

Work Experience

Log Book

Placement Details

You should use this page to fill in the details of your work experience placement. If you are unsure, the person in charge of work experience at your school will help you complete this page.

Name:

Organisation name:

Placement address:

Contact person/who to report to:

Telephone number of contact:

Dates of placement:

Daily working hours:



Hello!

employed.im is proud to be the provider of the Year 10 Work Experience Programme on the Isle of Man. We are here to ensure that you get the most out of your work experience placement. Please remember that this is a fantastic opportunity to find out what the world of work is like, and to test-drive a career you're interested in pursuing.

During the work experience you will not only be able to try out the job, but also find out what qualifications and skills you need in order to be able to do it! There may be pathways which you need to make decisions about in the near future to enter a particular area of work, such as your choice of further studies and practices.

You may not know what you want to do when you are older, and you may not yet have entered into the workplace before as an employee, so you are probably feeling nervous! Don't worry, it's fine to be nervous. Use this opportunity to gain confidence - we've created this log book to help you.

It provides useful information on pre-placement phone calls and good interview techniques, as well as some useful advice on what to expect in the workplace. It will also allow you to record:

- Information about yourself and the employer
- What you would like to achieve on your work placement
- What you did and how you did it during your work placement
- Reflect on your work placement and use it to help you decide on your future career path

What you record here can help you to build your CV in the future!

If you have a specific question about your work experience placement, speak to your school work experience coordinator. For further information and guidance please visit:

www.employed.im/workexperience.

Good luck and have fun!

Don't forget you need to consider...

- What will I wear?
- How long will the journey take to get there?
- How much money will I need for lunch and travel each day?
- Health problems which may affect my placement – make sure you advise your employer of any serious allergies or disabilities



Getting Started

Before your placement request is accepted, as with any job, you may be required to attend an interview in person or over the phone.

You can use this as an opportunity to demonstrate your enthusiasm for the role as well as finding out more about the placement and what you might be doing.

Before you make a call or head to an interview be sure to consider the questions in the checklists opposite to help you prepare.

Pre-placement Phone Call

Have a think about what you are going to say before you call. Phoning an employer can be daunting and isn't like speaking to your friends on the phone – it is best to be prepared. Make sure you have your placement details to hand, and a pen and paper to write any notes. It is best to find a quiet place to make the call, and make sure that you have allowed yourself time to make the call so that you are not rushing.

The phone call doesn't have to be scary – introduce yourself and explain you are ringing to confirm your placement and any arrangements required. You may also have to arrange an interview if that is what is requested.

Pre-placement Interview

If you are asked to attend a face-to-face interview make sure you know where you are going, who you are meeting and check the date and time. You may be expected to bring your CV or examples of your work.

Dress appropriately and don't forget to relax! This is a great opportunity to get to know your employers and find out more about the placement before you start.



First Impressions Count...

Remember, you never get a second chance to make a first impression. See the next page for a checklist to help you with your pre-placement phone call and interview.

Pre-placement Phone Call Checklist

You should ask the following questions if the information has not already been provided:

- Where should you report to on your first day and what time should you arrive? Who should you ask for when you arrive?
- What are you expected to wear? Do you need any special equipment and is it provided?
- Will you be able to go out to buy lunch or do you need to bring a packed lunch?
- Do they expect you to have any particular skills or knowledge? Is there anything I can do to prepare?
- What sort of things will you be doing?

It is important to remember to tell your employer/placement provider of any health problems or conditions which may affect your work experience e.g. allergies, asthma, diabetes, epilepsy or dyslexia.

Interview and First Day Checklist

- Think about what questions the employer may ask you. They may ask why you have chosen the work placement or what you want to do when you finish school. It's good to have some answers prepared
- Work out your travel arrangements carefully and leave extra time in case there are delays - arriving early always makes a good first impression
- Turn off your mobile phone or put it onto silent and out of sight
- Make sure you have a neat and tidy appearance, dress smartly and appropriately
- When you arrive, smile and say who you are and who you are there to meet
- Shake hands with the person you are meeting
- Make eye contact
- Be polite. Say 'please' and 'thank you'. Remember, manners cost nothing!
- Give full answers to any questions, not just 'yes' or 'no'
- Don't be afraid to ask questions yourself - there is no such thing as a stupid question
- Write down any information you are given, it's easy to forget things when you are nervous

Tell them about any unavoidable/necessary time you may need off during your placement, for example a medical appointment. If possible you should try not to arrange appointments during your work experience.

