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Severn Vale School  
An Academy



Year 10 Work Experience Week  
Monday 4th to Friday 8th July 2016

# Work Book

This booklet belongs to:  
«Student Forename» «Student Surname»  
«Reg» / «FAB»

Use this booklet to help you-

1. **Preparation:** Reduce stress.
2. **During:** Make the most of your time in the work place.
3. **Follow Up:** How will your experience affect your choices?

maximise  
your  
experience!

# Contents

## Why do Work Experience?



- \* **Find out about the world of work, first hand.**
- Gain knowledge and experience of typical working conditions, and the opportunity to discuss relevant education, training and career pathways to help with Post 16 and career choices.
- Understand why a variety of voluntary services, not for profit organisations, industry and commerce are important to society.
- Find out about related industries, suppliers and customers.
- Helps link school work to the skills needed in working life.
- Widen social skills and understanding of various age groups.
- \* **Work Experience helps to build confidence and self esteem.**

Section	Page:	Content:
<b>1. Prepare</b>	3	Contract and Personal Information
	4	Work Experience Checklist—Being Prepared!
	Loose	Copy of Checklist for Home (yellow) and Job description (white), Trident Quiz and Stay Safe leaflet (pink)
	5	Top Ten Tips to Maximize Your Work Experience
	6	Health and Safety at Work
<b>2. During</b>	7	Health and Safety: <b>Task 1 and Task 2</b>
	9	Recording your week: <b>Task 3 (Diary)</b>
	12	A Study of the Organisation: <b>Task 4</b>
	14	Equal Opportunities: <b>Task 6</b>
	15	Job Roles: <b>Task 5.</b>
	16	How is I.C.T. used in the work place: <b>Task 7</b>
<b>3. Review</b>	17	Describe your work: <b>Task 8</b>
	18	Key Skills: <b>Task 9 and Task 10 (and your target)</b>
	21	Your feelings about the week: <b>Task 11 (Graph)</b>
	22	Acknowledging support. Thank you letter: <b>Task 12</b>
	Loose	Reference sheet to hand to employer (on blue paper)

# Section 1. Preparation

## Work Experience Contract and Personal Information

Student: «Student Forename» «Student Surname»		Age: «Student age at 4th July 2016»	
<b>Emergency Contact Details</b>			
Who to contact in an emergency:			
Emergency contact number:			
<b>School Contacts:</b> Mr Wakeford-Deputy Head, Mrs Ellison-Head of Year and Miss Essex Deputy Head of Year. Switchboard 01452 720458. Work Experience Co-ordinator is Kim Phillips 01452 720458 ext. 252.			
Subjects the Student is currently studying			
English	Maths	Science	
Clubs, Hobbies, Interests, Work Experience, Paid Work and Responsibilities			
Student's Post 16 Career, Course or Training Goals			
Things I find difficult:			
Things I am good at:			
<b>Student's Declaration</b>			
I am taking part in Work Experience for academic and personal development I will act responsibly, courteously and with maximum effort at all times. I will follow the organisation's rules and not share any sensitive material.			
Signed:		Date:	
<b>Parent or Carer's Declaration</b>			
I will support my child to enable him/her to make the most of this opportunity.			
Signed		Date:	

# Section 1. Preparation

## Work Experience Check list—Being Prepared!

Complete this sheet to help you to feel prepared and confident on your first day. **Complete the yellow copy to leave at home.**

Employer				
Company Name: «Placement _Name»				
Contact Name at Work: «Placement_Contact Title» «Placement_Contact First Name» «Placement_Contact Surname»				
Employers Phone Number: «Placement _Contact_ Number»				
Supervisor: «Super title» «Supervisor» «Super surname» T: «Supervisor				
Days and Times of Work (double check with employer 2 weeks ahead)				
Mon 29 <sup>th</sup> June	Tues 30 <sup>th</sup> July	Weds 1 <sup>st</sup> July	Thurs 2 <sup>nd</sup> July	Fri 3 <sup>rd</sup> July
Start:	Start:	Start:	Start:	Start:
Finish:	Finish:	Finish:	Finish:	Finish:
Lunch and Break Times				
Breaks are at:				
I need to take (Money/Packed Lunch/Drinks):				
First Day Instructions				
I need to go to:				
I ask for:				
I must wear:				
Any other requirements:				
Travel To and From The Work Place Detail Check List				
I need to leave home by:				
Tested cycle/walking route?:				
Safe place to leave bicycle:				
Details of bus/train/lift going:				
Fares for work will cost:				
Details of bus/train/lift home:				
Any other travel details:				

# Section 1. Preparation

## Top Ten Tips to Maximise Your Work Experience

You will be treated as a junior employee at your work place:



**1. Be Brave!** It is natural to be nervous.

**2. Attend** each day as arranged, on time.

- Late - Phone your employer to explain.
- Genuinely too ill to work - Let your employer and the school know as early as possible.

