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**PLACEMENT INFORMATION**

**About your placement**

Company Name ……………………………………………………………………

Address ……………………………………………………………………

……………………………………………………………………

Telephone ……………………………………………………………………

Contact Person ……………………………………………………………………

**Answer all these questions before your first day**

1. What do I have to wear?

……………………………………………………………………….…………………………

2. Who do I contact if I can’t get to work?

…………………………………………………………………………………………………

3. How will I get to work?

…………………………………………………………………………………………………

4. Who should you report to on your first day?

…………………………………………………………………………………………………

**PLACEMENT PREPARATION**

* Contact your employer before you are due to start in order to check that they are still expecting you and arrangements haven’t changed since you last spoke to them.
* Ensure you have all the information you will need to start work.
* Please note: it is very important to let the employer **AND** school know if you are unable to attend your placement for any reason.

Employers phone number: …………………………………………………………

School phone number: 01275 876744 Mrs Iles or Mr Newall

* On the first day your employer should go through a Health and safety Induction with you either using their forms or the completing the form enclosed in this book (page to 15) .
* Take your Work Experience Log Book to your placement to complete and you must ask your supervisor to complete the “Employer Assessment” for you at the end of the week. Your Log Book is an excellent record of your achievement and can be used as evidence during College or work interviews.
* If you need any additional information regarding work experience please speak to Mrs Iles. You can also ring her at school at any time during your placement if you need advice and guidance on any matter relating to your placement. (Tel 01275 876744)

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**YOUR SKILLS**

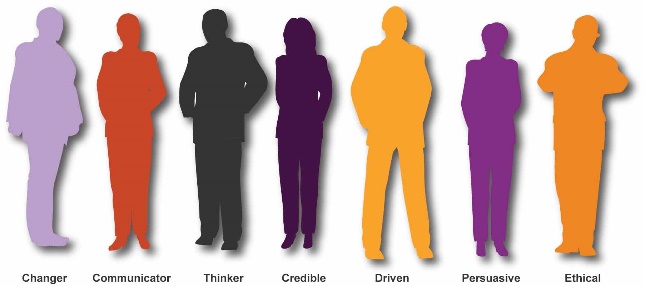
This is really important as we often forget to consider the skills we have and it will be useful for you to see what affect work experience has had on your skills and qualities.

**\*Please rate your personal qualities 1 – 5 (5 = Excellent)**

|  |  |  |
| --- | --- | --- |
| **PERSONAL SKILLS & QUALITIES** | **Before work experience** | **After work experience** |
| **\*RATING**  **1 - 5** | **\*RATING**  **1 - 5** |
| **I am a good time keeper** |  |  |
| **I am a good attender** |  |  |
| **I am a safe worker** |  |  |
| **I take pride in my work** |  |  |
| **I am positive and enthusiastic about the things I am asked to do** |  |  |
| **I get on well with older people** |  |  |
| **I am hard working** |  |  |
| **I ask for more work when a job is done** |  |  |
| **I have the confidence to ask questions** |  |  |

**\*How good are your Key Skills? 1 – 5 (5 = excellent)**

|  |  |  |  |
| --- | --- | --- | --- |
| **KEY SKILLS** | **TASKS** | **Before work experience** | **After work experience** |
| **\*RATING 1 -5** | **\*RATING 1 -5** |
| **Communication** | **I can talk to people about their job** |  |  |
| **I can take and pass on messages** |  |  |
| **Number** | **I can be a good time-keeper** |  |  |
| **I can work well with figures** |  |  |
| **Information Technology** | **I can word-process work** |  |  |
| **I can use IT to present work effectively** |  |  |
| **Improving Own Learning** | **I can set targets for myself** |  |  |
| **I can produce evidence to show I have met my targets (work experience diary/report)** |  |  |
| **Problem Solving** | **I can get help if I see a problem in the workplace** |  |  |
| **I can follow instructions to solve a problem in the workplace** |  |  |
| **Working with others** | **I can work as part of a team** |  |  |
| **I can work on my own** |  |  |

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**PLACEMENT DIARY**

By filling in this diary you will be able to reflect on the various duties you have carried out during the week. This will also help you complete your self-assessment form. Note: Your employer will also be viewing this diary when completing the Employer Assessment Form.

