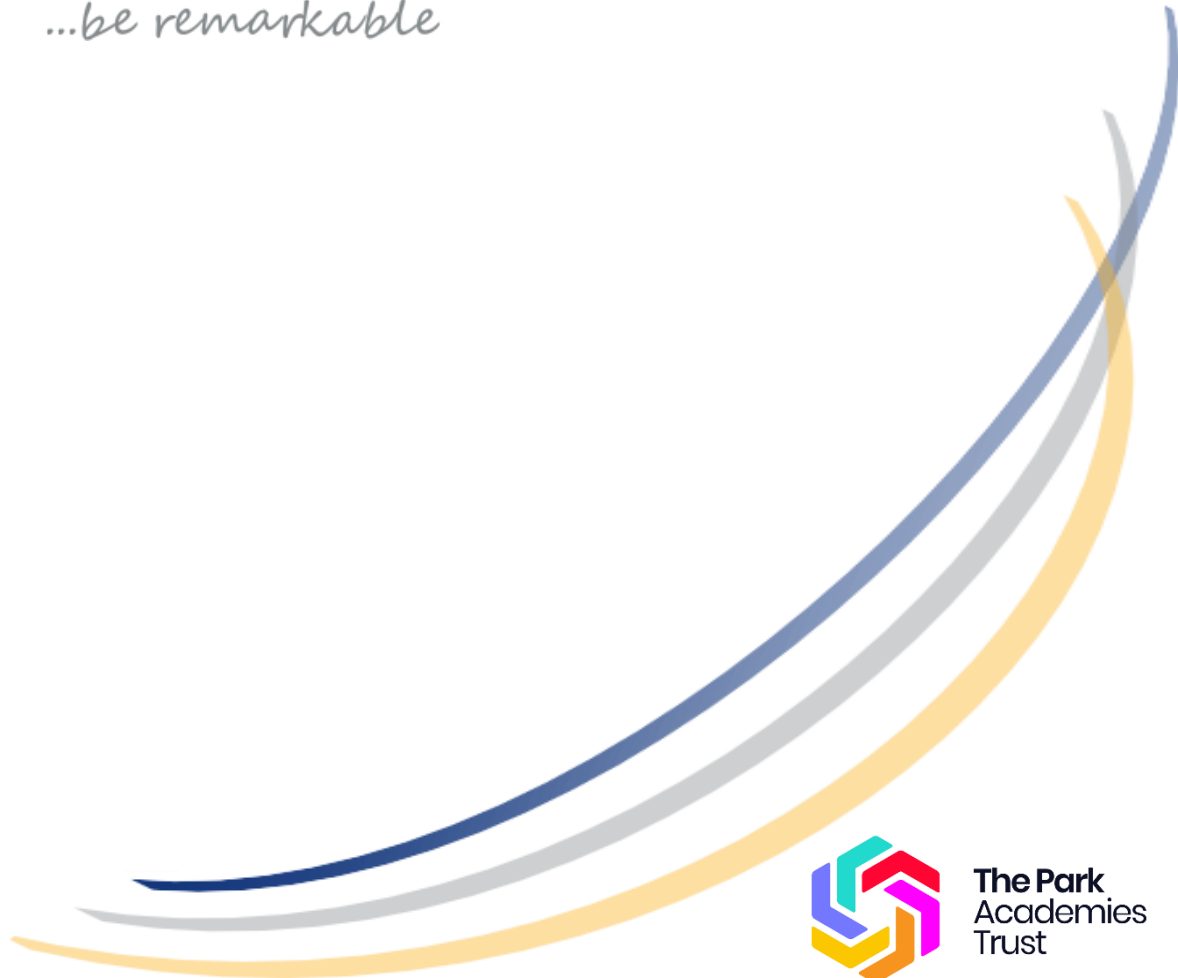


THE PARK ACADEMIES TRUST

SIXTH FORM WORK EXPERIENCE BOOKLET

THE PARK ACADEMIES TRUST **SIXTH** FORM

*Don't be anonymous...
...be remarkable*



Overview of the company / business unit:

Provide an overview of the company or business unit where the work experience is taking place.
What does the company do and who are its customers?

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Placement Summary

Provide a brief overview of the team the work experience will be with, how long is it, what project(s) the student will be working on and what the aim of the project is.

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Points of Contact

Identify who the supervising manager is and provide contact details for them in case of any problems, illness, etc.

Role	Name	Location	Phone Number	Email Address
Work Experience Supervisor				
Human Resources / Student Liaison				

Why do work experience?

A work experience placement will give you an opportunity to gain an insight into the world of work:

Benefits to you:

- You will improve and learn new skills
- You may identify new interests or talents
- Understand the significance of work, and learn to adapt to a new routine and working standards
- Increase your employability for the future
- Exposure to working life will increase your awareness of different career routes and options

Health and Safety

Provide an overview of any Health and Safety requirements you will need to adhere to during the placement.

Dress Code

The following suggestions provide a good starting set to adapt to your setting

Smart business dress – you could wear trousers/skirt/dress, a shirt/blouse. No jeans, tracksuits or hoodies
Casual business dress – you could wear trousers/skirt/dress, a polo shirt or smart T-shirt. No football shirts or logo tops, no jeans or tracksuits
Sensible shoes - school shoes are ideal, no trainers, avoid extreme heel heights
Jeans (if appropriate to your setting)
No trainers
No facial jewellery except where of religious significance

Dress should be appropriate for the work placement environment.

If required, personal protective equipment such as eye protection will be provided to you by your supervisor. You will never be required to work with or handle chemicals and hazardous substances. If you are working with machinery, you will be required to tie back your hair.

In case of an emergency

You will be informed of the emergency exits and meeting points during your induction. In the event of a building evacuation such as during a fire alarm, do not run and do remain with your supervisor.

