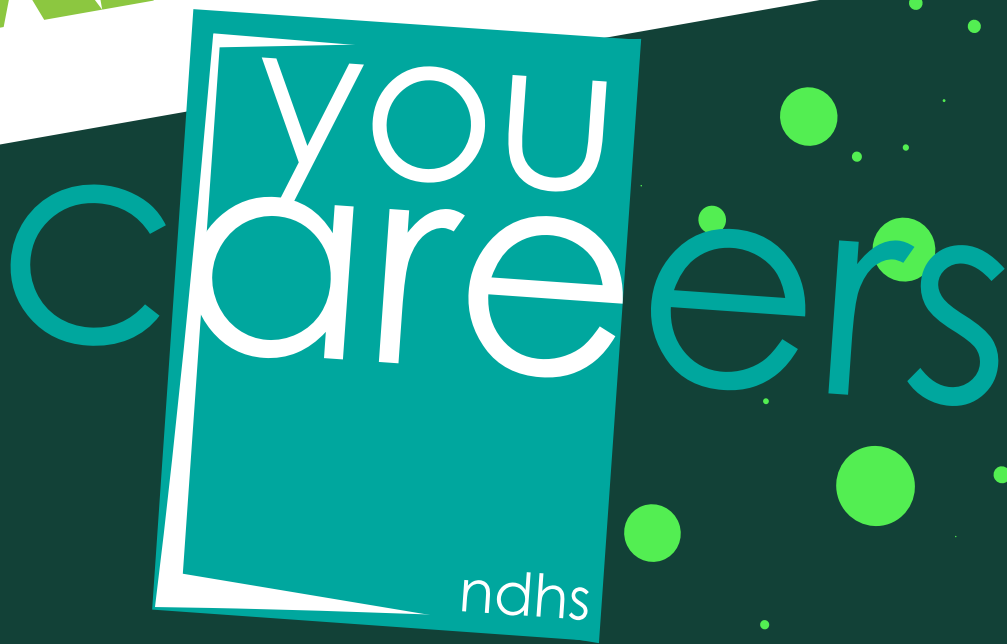


YEAR 10

WORK EXPERIENCE



NOTRE DAME HIGH SCHOOL

Name

Form

Date



**THE ONLY SOURCE OF KNOWLEDGE
IS EXPERIENCE**

EINSTEIN

WHAT IS IN THIS BOOKLET?

04-Getting started

05-Placement Information

06-Placement log

07- Work experience Review

08-Employer Evaluation

09-Work Shadowing Evaluation

10-Evaluation continued

GETTING STARTED WITH WORK EXPERIENCE

To really get the most out of work experience, you'll need to be proactive. Here are ten top tips to make sure your work experience is time well spent.

Make a good first impression

First impressions really do count. Make sure you turn up on time, are suitably dressed (if in doubt, better to go smarter), and are raring to go. If you show you're friendly, reliable, and competent from the get-go, chances are more opportunities will come your way.

Get to know people

Greet everyone you meet with a smile and try and introduce yourself to everybody you'll be working with. Don't be afraid to ask people about their roles and how they got to where they are now – they'll be flattered!

Be organised

While you'll have guidance during your placement, you can't expect to be spoon-fed the whole time. Listen carefully to instructions and note down important meetings, dates, and deadlines to help manage your time effectively.

Get involved

It might sound obvious, but the more you get stuck in, the more experience you'll gain. Be enthusiastic about any task – big or small – and use your initiative to go above and beyond what's asked of you.

Ask questions

There's no shame in asking for clarification if you're not sure what you're doing – in fact, employers will respect that you have the guts to ask. But be resourceful – think twice about asking a question that could be answered with a quick Google search.

Make suggestions

If you think you've got a valuable comment to add, don't be afraid to speak up. Employers love people with ideas, and your contribution – whether your idea is taken up or not – will be appreciated.

Offer to help

When you speak to people, ask after their current projects and emphasise that you'd like to get involved. Showing you're approachable and keen will ensure they think of you when they need an extra pair of hands.

Make notes

Jot down any useful information about particular tasks you've worked on and skills you've picked up. That way you'll have a record of everything you need to take away from your time there – handy for future job applications!

Ask for feedback

Try and gather informal feedback from your supervisor as you go along, rather than just waiting for a report at the end – it gives you a chance to improve throughout your time there, and shows that you care that you're doing a good job.

Reflect on your work experience

It's important to be honest with yourself when reflecting on your placement. If you didn't particularly enjoy it, it doesn't mean it's been a massive waste of your time. Even if the only thing you take away from the experience is knowing you don't want to work in that industry, it's been useful!