Employability Skills

'Employability' or 'Key skills' are what employers look for when they are recruiting – they help to demonstrate what you are capable of and why you should be employed.

You may think that as you do not have any work experience, you will not have any of these skills... but you do! Think about them in terms of your school life and extra-curricular activities. For example, think of when you have worked in a team to help solve a problem – how did you reach any conclusions or answers? You will be surprised at just how many of the skills below you already have!

Key skills:

- **Verbal & Written Communication** – You are able to express yourself and your ideas clearly and confidently through speech and in writing
- **Initiative/Self-Motivation** – You are able to act on initiative, identify opportunities and be proactive in putting forward ideas and solutions
- **Drive/Enthusiasm** – You have a determination to get things done and always look for better ways of doing something. You approach your work in an eager manner
- **Integrity** – You work and adhere to standards & procedures, maintain confidentiality and question inappropriate behaviour. You work in an honest and ethical manner
- **Planning, Organising and Time Management** – You are able to plan activities, carry them out effectively and manage your time. You can prioritise tasks, work to deadlines and take a flexible approach to work
- **Self-awareness/Self-analysis** – You have an awareness of personal impact, e.g. appropriate dress and body language, as well as awareness of your own abilities, values, achievements, weaknesses, strengths and ambitions - for life as well as your career
- **Analysing, Investigating and Problem Solving** – You are able to gather information systematically to establish facts, principles and outcomes
- **Leadership and Teamwork** – You are able to motivate and direct others and can work confidently in a group
- **Numeracy** – You are able to multiply and divide, calculate percentages, understand statistics, and are able to use a calculator
- **IT/Computing Skills** – You are able to use word-processing software, databases, spreadsheets, internet, emails

Remember, these are some of the skills which can help you get the most out of your work experience and demonstrate your ability to your employer. It is important to recognise that these skills support your work and it will be useful to record how you use them during your placement.

Visit employed.im for more resources and advice about key skills.

Using mobile phones and social media at work

We understand that mobile phones and social media are part of day-to-day life. However, you may need to consider where you will be working and the rules they may already have in place.

- Check at the start of your placement if mobile phones can be used during work hours. If they are not permitted, make sure you keep your phone on silent and out of sight. If they are permitted, ensure it is on silent and that you keep its use to the minimum
- Remember, if you are working with children or vulnerable adults you will not be allowed to take photographs or use your phone during your working hours
- Check at the start of your placement if they have a social media policy – most companies will be happy for you to engage with social media at work as long as you act responsibly
- If you post something you shouldn't have, delete the post and inform your manager straight away. They can address any issues before they develop further
- Be responsible and consider your actions – remember before posting on social media, most people will be able to see it. If it relates to your placement ask yourself first; would the company be happy for me to post this? If you think no – then you probably shouldn't!
- Be careful not to share any information about the company's clients or customers – confidentiality is key and you could be breaking important rules and regulations



Health & Safety

On your first day, your employer will run through some basic information about the company you will be working for. As part of this they will inform you of their health and safety guidelines. It is very IMPORTANT that you take note of this information as all work places have hazards. Employers have a duty to keep you and all employees safe in the workplace, however you also have a duty to keep yourself and others around you safe. You should:

- Act in a responsible manner and avoid doing anything that may put others in danger
- Work in a tidy manner
- Follow all health & safety rules and signs, especially those regarding equipment you may be using
- Make sure you report anything you think could be dangerous, such as faulty equipment or spillages

You will be told where all fire exits are and what to do in case of a fire or other emergencies. You should also be told who the first aiders are in case of an accident. Should you have an accident, however minor, you must report it immediately to your supervisor, and then you must inform your school coordinator and parents.

Safety signs

You may see safety signs around the workplace warning you of possible dangers. These are important and you must pay attention to them for your own and others' safety.

Some common signs you may see are:



Mandatory signs have a blue background with a white symbol - they mean you need/must do something such as wear head protection.



Warning signs are yellow with a black symbol - they warn you of dangers within the workplace such as flammable liquids.



Prohibition signs mean you must not do something - they have a white background and red strike-through with a symbol.



Safe Condition signs are green and give directions, such as the nearest fire exit or fire extinguisher location.