Induction Checklist

☐	I have been given an overview of the company products, the industry, and the work carried out at this particular site.
☐	I have been told about the week's itinerary, which departments I will be working in, and the type of work I shall be observing and learning about.
☐	I understand the start and finish times of my working day.
☐	It has been explained to me who will be the immediate supervisor of my work experience programme and who to speak to if there is a problem.
☐	I have been shown the location of the restaurant and toilet facilities, and I am aware of the break times that I can take.
☐	I have been told the areas, which are restricted to me and that, I must remain with my daily supervisor/an employee at all times, due to security reasons.
☐	I have been briefed on potential hazards/safety issues, if any, that I could be exposed to during the work experience programme.
☐	I have been told about safe working practices to adhere to whilst on my placement.
☐	I understand that I am not permitted to operate any machinery without the permission of my supervisor, and without first receiving the appropriate training.
☐	I have had the importance of safety equipment explained to me where it is kept, which areas it must be used in and why.
☐	I have been told that I must report any injury/accident to my supervisor immediately, who will be able to locate the nearest first-aider.
☐	I have been told what I should do in the event of a fire, and how I will know if a fire alarm has been raised.
☐	I have been told the emergency procedure and where the assembly points/emergency exits are. I understand that I should speak to my daily supervisor if I am unclear which emergency exit to use on the site, in case of an emergency.
☐	I know that I should not run during an evacuation.

ALL STUDENTS AND SUPERVISORS MUST READ AND AGREE THIS CHECK LIST

Signed supervisor:

Signed student:

Dated:

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What key skills would you like to develop during your work experience?

- Working with others
- Communication
- Problem solving
- Planning and organising
- Analysing & investigating
- Initiative & self-motivation
- Written communication
- Time management
- Independence
- Professionalism
- Action planning
- Decision-making

Recording your efforts to improve your skills during this work experience could be advantageous for your future career. During your placement make a note of where you have demonstrated your skills and how in the text boxes below:

Key skills	Which department?	Comments
Working with others		
Communication		
Problem solving		
Planning and organising		
Time management		

Work Experience Daily Diary

This section provides space for you to record your progress each day.

Day 1

What new skills did you learn today?

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How were you able to adapt/utilise any skills learnt at school into the work environment? (e.g. teamwork/engineering knowledge/interpersonal skills)

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What was the highlight of your day, and why?

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What part of the day did you find most challenging/least enjoyed?

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Do you want to raise anything with the supervisor? (E.g. reflections on today's activities)

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How were you able to adapt/utilise any skills learnt at school into the work environment? (e.g. teamwork/engineering knowledge/interpersonal skills)

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Day 2

What new skills did you learn today?

How were you able to adapt/utilise any skills learnt at school into the work environment? (e.g. teamwork/engineering knowledge/interpersonal skills)

What was the highlight of your day, and why?

What part of the day did you find most challenging/least enjoyed?

Do you want to raise anything with the supervisor? (E.g. reflections on today's activities)

How were you able to adapt/utilise any skills learnt at school into the work environment? (e.g. teamwork/engineering knowledge/interpersonal skills)

Day 3

What new skills did you learn today?

How were you able to adapt/utilise any skills learnt at school into the work environment? (e.g. teamwork/engineering knowledge/interpersonal skills)

What was the highlight of your day, and why?

What part of the day did you find most challenging/least enjoyed?

Do you want to raise anything with the supervisor? (E.g. reflections on today's activities)

How were you able to adapt/utilise any skills learnt at school into the work environment? (e.g. teamwork/engineering knowledge/interpersonal skills)

Day 4

What new skills did you learn today?

How were you able to adapt/utilise any skills learnt at school into the work environment? (e.g. teamwork/engineering knowledge/interpersonal skills)

What was the highlight of your day, and why?

What part of the day did you find most challenging/least enjoyed?

Do you want to raise anything with the supervisor? (E.g. reflections on today's activities)

How were you able to adapt/utilise any skills learnt at school into the work environment? (e.g. teamwork/engineering knowledge/interpersonal skills)

Day 5

What new skills did you learn today?

How were you able to adapt/utilise any skills learnt at school into the work environment? (e.g. teamwork/engineering knowledge/interpersonal skills)

What was the highlight of your day, and why?

What part of the day did you find most challenging/least enjoyed?

Do you want to raise anything with the supervisor? (E.g. reflections on today's activities)

How were you able to adapt/utilise any skills learnt at school into the work environment? (e.g. teamwork/engineering knowledge/interpersonal skills)

Student Self-Evaluation Form

Name

Self-evaluate your progress over the work experience programme and then compare your evaluation with your supervisor's comments.

Skills	Below Average	Satisfactory	Good	Excellent
Time Keeping				
Dress Code				
Conduct / Behaviour				
Communication				
Working with others				
Initiative				
Listening / responding to instruction				
Enthusiasm				
Understanding of the sector/business				

Reasons for particular ratings/additional feedback on progress.

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Overall, did you enjoy your work experience placement? If so, please give reasons.

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How could the placement have been improved?

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Signed sponsor:

Signed student:

Dated:

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Supervisor's Evaluation Form

Name

Evaluate the students' progress over the work experience programme for them to compare with their self-evaluation.

Skills	Below Average	Satisfactory	Good	Excellent
Time Keeping				
Dress Code				
Conduct / Behaviour				
Communication				
Working with others				
Initiative				
Listening / responding to instruction				
Enthusiasm				
Understanding of the sector/business				

Reasons for particular ratings/additional feedback on progress.

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Overall, did you enjoy your work experience placement? If so, please give reasons.

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How could the placement have been improved?

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Signed sponsor:

Signed student:

Dated:

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