



Newport Girls' High School
Careers and Information Guidance Programme
Work Experience

Pupil Record and Log Book

Name: _____

Form: _____

NEWPORT GIRLS HIGH SCHOOL

WORK EXPERIENCE WEEK

By now you should have a secure placement for your work experience. In the box below, please give details of your work experience placement, and briefly explain why you chose it:

The work experience that you are preparing for is a very important part of your time at school.

The purpose of the placement is to:

1. Provide an opportunity to get first-hand experience of typical working life
2. Give you chance to find out about particular jobs and careers
3. Help you recognise, learn and apply skills relevant to the workplace
4. Help you get a clear idea of the disciplines and relationships in the workplace

The school would like you to get the most out of the experience and so this booklet aims to clarify what is required to prepare for it, and then the opportunity and prompts to reflect on it afterwards, so you can utilise it for future applications and your CV.

What do you hope to achieve from this placement?

1

2

3

Try to arrange a visit to the organisation before your placement begins.

My appointment is on: _____

At: _____

With: _____

Take an interest in the organisation in which you will be working. Learn a bit about it before you start, if you can. If they have a website, enter the details here:

Make sure you know exactly where your organisation is, how to get there and how long it takes:

Name of the organisation: _____

Address:

Telephone number: _____

I should report to: _____

On: _____

At: _____

What time do I start? _____

Finish? _____

Breaks are taken at the following times _____

Lunch arrangements? Is there a canteen? _____

In order to arrive at work on time, I will need to leave home at _____

I will travel by _____

I need to wear _____

Are any safety footwear or overalls needed? _____

How to make the right impression

- Expect to be treated as a real employee
- Be prepared to try something new and be willing to learn
- Learn the names of the people you are working with
- Listen carefully and take note of the instructions given. Ask if you don't understand anything.
- If you get into difficulties, keep calm and ask for help. You can always get in touch with school for some advice.
- Remember that you are expected to be independent.
- Remember that you are representing your school, your family and yourself, so ensure your behaviour is appropriate at all times. Always be polite.
- Take special care over any safety precautions. Make it your job to find out what the organisation's safety rules are.
- Don't be afraid to talk to the people you are working with - it's an excellent way to develop your communication skills and also to make contacts.
- Avoid talking outside about the private and personal things you may learn on your work experience.

If you cannot attend your work experience

Please make sure that you telephone the school and your employer as early as possible to ensure they know your whereabouts.

School contact:

School telephone number:

Employer name and telephone number:

What are your expectations?

Working hours?

Work environment (compared to school)?

How you will be treated as an employee?

Any other differences with school life?

On placement: Health and Safety

As soon as you start, or before you go on work experience, it is important that you learn all you can about health and safety at your placement.

Find out the answers to these few questions. Ask other people to help you.

Questions	Answers
Where is the First Aid box kept?	
Where is the fire fighting equipment kept and where is the main fire escape?	
Is there a fire alarm test? If yes, when?	
Where do I assemble if there is a fire?	
Are there arrangements for evacuating disabled people? What are they?	

To whom do I report injuries or hazards?	
Are there any restricted areas in the workplace which are no go areas? Specify which they are.	
Which machines/equipment am I allowed to use?	
What special clothing or equipment might I need to wear or use?	
Which Health & Safety signs will I need to read and understand? These may be on the walls, machines or equipment.	
Is there a Trade Union Safety representative for the department or organisation? What is their role?	

When you have completed the questionnaire ask your employer to check and sign it.

Signed (pupil) _____ Date _____

Signed (employer) _____ Date _____

Discuss this with your parents/carers too.

Health and Safety Induction

During your work experience placement you will be treated as an employee. You must follow the rules regarding Health & Safety at all times. All companies have their own rules and will have signs posted around the buildings to remind you.

The Health & Safety (Safety signs & signals) Regulations 1996

These regulations provide the legal means to require employers to provide safety signs in a variety of situations where there is a significant risk to health and safety which has not been avoided or controlled satisfactorily by other methods.

Know your safety signs

-  **Prohibition signs (Do not do)**
Signs prohibiting certain behaviour
e.g. No Smoking
-  **Warning signs (Caution, Danger)**
Signs which indicate a specific course of action is to be followed
e.g. Danger high voltage
-  **Mandatory signs (You must do)**
Signs which indicate a specific course of action is to be followed
e.g. Safety helmets must be worn
-  **Safe Condition Signs (Safest way)**
Signs giving information about safe conditions, doors, exits and escape routes
e.g. Fire exits
-  **Fire signs (Fire fighting equipment)**
Signs indicating the location of fire fighting equipment
e.g. Fire point

Equal opportunities

Are most of the people you are working with men or women or roughly equal?	
Are different ethnic groups represented in the workplace?	

Describe the age range of the people you have been working with (you don't need actual ages!)	
Are there people doing jobs which you would consider non-stereotypical?	
What arrangements are there for disabled workers/customers?	
Does the company have an Equal Opportunities policy? Why?	
Find out if the company has 'family friendly' policies? Give an example.	

Outcomes of Work Experience Week: Reflection

- You will be able to use these reflections as a record of your learning
- Through keeping a record you will have **evidence** of your involvement
- You will have specific materials to be used in a personal statement for UCAS, work experience or part time work applications

What have you learned about yourself this week?

How did you feel after the first day? Did you feel differently at the end of the week?

Thinking about the work experience you took part in:-

A) What did you enjoy about the work?

B) What did you find difficult or dislike about the placement?

C) What can you learn from this evaluation?

What do you think you did well? - give evidence of this

What did you think you could have improved upon? - give examples.

What did you learn about careers from what you did?

I have enjoyed...

I disliked...

My biggest challenges were...

I think the skills I demonstrated well were...

I think the skills I need to develop are...

What action do I need to take next? e.g. research higher education, gain more work experience, update CV?

Work experience debrief

In small groups discuss the following:

- 1) Exchange details of your placement.
- 2) Recount one particular event on the placement which was a positive learning experience.
- 3) Consider what you have learnt with regard to your communication skills. Share this with the group.
- 4) Explain the structure of the organisation that you were part of eg, was it a large company, what was the line management or overall management structure?
- 5) Did any health and safety issues become apparent during the placement? If so, how were they dealt with?
- 6) To what extent do you feel better informed about this area of work.
- 7) Consider what you will say in the thank you letter to your employer.

FOR COMPLETION IN FOLLOW UP PSHE LESSONS

Thinking about your personal statement...

The work experience week will provide you with evidence that can be used in your personal statement. This could be for university but equally might be used to gain work experience placements or part time work.

The following space is for you to put into words the experiences you have had.

Consider these points:-

- What opportunities and challenges you faced
- What skills and attitudes you recognised and demonstrated
- What evidence you have of this
- How these skills and attitudes are useful to you in your future plans
- What you learnt about working in a team
- What you learnt about yourself
- How this experience has made you a better prospective university student or employee

Use this space for a Spider diagram of your thoughts and then complete a more formal write up.