**Day 1 Date…………………………………**

What did you do today?

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

What did you enjoy most?

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**Day 2 Date…………………………………**

What did you do today?

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

What did you enjoy most?

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**Day 3 Date…………………………………**

What did you do today?

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

What did you enjoy most?

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Is there anything you need to ask for supervisor at this point in the week?

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….

**Day 4 Date…………………………………**

What did you do today?

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

What did you enjoy most?

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**Day 5 Date…………………………………**

What did you do today?

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

What did you enjoy most?

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

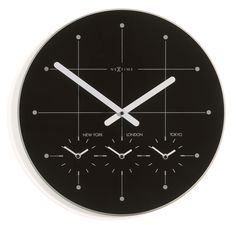
* Remember to thank anyone at the work place who has helped you.
* Have you got the information you need to be able to tell others about your placement and can you describe what the company actually does?

Your diary will also be useful when discussing your placement with the member of school staff visiting you during the week.

Please note that if you are taking part in an out of area placement a member of staff will contact your employer by phone to check on your progress.



**ATTENDANCE & TIME KEEPING**

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Keep a record of your time keeping on each day of work experience.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Day | Monday | Tuesday | Wednesday | Thursday | Friday |
| Date |  |  |  |  |  |
| In work? |  |  |  |  |  |
| Time started |  |  |  |  |  |
| Time finished |  |  |  |  |  |

(Please note that if you are taking part in an out of area placement or if a member of staff unable to visit you, we will contact your employer by phone to check on your progress.)

**TEACHER VISIT**

**Comments:**

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STUDENT SELF ASSESSMENT**

Give a brief description of the main duties you have carried out this week.

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………....

**What did you learn from you placement?**

Write about new skills and knowledge you have developed and consider if your attitudes have changed after being in the work place.

You may like to include how work experience has contributed to your personal and social development, e.g. building confidence, understanding more about team work and getting on with others, if this is relevant to you.

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How has work experience helped you to think about what sort of work you would like to do when you finish your education?

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Were you well suited to the sort of work and surroundings on your placement? (Explain how and why you were / were not suited to it)

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..….

Any other comments you would like to make about your placement

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**EMPLOYER ASSESSMENT**

**Thank you for taking our student for work experience.**

**Please complete this form at the end of the placement.**

**\*please tick the appropriate box**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Excellent** | **Very good** | **Good** | **Acceptable** | **Needs improvement** | **Not Applicable** |
| **ATTITUDE** | | | | | | |
| **Enthusiasm** |  |  |  |  |  |  |
| **Perseverance** |  |  |  |  |  |  |
| **Confidence** |  |  |  |  |  |  |
| **Co-operation** |  |  |  |  |  |  |
| **Accepting advice/direction** |  |  |  |  |  |  |
| **KEY SKILLS** | | | | | | |
| **Communication** |  |  |  |  |  |  |
| **Numerical** |  |  |  |  |  |  |
| **Problem solving** |  |  |  |  |  |  |
| **Team working** |  |  |  |  |  |  |
| **Initiative** |  |  |  |  |  |  |
| **Competence with tasks** |  |  |  |  |  |  |
| **GENERAL** | | | | | | |
| **Appearance** |  |  |  |  |  |  |
| **Punctuality** |  |  |  |  |  |  |
| **Reliability** |  |  |  |  |  |  |

**Employer Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please add any comments you would like to make about this student and include any constructive advice you may wish to add (if a separate report has already been written put ‘see attached’ and place the report inside this book).

**EMPLOYER REPORT**

**Employer Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_**

Thank you for participating in Clevedon School Work Experience Scheme which gives our students such a valuable insight in to the world of work.

Thank you also for taking the time to complete this report. Please don’t hesitate to contact me at school on 01275 876744 if you would like to discuss any aspect of this placement.

