



STANGROUND ACADEMY

Work Experience Journal, Monday 01 July – Friday 05 July 2024

Name: _____

Placement Employer: _____

Work Experience Journal

Work experience can be exciting and nerve wracking at the same time. This journal will help you to plan your journey so it runs smoothly, and then navigate your way around the work place to ensure you get the most out of the experience.

There are five stages to this journal:

- Step 1:** Preparation is key! Find out your travel time, work wear, and know your safety signs **(Week before)**
- Step 2:** Go through the skills builder passport with your employer on the first day and inform them of what they will need to watch out for. Make sure you both understand what is on the form so you can work towards achieving the skills. **(First day)**
- Step 3:** Complete your journal, the mini tasks and interview 2 staff members. **(During placement)**
- Step 4:** Share the skills builder page with your employer. Go through the essential skills together on the first day, then review daily get to sign off any you have achieved during your placement. **(Everyday)**
- Step 5:** Reflect on your experience and log the skills you've gained. **(End of the week)**

Your work experience journey starts here, good luck!



Placements profile

Reporting:

Who are you reporting to during your work experience?

Dates of experience:

Start date: ----- End date: -----

Working hours:

From: ----- am/pm To: ----- am/pm daily

Lunchtime arrangements:

Detail below what your lunchtime arrangements will be e.g. packed lunch, lunch provided by employer, buying lunch etc.

Work wear:

Detail below if you are required to wear particular clothing for your role. For example, a suit, high visibility jacket, company clothing etc.

Will this be provided for you? -----

Travel arrangements:

How will you get to your placement? -----

How long will this take? -----

How much will it cost? -----



Protocols

What do you do if...

You're ill?




































You're going to be late?

You're concerned about any aspect of your placement?

Health and safety:

When you start your experience week, you will be informed of any health and safety rules you need to adhere to. You **must** inform your employer of any medical conditions or health issues you may have, especially if they could affect your ability to undertake certain tasks.

Some safety signs explained:

	MEANING	SHAPE & COLOUR	SYMBOLS	are put inside the safety shape. These are used in all EEC Countries
PROHIBITION	You must not. Do not do. Stop.	 RED means STOP	  	No admittance No smoking No dirty clothes
MANDATORY	You must do. Carry out the action given by the sign.	 BLUE means OBEY	  	Keep clear Head protection must be worn Wear gloves
WARNING	Caution. Risk of danger. Hazard ahead.	 YELLOW means risk of DANGER	  	Danger high voltage Danger mind your head Danger fork lifts in operation
SAFE CONDITION	The safe way. Where to go in an emergency	 GREEN means GO	  	First aid station Emergency phone Emergency exit
MULTI-PURPOSE SIGNS To be used when the hazard requires more than one of the 4 types to convey the safety message.	   	Acetylene Wear masks Warning flammable liquid Protective garments must be worn		
SUPPLEMENTARY TEXT If the safety sign needs additional information it may be added in words.	   	Fire alarm call point DANGER Highly flammable Protective gloves must be worn Electrical gloves		
FIRE EQUIPMENT SIGNS For indicating the location of fire fighting equipment and how they should be used.	   	Fire alarm call point Fire hose reel Fire extinguisher Fire phone		
WORKS TRAFFIC SIGNS Are the same design as public road signs.	      	DANGER IDENTIFICATION MARKING		



Outcomes from your placement

Overall, what do you hope to achieve?

What skills would you like to gain and improve?

What knowledge you would like to gain?

Who can help you to achieve the above?

First day

Who did you meet? -----

What was their role? -----

Who did you work with? -----

What did you do? -----

How did you feel? -----

How do you feel about tomorrow? -----



If you could change one thing you did today, what would it have been?

Mini tasks to complete during the week.

Day 1

Ask a member of staff about their role. Find out one positive about the role, and one challenging part.

Day 2

Speak to a manager about their role. Find out the top 3 employability skills they would look for in a potential employee.

The top 3 skills are _____

Day 3

Summarise your day in five words:

Day 4

Think of an area of your role you have found challenging this week. What could you do to tackle this challenge?

One area I have found challenging is _____

I could tackle this by _____



Day 5

It's important to plan the possible steps to get to whatever destination you want to get to.

Using an A4 piece of paper, plan what your pathway might be to get from where you are now in your education and training journey, to one of the roles in the organisation where you're doing work experience. Once you've done this keep it with your journal ready to discuss when you return to school.

Summary of week

What was your biggest success of the week?

.....

What did you find challenging?

.....

How did you deal with this challenge?

.....

.....

What skills did you gain from this week?

.....

List 5 job titles of employees within the company:

1:

2:

3:

4:

5:



Interviews with employees

Find two members of staff, employed in different roles, and interview them to find out more about their responsibilities, daily challenges and skills required for that job.