INFORMATION ABOUT MY PLACEMENT

Date of placement: From _____ to _____

Daily working hours: From _____ to _____

Who will I report to?

Telephone/mobile number of my contact:

What sort of work will I be doing?

What will I wear?

Special equipment I will need (if any):

How will I get there? How long will the journey take?

How much will it cost?

What time will I need to get up?

WORK EXPERIENCE LOG



Getting prepared! Think about how you have demonstrated the following skills before

Skills	I have demonstrated this in the past by....	How I could develop this during my work placement
Personal presentation		
Enthusiasm and Initiative		
Communication and Literacy		
Time management and organisation		
Numeracy		
Problem solving and creativity		
Teamwork		
Negotiation and decision making		
Technology		

MY WORK EXPERIENCE REVIEW

EMPLOYER EVALUATION

Task I completed today	
Skills I have used (remember the list on Pg 6) and how I demonstrated them:	
Brief description of what my employer does:	
What I found out about health and safety:	
What I did well and I am proud of today:	
On reflection, I would have done this very differently:	

Write a summary of your experience by answering the following questions:

Describe the work environment and the day-to-day activities of the occupation.
 What have you learnt about this occupation?
 Are you suited to the job or not? Why?

Name of learner:

Employer name:

Company:

Role:

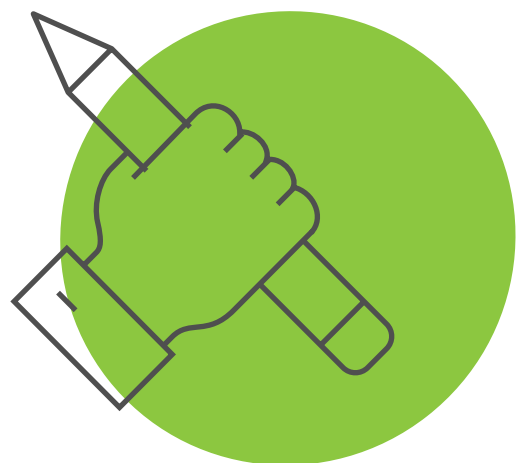
Date: 22/03/2023

Student confirmed the jobs shadowing in a timely maner with a written letter/ email or telephone call	Yes	No
Evaluation of student		
1. The student's dress and appearance were appropriate.		
2. The student was punctual.		
3. The student was well mannered and polite		
4. The student displayed a positive attitude.		
5. The student asked appropriate questions.		
6. The student asked about the skills needed for the job.		
7. The student followed instructions.		
8. The student displayed an interest in the job.		
Comments:		
EMPLOYER SIGNATURE: _____		

PUPIL EVALUATION

WORK EXPERIENCE 22/03/2023

We want to hear your thoughts about the activity that you have completed. We want to learn about the skills you may have worked on throughout the activity as well as anything you may have learnt about careers. The feedback you provide will help us to improve our activities and evaluate the impact of our careers curriculum.



01

How would you rate the activity you took part in? (please circle)



Poor

Excellent

We would like to know how much the activity has helped you to understand the career or study options available to you in the future. Please tick the most appropriate response

Career Knowledge	Yes	No	Not sure
The activity has helped me to feel more motivated to work hard in school.			
The activity has increased my awareness of the career and study options available to me in the future.			
The activity has helped me believe that I can have a successful career in the future.			
The activity has helped me to become clearer on what I need to do in order to achieve my goals.			

02

Has this activity increased your understanding of the skills employers or providers are looking for?

Yes No Not Sure

03

State two things you have learnt during your work experience placement

- 1.
- 2.

We have listed below 9 skills employers think are important. We are interested to learn about whether the activity you took part in have impacted on any of these skills. Please tick the most relevant response.

Skills:	No Impact	Some Impact	A big Impact
Team-working: Working with others.			
Leadership: Ability to lead a team well.			
Listening: Ability to listen and understand what people tell me.			
Presenting: Ability to explain ideas to others.			
Creativity: Ability to come up with new ideas.			
Staying positive: Belief that you can tackle problems and cope in most situations.			
Problem solving: Ability to logically tackle any challenges.			
Technology: Ability to demonstrate use of technology.			
Communication: Ability to communicate effectively with others.			
Independance: Demonstrating independant work skills.			
Numeracy/Literacy: Application of numeracy and literacy.			

Please help us to improve the activity for future participants.

What were your favourite parts of the experience?

How could we make the activity better in the future?





NOTES