**3. Wear the right clothing** for your work placement. Ask for advice before you go!



**4. Listen** to, and obey all instructions. Attend your Health and Safety Induction.

**5. Think first!** Always ask if you are not sure.

**6. Tell your supervisor** straight away if there is a problem, or you are worried.



**7. Keep a record** of your week. Use the diary pages in this booklet, or an alternative, every day. You could take photos, or record interviews on your phone (always ask permission first).

**8. Complete the tasks** in this booklet to help you understand more about the organisation.

**9. Be enthusiastic, polite and courteous at all times.**

**10. Thank** all the people who have helped you during the week. Write a thank you letter or card to show your appreciation.



# Section 1. Preparation



## Health and Safety at Work

Employers are responsible for making sure work places are safe, but employees, including work experience students, also have a duty to take proper care.

## Be responsible!

- **Read** your **Stay Safe** guide before you go on placement.
- **Test** your knowledge in your booklet and by using the quiz at [www.placementsurvivalguide.com](http://www.placementsurvivalguide.com)
- **Take part** in a health and safety induction at work.
- **Obey** regulations and all instructions you are given.
- **Listen carefully** to any advice given to you.
- **Read** all instructions carefully.
- **Wear** any safety equipment or clothing you are given.
- **Be tidy** and organised.



You must **NOT** handle **ANY** tools, machinery or equipment  
a) without first being shown how to use them properly  
b) without a supervisor present at all times

## Problems at work:

During your week you will be learning a lot of new skills in unfamiliar surroundings. Your journey may take longer and often you have longer working hours. All these things are likely to make you feel a little anxious and more tired than usual. This is normal.

However, there may be something that makes you feel worried or uncomfortable at work, for example inappropriate language used around you or you may see something is causing a potential hazard such as a chairs stacked in front of a fire exit.

**The best person to tell is your supervisor at work.**








If you feel unable to do this let a parent/guardian, Kim Phillips or a teacher at school know. You can also get advice from the Health and Safety Council at [www.hse.gov.uk](http://www.hse.gov.uk).

## Section 2. During Your Week

Students must undergo a Health and Safety induction at the start of the work placement. Make sure you listen to the person taking your induction and complete task 1. in your break or after work.

### **TASK 1. Complete the following basic details**

Who is the person responsible for Health and Safety?	
Where will you find a First Aider?	
In the event of a fire, what should you do?	
What special safety items are provided by the organisation for you to use?	
What are the most common accidents that occur in the area where you are working?	

### **TASK 2. How are potential dangers dealt with?**

A) Air Pollution	<i>E.g. A large unit extracts sawdust away from the lathes. This is serviced every 6 months to ensure it works properly. Masks are provided for workers to ensure they do not breathe in any dust.</i>
B) Danger to the skin	
C) Guards on machines	

## Section 2. During Your Week

D) Noise	
E) Falling objects	
F) Danger to eyes	
G) Smoking	
H) Any other potential dangers - <i>state danger:</i>	



## Section 2. During Your Week

### TASK 3. Recording your week.

It is difficult to remember everything you see and learn during your placement so it is really important to complete your diary **every day**. If you prefer, you could record your experience on your mobile phone or tablet computer. Always ask permission to use your phone or other device in the workplace and never record anything that is confidential.