Interview with employee 1

What is your job title? -----

What responsibilities do you have?

What qualifications does someone need for this job?

Did you have to do any further training for the role?

Does this training lead to qualifications?

How long have you been in this role?

How did you apply for it?

What skills are needed for it?

What is the best part about your role?

What do you find most challenging?

If you were to give one piece of advice to someone looking to get into your industry, what would it be?



Interview with employee 2

What is your role in the company?

How long have you been in this role?

What responsibilities do you have?

.....

Have you been in similar roles previously?

.....

If I were to interview for a job here, what skills would I need?

.....

.....

How should I prepare for an interview?

.....

.....

If you were to give one piece of advice to someone wanting to work in your company, what would it be?

.....

.....

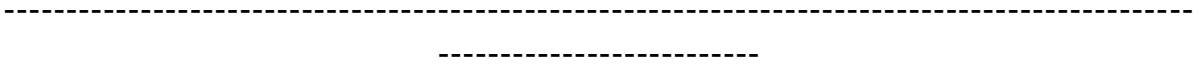
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Skills Builder- Essential Employability Skills

Our Academy is committed to preparing students for their next stage in their career pathway. We fully understand how competitive the employment market it and want to ensure our students are equipped with the skills to navigate this stage confidently.

We have introduced the essential employability skills to our lessons to evidence how our curriculum builds these essential ‘soft skills’, ready for employment.



Employer: During their time with you, can you please sign off when the student demonstrates these skills in action during their work placement. Students who complete this will be rewarded with mock interview and CV writing workshops.

Student: It is your responsibility to present this document to your employer. This is an important task to complete to begin building your evidence of suitability for your first employment. When you complete different tasks, review the table and talk to your employer to see if you have evidenced this.



Y	Problem Solving	Y	Creativity	Y	Staying Positive	Y	Aiming High	Y	Leadership	Y	Teamwork
	I explore complex problems by building my understanding through research		I use creativity in the context of my wider life		I look for opportunities in difficult situations		I set goals, ordering and prioritise tasks to achieve them		I recognise my own strengths and weaknesses as a leader		I contribute to group decision making, whilst recognising the value of others' ideas
	I explore complex problems by analysing the causes and effects		I develop ideas by using mind mapping		I look for opportunities in difficult situations, and share these with others		I set goals and secure the right resources to achieve them		I recognise the strengths and weaknesses of others in my team		I contribute to group decision making, encouraging others to contribute
	I create solutions for complex problems by generating a range of options		I develop ideas by asking myself questions		I look for opportunities in difficult situations, and adapt plans to use these opportunities		I set goals and plan to involve others in the best way		I recognise the strengths and weaknesses of others in my team, and use this to allocate roles accordingly		I improve the team by not creating unhelpful conflicts
	I create solutions for complex problems by evaluating the positive and negative effects of a range of options		I develop ideas by considering different perspectives		I look for opportunities in difficult situations, and create new plans to use these opportunities		I create plans that are informed by my skill set and that of others		I support others through mentorship		I improve the team by resolving unhelpful conflicts
	I analyse complex problems by using logical reasoning		I innovate effectively when working in a group.		I identify risks and gains in opportunities		I create plans that include clear targets to make progress tangible		I support others through coaching		I improve the team by building relationships beyond my immediate team
	I analyse complex problems by creating and testing hypotheses		I innovate effectively by seeking out varied experiences and stimuli		I identify risks and gains in opportunities, and make plans to manage them		I create plans that are informed by external views, including constructive criticism manage them.		I support others through motivating them		I influence the team by reflecting on progress and suggesting improvements
	I implement strategic plans to solve complex problems		I support others to innovate by sharing a range of tools		I support others to stay positive, by managing my own responses		I develop long-term strategies taking into account strengths, weaknesses, opportunities and threats		I reflect on my own leadership style and its effect on others		I influence the team by evaluating successes and failures and sharing lessons
	I implement strategic plans to solve complex problems and assess their success		I support others to innovate by evaluating the right creative tools for different situations		I support others to stay positive, by helping others to see opportunities different situations		I develop long-term strategies that use regular milestones to keep everything on track		I reflect on my own leadership style, and build on my strengths and mitigate my weaknesses		I support the team by evaluating others' strengths and weaknesses, and supporting them accordingly mitigate my weaknesses
	I implement strategic plans to solve complex problems and draw out learning to refine those plans over time		I support others to innovate by coaching them to be more creative		I support others to innovate by coaching them to be more creative		I develop long-term strategies that include feedback loops to support flexibility and adaptability		I reflect on my own leadership style, and adapt my approach according to the situation		I support the team by bringing in external expertise and relationships according to the situation



