



Work Experience Check In

Friday 26th June

Do Now: When you go on work experience, what will your employer expect of you?

Basic Reminders!

You are doing a work placement between Monday 13th July and Friday 17th July.

Today we will be going through some key information that you will need to know!

All the information from this session is in your Work Experience Journal!

If you see the following symbol in the presentation, it means the information is relevant to those doing Arts Fest!



Workplace expectations!

- Be on time and dress appropriately.
- Smile, greet people, and introduce yourself.
- Listen carefully and note important details (e.g. names).
- Get involved and show enthusiasm for all tasks.
- Ask questions if you're unsure.
- Share ideas, but be open to feedback.
- Offer help whenever you can.
- Keep notes on tasks and skills you learn.
- Ask for feedback to improve.
- Reflect on your experience using your notes.



Journal
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Arts Fest Specific Notes



- Arrive at 8:30am as usual.
- Sign in at student reception, then go straight to the Sports Hall.
- Wear suitable clothing (check with the Arts Team if unsure).
- Take the event seriously—be responsible, proactive, polite, and hardworking.
- To leave site at lunch, a parent must email Mr Daniel (s.daniel@huntington-ed.org.uk), then you will need to sign in and out at student reception once approved.

Outstanding info that we still need...

- Some of you still need your employer to complete an electronic (Unifrog) form. Miss Barker have sent them a reminder, but when you speak to your employer – just double check they have done it.
- Some of your parents/carers have not given permission yet. Those that haven't have been sent a reminder (from Unifrog), so please ask them to check (if they know they haven't given permission already)!
- Often these reminder emails can get lost in the SPAM/JUNK folder, so if your employer/parents can't find an email – get them to check there!

WE CANNOT LET YOU GO OUT ON PLACEMENT IF THESE FORMS ARE NOT COMPLETED!

If you haven't already visited your employer (recently or at all), you must get in touch this week!

- You should give them a call or pop in to see them! An email is OK, but speaking in person is better.
- You need to confirm details and check what you will need for the first day - see next slide.
- Check they have completed the Unifrog form (last slide).

You MUST have check the following with your employer, and you need to record these details in your journal BEFORE YOU START YOUR PLACEMENT...

- What are the employer contact details (company name, address, email and phone)?
- What is the name of the person looking after you?
- When you start and finish?
- When is lunch?
- What happens at lunch (canteen, pack up, off site etc.)?
- What uniform/equipment do you need?
- Is there anything you shouldn't wear (e.g. jewellery)?
- Is there anything else that you need to remember?
- Are there any important health and safety requirements that you need to be aware of?

Journal
Page 2

Page 2 of your journal....