On each day of your placement, make a note of:-

- 1) work you observe
- 2) people you meet
- 3) tasks you carry out
- 4) equipment you use
- 5) skills you learn
- 6) mistakes you make (this can be a useful way of learning)
- 7) how you feel

### Diary: Monday, 4<sup>th</sup> July 2016 (Your first day)

Q. How did you feel before you left for work? \_\_\_\_\_

Diary:-



**Words you might find useful are:** adult - anxious - bored – benefit - challenge - colleague - complicated – confident - confused - demonstrate - difficult – different – effort - encouraged - expectation - exhausted – friendly - initiative – instruction- monotonous - nervous – observer - opportunity – satisfactory – thoughtful - tiring – worried - worthwhile



**Summary: Overall, I rate today as a \_\_\_\_\_**  
(0=awful, 1= ok, 2= good, 3= fantastic)

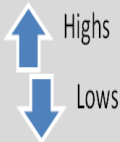
This is because:

**Record your rating here and add to your graph on p21.**

*After your first day, think about how things have gone and if you need to do anything differently. This might be different clothing, get up earlier, take more money for lunch, ask more questions, try harder etc.*

## Section 2. During Your Week

**Diary: Tuesday 5<sup>th</sup> July 2016**

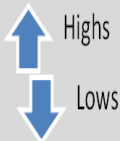


**Summary: Overall, I rate today as a \_\_\_\_\_**  
(0=awful, 1= ok, 2= good, 3= fantastic)  
This is because:

**Record your rating here and add to your graph on p21.**

*A member of school staff will phone or visit from Tuesday onwards to speak to your supervisor, and to you. This is to ask how you are getting on. Use this as an opportunity to let school know about the things you have achieved and anything you are concerned about.*

**Diary: Wednesday 6<sup>st</sup> July 2016**



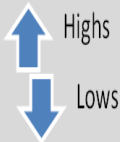
**Summary: Overall, I rate today as a \_\_\_\_\_**  
(0=awful, 1= ok, 2= good, 3= fantastic)  
This is because:

**Record your rating here and add to your graph on p21.**

*You are halfway through your week. Make sure you are making the most of your time. Look for positives, even if the work is not what you expected, you still have the opportunity to learn a lot about work, yourself and meet a lot of new people.*

## Section 2. During Your Week

### Diary: Thursday 7<sup>th</sup> July 2016

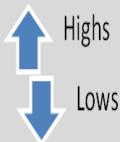


**Summary: Overall, I rate today as a \_\_\_\_\_**  
(0=awful, 1= ok, 2= good, 3= fantastic)  
This is because:

**Record your rating here and add to your graph on p21.**

Finish on a positive and really make an effort tomorrow!  
Remember to thank the people who have helped you this week and to ask your supervisor to complete your blue reference sheet.

### Diary: Friday 8<sup>th</sup> July 2016 (Your last day)



**Summary: Overall, I rate today as a \_\_\_\_\_**  
(0=awful, 1= ok, 2= good, 3= fantastic)  
This is because:

**Record your rating here and add to your graph on p21.**

*It's all over now! You can arrange your own work experience, work shadowing or paid work privately in a holiday time, if the company and your parent/guardian are happy with the arrangements.*

**Review: Look at the graph you have plotted on how you felt after each day of work experience, on page 21.**

## Section 2. During Your Week


### TASK 4. A study of the organisation.

Complete this section as fully as possible to give you a better idea of how the company or work place is organised.


Your supervisor or another member of staff will be able to help you complete this study, but you will need to arrange a suitable time when they are free to talk to you. There may be some questions that are not relevant to your work place.

You may also have the opportunity to ask other staff questions. The company may be able to give you publicity materials, brochures or reports that could provide further information.

**Remember to be polite at all times when asking questions.**




<b>1. Name of the company</b>	
<b>2. Type of industry</b> e.g. service, retail etc	
<b>3. What does the company specifically do or make?</b>	
<b>4. Who are the company's customers?</b> Who does the company sell it's product to or perform a service for?	

## Section 2. During Your Week

<p><b>5. How many people are directly employed by the company?</b></p>	
<p><b>6. Is there a Personnel Officer or Human Resources Officer?</b> This is a person employed to look after the workforce.</p>	
<p><b>7. Who is in overall charge of the company?</b> This could be a board of people or an owner or manager etc.</p>	
<p><b>8. Who owns the company?</b> This could be a group or an individual person, or it could be a charity or public body.</p>	
<p><b>9. Other useful info?</b> E.g. Time off for study Apprenticeships Graduate programs Trade unions membership, Discount products, Subsidised canteen Health Care benefits etc.</p>	

# Section 2. During Your Week

## TASK 5. Equal opportunities in the organisation

<p><b>1. Is the work done by mainly men, mainly women or almost equal amounts of each sex?</b></p>	
<p><b>2. Are there any reasons for this?</b> E.g. tradition, strength or agility needed, hours worked etc.</p>	
<p><b>3. Are any of the senior managers or owners of the company, female?</b></p>	
<p><b>4. Does the company have any workers with a disability?</b></p>	
<p><b>5. What facilities are provided for customers and workers with a disability?</b></p>	
<p><b>6. Does the company have it's own crèche facility?</b></p>	
<p><b>7. Is it possible to do the work part time, as a job share or with flexible working patterns?</b></p>	

