

# Borden Grammar School



## Work Experience Work Book

**7<sup>th</sup>-10<sup>th</sup> May 2024**

Name –

Form Group –

Work experience provides you with the chance to see what the world of work really looks and feels like. Enjoy it. It's your chance to learn lots of new skills and become more confident and will be more than likely your first step on the career ladder.

You will get more out of your work experience if you really get involved, so don't be afraid to ask questions if you are not sure about anything.

Filling in this workbook is **your responsibility**, look after it and keep it safe, as it will provide evidence of what you have achieved, which could help you when you make your next step in learning or work. You can also use the information you record here to help build your CV.

## Personal details

Name	
Address	
School email address	
Contact telephone number	
Emergency contact name	
Emergency contact number	
Important medical/additional needs information	

## Pre-placement tasks

Review the information you and your employer have uploaded onto Unifrog and complete the following. This can be found in the 'Placements' section of Unifrog.

Organisation name	
Placement address	
Contact person/who to report to	
Phone number and email address of your contact	
Type of work	
What sort of things will you be doing?	
What should I wear?	
Special equipment I will need (if any)	
How will I get there?	
How long will the journey take?	

How much will the journey cost?	
What time do I need to get up?	
What time do I need to leave home?	
What time do I need to arrive?	
Lunch arrangements	

### My WEX targets:

Here you should list 3 to 5 targets which demonstrate what you would like to gain from completing your work experience.

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

It's a good idea to look through these targets with your employer. Your employer may have other targets they would like to set with you. Please detail these below:

.....

.....

.....

.....

### 'Soft' Skills

These are the skills that help you to perform well in the working world. They are the sort of things that employers look for when they are recruiting. Below are some of the skills that employers would most like their employees to have.

**Write a brief explanation of what you understand each skill to be.**

Integrity	
Problem Solving	
Teamwork	
Initiative	

## Additional Skills

These additional skills will help you stand out from the crowd and shine in your job. Write a brief explanation underneath each one of what each skill means.



Personal Presentation

IT Skills

Communication (written)

Communication (Verbal)

Organisation

Time Management

You will certainly have some of these skills already which you have developed either in school, at home or in activities you do in your own time.

Using the table below, write down some examples of where you have already demonstrated these skills at school, at home or in your leisure time.

Skill	I have demonstrated this already by...	I think this could be demonstrated in the workplace by...
Integrity		
Problem Solving		
Teamwork		
Initiative		
IT skills		
Communication (written)		
Communication (verbal)		
Organisation		
Time management		

## Health and Safety

All workplaces have some hazards. A hazard is something that can cause harm, illness or damage to health or property. The employer has a responsibility to control hazards so that you and other employees are safe but you also have responsibilities, which are to:

- Act responsibly and not do anything to endanger others
- Be tidy in your work
- Follow the health and safety rules and signs
- Report anything you feel is dangerous such as a spillage

You will have a health and safety briefing at the beginning of your first day, during which you will be told about what to do if you have an accident, who the first aider is, what to do if there is a fire and if you need to use any protective clothing or equipment.

Even if all of the rules are carefully followed, accidents sometimes happen at work. If you have an accident, you should tell your supervisor. You should also record it below and let your teacher know about it when you return to school. **If the accident is serious** the school should be notified as soon as possible.

Date and time of the accident	
Where did it happen? (include room or place)	
What happened? (Give a cause if you can)	
If you were injured, what was the injury and what action was taken by the employer?	
Signed (student)	Date
Signed (supervisor)	Date



## Safety signs

You will see signs in the workplace that will help to keep everyone safe. They may not look exactly the same in all workplaces, but they follow the same general rules of shapes and colours.

**Prohibition** signs are red on white background and mean stop/must not.



**Warning** signs warn of dangers and have a black triangle with a yellow background and a symbol representing the hazard.

**Mandatory** signs mean you must obey or do something and have a blue background with a white symbol.



**Safe condition** signs have a green background and show the right way or give directions to things such as fire extinguishers or exits.

## Health and Safety Induction

Please complete this form to record that you have had a Health and Safety Induction.

Tour of work area and welfare facilities	
Supervisor identified	
First Aid facilities and First Aiders identified	
Accident reporting procedures explained	
Safe systems of work explained	
Health and safety precautions identified eg chemical/electrical/mechanical tasks not allowed to be undertaken	
Use of personal protective equipment (PEE) if required demonstrated	
Lifting and handling techniques explained	
Fire warning system explained	
Assembly point identified	
Action on discovering a fire explained	
Importance of keeping fire exits clear of obstruction explained	
Location of fire extinguishers	

I have received and understood the instruction/training/information as indicated above and checked off the individual items when completed.