**Hayley Iles**

**Work Experience Co-ordinator**

|  |  |  |  |
| --- | --- | --- | --- |
| **INDUCTION TO THE WORK PLACEMENT: HEALTH & SAFETY** | | **Pupil Initials** | **Supervisor Initials** |
| ***EMPLOYERS RESPONSIBILITIES***  I have been informed about the employers responsibilities for myself and other staff | | | |
| › | To provide a safe work place |  |  |
| › | To provide a safe means of access to the work place |  |  |
| › | To provide a safe system of work |  |  |
| › | To protect staff from unnecessary risk of injury |  |  |
| ***YOUR RESPONSIBILITIES***  I have been informed about my health & safety responsibilities while at work | | | |
| › | To take reasonable care of my own health and safety |  |  |
| › | To take reasonable care towards others in my workplace |  |  |
| › | To cooperate with the employer in any health and safety measures they have put in place |  |  |
| ***RISK ASSESSMENTS*** | | | |
| › | I have been told about any risk assessments which will affect me in the workplace |  |  |
| › | I am clear about what I may and may not do |  |  |
| › | I am clear about any protection equipment or clothing I must use and who will provide it |  |  |
| › | I know who to talk to if I am asked to do something which I feel I should not do |  |  |
| › | My parents are aware of what I am doing during my work experience placement |  |  |
| ***HEALTH & SAFETY POLICY*** | | | |
| › | The company’s health & safety policy has been explained to me |  |  |
| › | I have seen a copy (if it is written down) |  |  |
| › | I know the name of the person responsible for the health & safety in my workplace |  |  |
| ***EMERGENCIES & FIRE ARRANGEMENTS*** | | | |
| › | I know how to get away from my workplace in the event of a fire or other emergency |  |  |
| › | The fire exit and escape routes are marked and have been pointed out to me |  |  |
| ***PROHIBITIONS / MACHINERY & EQUIPMENT*** | | | |
| › | I know which machines and equipment I must not use |  |  |
| ›  12 | I know which substances I must not use |  |  |
| › | I know the activities I must not take part in |  |  |
| › | I know what work areas I must not enter |  |  |
| › | I know that I must be instructed on how to use any machinery / equipment before I do so |  |  |
| › | I know when I have to wear protective clothing , footwear or equipment in my workplace |  |  |
| ***ACCIDENTS*** | | | |
| › | I know who to tell if I have an accident or injury in my workplace |  |  |
| ***FIRST AID*** | | | |
| › | I know about first aid arrangements and where the first aid box is kept in my workplace |  |  |
| › | I know the name of the First Aider in my workplace |  |  |
| ***SUPERVISION*** | | | |
| › | I know the activities where I must always be supervised |  |  |
| › | My parents are aware that during lunch times I may be unsupervised and may be allowed to leave the premises |  |  |

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| --- | --- | --- |
| **RISK ASSESSMENT FOR STUDENTS ON WORK EXPERIENCE** | | |
| The Health & Safety (Young Persons) Regulations 1997 require employers to carry out a risk assessment for students on work experience. You may use this form to assist compliance. Once completed the sheet should be shown to parent/carer. | | |
| **Step 1 – HAZARD** | | |
| A hazard is a potential for something to cause harm. E.g. Hazards can include substances, machines, energy forms, or the way work is carried out. | | |
| **Step 2 – RISK** | | |
| Risk is the likelihood that harm will actually be done by the realisation of the hazard during the way work is carried out. | | |
| **Step 3 - CONTROL MEASURES** | | |
| **Step 1 – HAZARD** | **Step 2 – RISK** | **Step 3 - CONTROL** |
| **List significant hazards** | **Identify the risk to individuals** | **Measures in place to minimise risk** |
| Eg. A road is the hazard | Crossing it is the risk | Use a crossing – check before you cross, do not cross between cars, make sure that the driver can see you, especially at night. |
| Eg. A boiling kettle | Spilling it is the risk | Do not over fill the kettle and pour into cup on level and strong surface. |
|  |  |  |
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|  |  |  |
|  |  |  |
|  |  |  |
| *Clothing requirements to supplied by student:* | *PPE supplied by provider:* | *Days/hours/breaks/lunch arrangements:* |
| The Risk Assessment supplied above is based on the best information within the information available within the organisation on the above date. The risk assessment addresses the risk to the student for the duration of the wok experience placement and takes into account their possible lack of maturity, experience and training. The content of the risk assessment will remain under review and may be amended or added to, to to take into account the individual needs of the student and significant changes in the way the organisation operates. | | |
| 15 | | |
| **ADDITIONAL NOTES** | | |
|  | | |

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