## Section 2. During Your Week

### TASK 6. A study of roles within the organisation.

**1. What job roles are there?** E.g. In a hospital, there would be engineers, admin, cooks, porters etc.

**2. Choose a role that appeals to you. Ask politely if you can conduct a short interview with someone doing this job to find out some details.**

**A) Job Title:**

**B) What qualifications or experience are required to start?**

**C) What on-going training is needed?**

**D) What are the 5 main tasks?**

- 1.
- 2.
- 3.
- 4.
- 5.




**E) How many people do this role within the company?**

**F) What is the most enjoyable part of the job?**

**G) What is the least enjoyable part of the job?**

# Section 2. During Your Week

## TASK 7. How is I.C.T. used in the work place?

<p><b>1. What is ICT used for at the company?</b> E.g. stock control, wages, advertising, design, customers payment etc,</p>	
<p><b>2. Which ICT packages are used?</b> E.g. word processing, spread sheets, databases etc.</p>	
<p><b>3. Are ICT packages “off the shelf” such as Microsoft Word and Excel or are they especially designed for the company?</b></p>	
<p><b>4. How is electronic data entered?</b> E.g. Bar codes, keyboard, scanners etc</p>	
<p><b>5. What types of electronic outputs are available?</b> E.g. letters, printed information, emails etc</p>	
<p><b>6. How are staff trained to use the systems?</b> E.g. staff trainer, attend college etc.</p>	
<p><b>7. How has I.C.T. helped the organisation to develop compared to manual methods?</b></p>	



## Section 3. Follow Up

### Review: Looking back on Work Experience Week

Your work experience placement may have helped you to sort out some important questions about yourself and given you an insight into working life. Now you are back in school it is useful to reflect upon your placement and think about what you have learnt.

Please complete these questions as fully as possible.

Your work diary and the information you gathered during your placement will help you complete your review.

This summary will be useful for your CV and personal statements you will need for applications for work and courses during Year 11.

### TASK 8. Describe your work

Tick all boxes that apply to your work placement

**A. The Workplace:** Was the work mainly:-

Indoors

Driving around

Outdoors

Other (give details) \_\_\_\_\_



**B. Conditions:** Did you have to work with:-

Heat

Noise

Dust

Smell

Cold

Dirt

Stress

Other (give details) \_\_\_\_\_

## Section 3. Follow Up

**C. Activity:** Was the work involved mainly:-

- Sitting                       Walking                       Lifting  
 Standing  
 Other (give details) \_\_\_\_\_

**D. Your work:** What were your 5 main duties or tasks?

1.	
2.	
3.	
4.	
5.	

### TASK 9. Key skills:

Key skills are a useful set of basic skills needed for all types of role—paid work, voluntary work and in education or training.

**Key Skills are:**

- \*Application of number
- \*Improving Own Performance and Learning
- \*Communication
- \*Problem Solving and Working with Others.
- \*Information Technology

Employers value good Key Skills. Think about how you used Key Skills in your week of work experience. And record them overleaf.



# Section 3. Follow Up

## TASK 9. Key skills:

How did you use Key Skills in the work place?

### Application of number

How did you use numbers and data?



### Communication

What information did you explain to others by speaking to them directly, using the phone, writing, diagrams, via the computer etc?

### Information Technology

What computers, handheld devices, computer aided machinery etc. did you use?

### Improving Own Learning and Performance

Name at least 2 new things that you learnt to do, or learnt about.  
Then set yourself a target on page 21.



### Problem Solving

Did you have to find a solution to a problem or come up with a new way of doing something while on work experience?

### Working With Others

How did you work with others to produce a product or provide a service?



## Section 3. Follow Up

### TASK 10. Improving own learning & performance

#### Your Target

Now record a target to improve at least one key skill needed in a working environment. For example, if you have a problem with chatting in class this would be to improve **working with others**.

Set yourself a realistic target such as no C3s for talking in class by the end of the Autumn term.

Work out a strategy to achieve this. You may need to ask for suggestions from teachers, friends or family.