Name (Student)..... Signature.....

Name (Supervisor)..... Signature.....

Date .....

## Safe-guarding, behaviour, phones, social media and confidentiality

The following is a summary of the key points included in your Personal Development lesson before Work Experience.

It will likely be outlined to you on your first day that the things you learn, the information you engage with etc is confidential to the business. You must not share this information.

You should **not** be using your mobile phone outside of social times or social places and should be respectful of others at all times.

No photographs, videos from work experience should be shared on social media and the workplaces should not be sharing images or details of you without permission from us (which none of them currently have).

### What if something goes wrong?

You need to make a judgement about what it is – have you made a mistake? Got hurt? Been made to feel uncomfortable?

- Tell someone – tell your employer or someone you are working with
- If you've had an accident or a near miss this will need to be reported to your employer and officially logged
- Tell your parent/carer when you get home
- Contact the school – Mrs Mahoney will be in school all week during work experience and there will be an emergency contact number available from 8-5 every day (on the next page)

### What if I'm unwell?

- Tell someone
- If you're not well enough to attend work experience your parent/carer must call the school and report your absence as usual
- You must then contact your employer to let them know too
- You must do this every day you are unwell
- If you become unwell on placement then you should contact your parent/carer and the school. You must not just leave

## Safe-guarding continued

Your employer placement lead has agreed to abide by the following safeguarding policy:

The Employer placement lead (and whoever else is directly interacting with the young person on the placement) should be mature in their attitudes and able to establish good professional relationships with young people;

Physical contact should be avoided where possible, with the understanding that sometimes it is unavoidable, for example when it is necessary to show someone how to operate machinery;

If a student doesn't show up to their placement, or they have an accident during the placement, or the student commits a significant act of indiscipline, you must let the School placement coordinator know right away;

If a young person confides to an adult personal information that gives rise to concern for the young person's safety or the safety of others, the adult should:

- Be open to listening and be non-judgemental;
- Not promise to keep anything secret;
- Write down what the young person said in as much detail as they can, and as soon as possible pass on the information to the School placement coordinator.

## Contact with the school

Mrs Mahoney is the school coordinator for Work Experience so you should contact her if you have any concerns whilst on placement. Her email is [kmahoney@bordengrammar.kent.sch.uk](mailto:kmahoney@bordengrammar.kent.sch.uk) the school number is 01795 424192 and for emergencies there is a school mobile you can call from 8-5 every day during work experience which is **07476399078**.

At the end of Day 1 (Tuesday 7<sup>th</sup> May) we will send a Google Form to your school email, **you must fill this in** and it includes a section where you can request a phone call from one of your teachers during the week.

## Diary Day 1

The following pages give you the opportunity to reflect on what you've learnt during your placement and record information that could help you improve your skills and build your CV.

Tasks I completed today:

--

Brief description of what my employer does:

--

What I found out about health and safety today:

--

What I did well/am proud of today:

--

On reflection I would have done this differently:

--

## Diary Day 2

Tasks I completed today:

--

The different types of job at my work placement:

--

Employability skills I used:

--

What I did well/am proud of today:

--

On reflection I would have done this differently:

--

## Diary Day 3

Tasks I completed today:

--

Qualifications I would need to do this job:

--

Employability skills I used:

--

What I did well/am proud of today:

--

On reflection I would have done this differently:

--

## Diary Day 4

Tasks I completed today:

--

Important things I learnt this week were:

--

Employability skills I used:

--

What I did well/am proud of today:

--

On reflection I would have done this differently:

--



## My Work Experience review

Summary of the main tasks I carried out during my placement:

These were the high points of my placement:

These were the low points:

I feel these skills are a strength of mine:

I need to work on the following skills:

The most important thing I learnt this week was:

If I had my time again I would do these things differently:

## Skills self-assessment

How well do you think you did on your work experience placement?  
Complete the table below.

Skill	Very good	Good	Need to improve
Integrity			
Problem Solving			
Teamwork			
Initiative			
IT skills			
Communication (written)			
Communication (verbal)			
Organisation			
Time management			

Before your placement, what thoughts did you have about your future career?

What impact has your placement had on your career plans? In what way?

## Employer assessment

This will be completed on Unifrog when you return but if they or parents would like to include any additional comments these can be made below or emailed to Mrs Mahoney

[kmahoney@bordengrammar.kent.sch.uk](mailto:kmahoney@bordengrammar.kent.sch.uk)

## Parent/Carer comments