

Work Experience Log Book

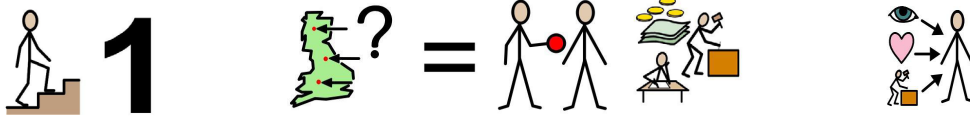
Student Activity (SEND)

Section 1



What is work experience

Work experience is a period of time during which a young person, usually a student, works for a company or organisation in order to get experience of a particular type of work. It is often a good opportunity to help you decide if you would like to work in that job role in the future.



Step 1 - Where is your work experience?



When does your work experience start?



When does your work experience finish?



What are you looking forward to doing during your work experience?





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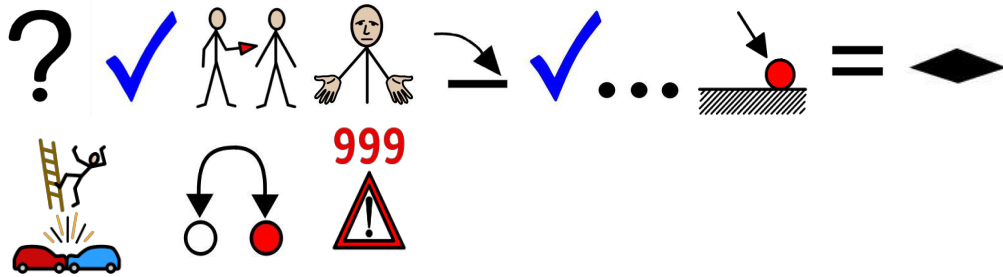
Step 2 - Health and Safety

Whilst on your work experience, you will be assigned to a member of staff who will support you during your time there. It is important that you stay safe whilst on work experience so the employer should have a conversation with you about what to do if there is an accident or emergency.

Have you had the Health and Safety conversation with your employer?

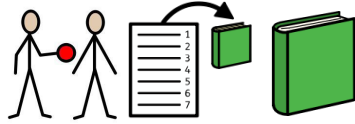


Who can you go to for help?



What do you need to do if there is an accident or emergency?

Section 2



Your log book

In this section you will be able to keep a daily log of your work experience. You can include a description of the tasks and activities you took part in. You can also record any questions you might have.



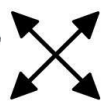
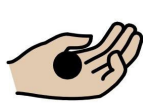
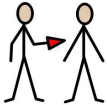
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STEP 1 - ANY QUESTIONS

Make sure that you write down any questions you might have before you start your work experience and any that you think of during your work experience that you would like to ask.

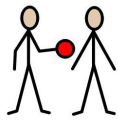


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Do you have any questions?



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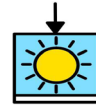
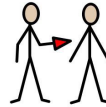
Step 2 - Your log book



Date



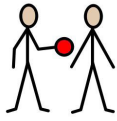
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Describe what you did today



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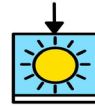
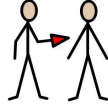
Step 2 - Your log book



Date

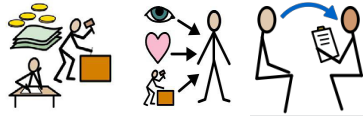


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Describe what you did today

Section 3



Work Experience Evaluation

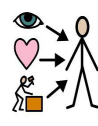
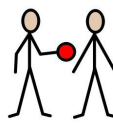
In this section you will be able to discuss your work experience. You will also be able to discuss what went well and what could have been better. You will also be able to discuss whether it has helped you to decide on your future job role. Your employer will also be able to provide you with feedback.



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Step 1 - Evaluation



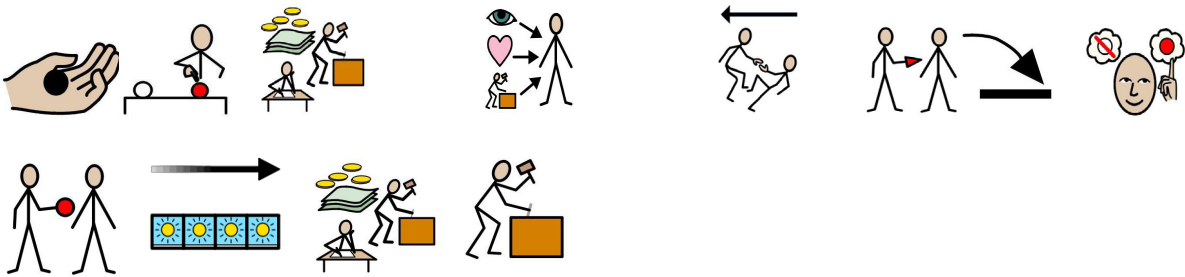
What went well during your work experience?



What could have been better?



What was your favourite part of work experience?



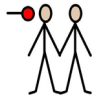
Has this work experience helped you to decide your future job role?



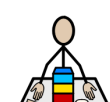
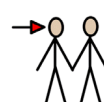
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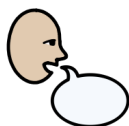
Step 2 - Employer feedback



How was their attendance and punctuality?



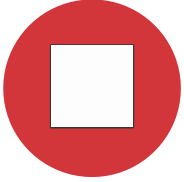
What skills and strengths did they demonstrate?



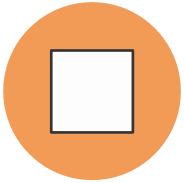
Additional comments

Student Feedback

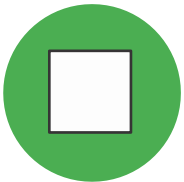
How would you describe your learning in this lesson?



I don't understand the learning in this lesson



It's not easy but I am beginning to understand



I really understand the lesson

Formal Teacher / Teaching Assistant Notes:

Staff Name

Date

Support Required (Tick Box as appropriate)

Independent Physical Verbal One to One Scribe

Explanation of Support