**My target is to:**

**Key skill is: -**

**To achieve this I need to:**

**I will achieve this target by:**

**Date I actually achieved my target:**



#### Anything else?

Was there any information that your supervisor or a work colleague promised to send you, or a follow up task you were going to do?

List any items here as a reminder.



## Section 3. Follow Up

### TASK 11. Your feelings about the week

#### A. Complete your graph

Transfer your feelings about how you felt each day you spent on work experience went, by plotting the rating on the graph with a x.  
Code: 0=awful, 1= ok, 2= good, 3= fantastic

Day/Rating	0	1	2	3
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

#### B. Look at how your feelings changed during the week. Why was this?

#### C. What would you have done differently?

#### D. What 2 pieces of advice would you give to Year 9 students?

1.

2.



## Section 3. Follow Up

**Acknowledging the support and opportunities you have been given.**

**TASK 12. Produce a personal thank you letter to your employer.**

Writing a letter or thank you card may seem archaic, but everyone still likes to receive something nice through the post.

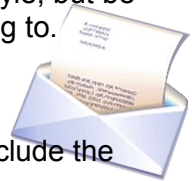
You could make or buy a card, or produce a letter using the computer. It doesn't need to be particularly long or detailed but it is important that you show your appreciation.

Neither the staff or the company with whom you spent your week get paid for the extra work required to support you and provide you with an interesting placement. They offer support because they want to help young people. Often there is a lot of preparation work involved such as risk assessments, inspections and paperwork, that all have to be completed before you are allowed to attend a work placement.

On the next page is a basic guide to writing a thank you letter. You can change and expand the letter to your own style, but be careful to remember the type of person you are writing to.

**Before you send your letter:**

- Check your spellings and grammar.
- Check names and addresses are correct and include the postcode.
- Check you have completed your name and address correctly. You can use the school address if you prefer.



If you would like this template sent to you electronically, please ask.

**By writing a thank you letter you are acknowledging all the work involved for the employer, and showing your appreciation of the fantastic, real life learning opportunity you have received. This also encourages the company to take on a student again.**

I completed and sent my thank you letter on: \_\_\_ / \_\_\_ / 2016.

# Section 3. Follow Up

## Thank you letter template

<i>Contact Name</i> <i>Employer Name</i> <i>Employer Address</i> <i>Employer Postcode</i>	
	<i>Your Name</i> <i>Your Address</i>
<i>Today's Date</i>	
<b>Dear Contact name</b>	
<p><b>Thank you very much for my week at <i>company name</i>. I learnt a great deal and particularly valued <i>learning about / being able to / working with.....</i></b></p> <p><b>As a result of my work experience I am now (<i>more</i>) interested in a career in <i>type of career or area of work you are interested in</i>.</b></p> <p><b>My week of work experience has made me realise e.g. <i>I need to work even harder at school and I have set myself a target to concentrate on getting my grades up / time keeping / improving attendance etc.</i></b></p> <p><b>Please thank all the staff that supported me and made me so welcome during the week.</b></p>	
<b>Yours sincerely,</b> <i>Sign your name</i>	
<i>Print your name clearly underneath your signature</i>	

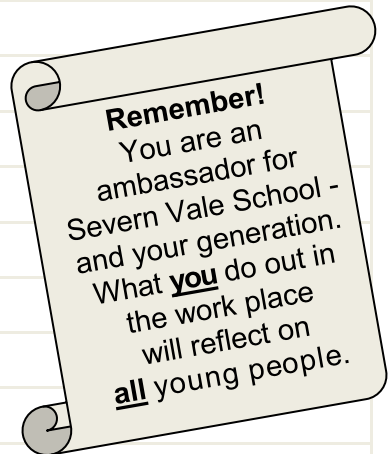
- Make sure you have checked your spelling and grammar –full stops, capital letters, paragraphs etc.
- Make sure you have spelt names correctly and have the correct address.

# «Student Forename» «Student Surname»'s booklet



Space for your notes:

Lined area for student notes.



## Take care of this booklet, you will need it :-

- 1. Preparation:** Make sure of arrangements to reduce worry..
- 2. During:** Carry out all the tasks in Section 2. to help you make the most of your time in the work place, including a diary.
- 3. Follow Up:** Review your experience in lessons, then keep this ii a safe place for future reference or hand in to take part in the Diary Competition. (it will be returned to you).

**\*Do not lose. A replacement booklet will cost £2\***