</i> .....                    | <input type="checkbox"/> |
|    | <i>confidentiality</i> .....             | <input type="checkbox"/> |
|    | <i>use of resources</i> .....            | <input type="checkbox"/> |
|    | <i>uniform/protective clothing</i> ..... | <input type="checkbox"/> |
|    | Induction carried out by: .....          |                          |
|    | Signature of Employer .....              |                          |
|    | Date .....                               |                          |
|    | Signature of Student .....               |                          |

## RECORD OF ACTIVITIES

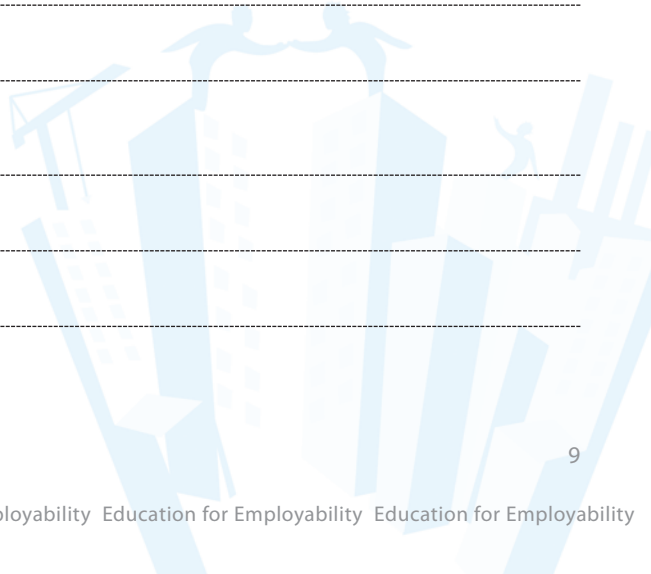
Identify four typical activities in any one day.

1) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Section 3: After the Work Placement

### DESCRIBING YOUR WORK PLACEMENT

It is very important that you take time to think about what you have learned from your Work Placement. The activities on the following pages are designed to help you to do that.

**Circle the words which best describe the type of work you undertook during your work placement.**

TIRING  
CLERICAL  
ADMINISTRATIVE  
SKILLED

REPETITIVE  
CHALLENGING  
INTERESTING  
SCIENTIFIC

REWARDING  
PRACTICAL  
SERVICE

Add some words of your own.

**Indicate which skills/aptitudes you needed during your work placement.**

	Yes	No
Good Eyesight		
Colour Vision		
Stamina		
Ability to make decisions quickly		
Ability to understand instructions		
Good at mental arithmetic		
Good at measurement		
Clear handwriting		

	Yes	No
Confidence on telephone		
Ability to get on with people		
Patience		
Accuracy		
Ability to explain things to others		
Strength		
Ability to stand for long periods		
Good memory		
IT skills		

## Section 3: After the Work Placement

	Excellent	Good	Acceptable	Needs attention
1 My timekeeping was	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 My attendance during work experience was	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 The clothes I wore suited the work I was doing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 My attitude to fellow workers was	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 My willingness to listen and learn was	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 My skill at adapting to different situations was	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 My awareness of health and safety practices was	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 My ability to show initiative was	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 My attitude to work was	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Any other comments:

eg Did you enjoy your work experience placement?  
What were your impressions of other workers?  
Would you recommend this Work Placement organisation for another student?

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## Section 3: After the Work Placement

### EMPLOYER'S ASSESSMENT FORM

**Record of Assessment of student's performance during the Work Placement. To be completed by the employer.**

Student Name: .....

Work placement with: .....

Nature of work: .....

Length of Placement: .....

	Excellent	Good	Satisfactory	Poor
Timekeeping				
Personal appearance				
Ability to work in a team				
Relationships with others				
Regard for Health and Safety				
Ability to follow instructions				
Communication Skills				
Enthusiasm				
Initiative				
Commitment				
Attendance				

### Other comments

Signed: .....

Position: ..... Date: .....

### REMEMBER

- (i) Write a letter of thanks to your employer.
- (ii) Research companies in your career library and IT suite to investigate further career ideas.
- (iii) Update your Personal Career Plan.