Week One - Day 1

You should complete the daily diary at the end of each day whilst the information is fresh in your mind. It is a useful tool for remembering what you have done, especially if you have learnt a new task or found out more information about the company or the career you are interested in. By completing this, you will be able to develop your employability/key skills further and build your CV. Don't forget to use the notes on page 23 to record contact or other important information.

Brief description about my work placement organisation – what it does, how many employees and the names of the key people

What I found out about health and safety today

Tasks I completed today

Key skills that my employer would like me to have for this role (refer to page 6)

The key skills that I would like to develop during my work experience

Week One - Day 2

Tasks I completed today

Key skills I have used today

What I did well and am proud of today

What problems/obstacles I have encountered today and how I dealt with them

Could I have dealt with them differently or better?

Employer/supervisor comments

Week One - Day 3

Tasks I completed today

Key skills I have used today

What I did well and am proud of today

What problems/obstacles I have encountered today and how I dealt with them

Could I have dealt with them differently or better?

Employer/supervisor comments

Week One - Day 4

Tasks I completed today

Key skills I have used today

What I did well and am proud of today

What problems/obstacles I have encountered today and how I dealt with them

Could I have dealt with them differently or better?

Employer/supervisor comments

Week One - Day 5

Tasks I completed today

Key skills I have used today

What I did well and am proud of today

What problems/obstacles I have encountered today and how I dealt with them

Could I have dealt with them differently or better?

Employer/supervisor comments

Week Two - Day 1

You should complete the daily diary at the end of each day whilst the information is fresh in your mind. It is a useful tool for remembering what you have done, especially if you have learnt a new task or found out more information about the company or the career you are interested in. By completing this, you will be able to develop your employability/key skills further and build your CV. Don't forget to use the notes on page 23 to record contact or other important information.

Brief description about my work placement organisation – what it does, how many employees and the names of the key people

What I found out about health and safety today

Tasks I completed today

Key skills that my employer would like me to have for this role (refer to page 6)

The key skills that I would like to develop during my work experience

Week Two - Day 2

Tasks I completed today

Key skills I have used today

What I did well and am proud of today

What problems/obstacles I have encountered today and how I dealt with them

Could I have dealt with them differently or better?

Employer/supervisor comments

Week Two - Day 3

Tasks I completed today

Key skills I have used today

What I did well and am proud of today

What problems/obstacles I have encountered today and how I dealt with them

Could I have dealt with them differently or better?

Employer/supervisor comments

Week Two - Day 4

Tasks I completed today

Key skills I have used today

What I did well and am proud of today

What problems/obstacles I have encountered today and how I dealt with them

Could I have dealt with them differently or better?

Employer/supervisor comments

Week Two - Day 5

Tasks I completed today

Key skills I have used today

What I did well and am proud of today

What problems/obstacles I have encountered today and how I dealt with them

Could I have dealt with them differently or better?

Employer/supervisor comments

Work Experience Summary

Use the following space to record the key points you have learnt from your work experience and what you think you can take with you on your future career path.

What did you enjoy most about the work experience?

What didn't you enjoy?

What high point of your placement are you most proud of? What is your greatest achievement during your placement?

What tasks and responsibilities I had during my work experience:

Work Experience Summary Continued

Which Qualifications would you need to do this job?

Which Key Skills did you use (refer to page 6)?

Key Skills you need to work here are:

Perhaps most importantly, how has the work experience affected your career plans? Have you found something you want to do, or maybe found your plans weren't for you?

Teacher's Comments

Your teacher can leave feedback here about your work experience placement

Week 1

Week 2

Employer's Comments

Your employer can leave feedback here about your work experience placement

Week 1

Week 2

Additional Notes

Use this page to record extra contact details, websites or key information about your work experience

Don't forget to say thank you!

It's important to make sure you thank your employer/placement provider for offering you the opportunity to gain experience in their workplace. This is part of leaving a positive impression for potential future jobs! Your school's work experience coordinator will help you do this.

We're building the most **effective** environment for **employment** and **skills development** in the world!

In addition to delivering the Isle of Man work experience programme, with [employed.im](#) you can:

- ✔ Discover local training, job opportunities & apprenticeships
- ✔ Find careers advice & interview tips
- ✔ Create and store your CV
- ✔ Employers can list job opportunities for free