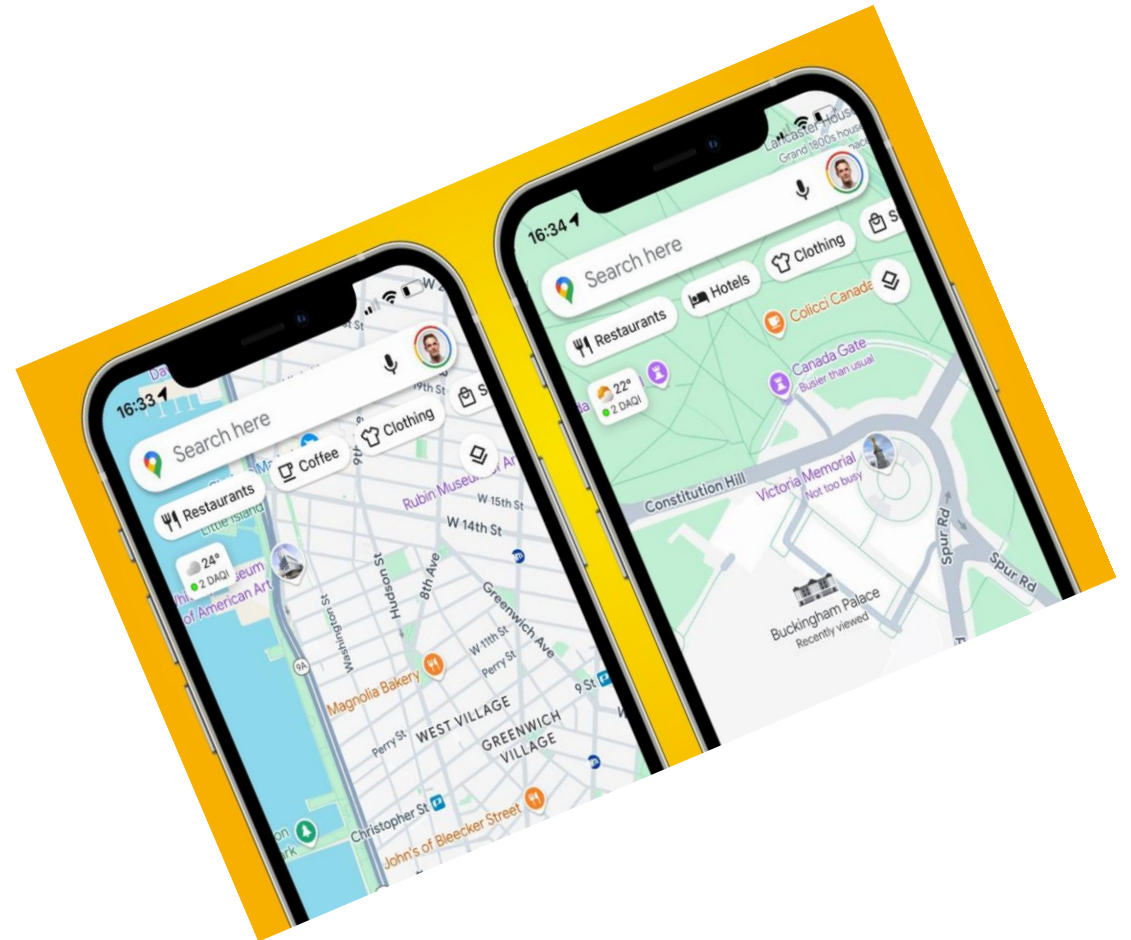
	Year 10 Work Experience Journal	
Working towards...		
Part 1: Before you start your placement, make sure you have completed the following page in full! You should do this when you visit your employer.		
What are the employer contact details (company name, address, email and phone)? Company Name: Postal Address (including postcode): Email: Phone:		
What is the name of the person looking after you?		
When you start and finish?		
When is lunch?		
What happens at lunch (canteen, pack up, off site etc.)?		
What uniform/equipment do you need?		
Is there anything you shouldn't wear (e.g. jewellery)?		
Is there anything else that you need to remember?		
Are there any important health and safety requirements that you need to be aware of?		
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If you don't have the contact information for your employer, your form tutor has a link with all the placement and contact details so far.

Your teacher can give you their address, email and phone number for you to get in touch!



Do you have a plan to get to your placement?



Before your placement starts, make sure you have read/completed the information/tasks on Pages 3 and 4 of your journal...


Year 10 Work Experience Journal


Part 2: Before you start your placement, take some time to complete the self-profile below. It will help you focus on what you want to get out of the work experience, what your strengths are and where you might want to develop!

1) Below are the top 10 skills that employers (people you work for) say are important to them! Rate yourself against each one, and

Skill	Definition	Your Rating (10-1) 10 = Very Strong 1 = Very Weak
Communication & Interpersonal	How good you are at working with people.	
Problem Solving	How good you are at finding a way to overcome challenges.	
Using Initiative	How good are you at dealing with problems without help.	
Working under Pressure	How well do you work when you are short of time, or when people around you are stressing.	
Organisation	How good you are at making sure you have everything you need, and everything gets done.	
Teamwork	How well you work with other people.	
Motivation to Learn	How good you are at listening to others and learning from them.	
Literacy and Numeracy	How good your Maths and English skills are.	
Valuing Diversity & Difference	You understand how people from different backgrounds can work well together.	
Technology	How good you are with computers and other technology.	

2) Based on the table above, summarise your strengths and identify areas where you could develop. Explain how you could use your work experience to build on your strengths and develop your weaker areas:

3) In the space below, tell us a little bit about your career plans. This might be a specific job you want to do, or maybe an area that you are interested in? If you are really struggling, maybe you could tell us about your favourite school subjects, or what you enjoy in your spare time (those can be very important too):

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Ways To Improve Your Health And Safety In Your Workplace Today

-  **1 Follow all safety procedures and rules your employer has in place.**
-  **2 Insist on receiving proper training.**
-  **3 Report any hazards.**
-  **4 Keep your work area clean and tidy.**
-  **5 Wear protective clothing that has been provided.**
-  **6 If you have an illness or condition, make sure your supervisor is aware of it.**
-  **7 Discuss any concerns you may have with your health and safety representative.**
-  **8 Take your work seriously.**
-  **9 If you are involved in an accident, report it immediately.**



During the placement, complete the daily log in Page 5 of your booklet...

Part 4: Use the log below to note down the tasks you do and see throughout the week! This will be important when you come to reflect on your work experience (we will do this in Year 11)

Day	Actives done/seen	What went well?	How could you have done better?	Other comments



And the end of your placement, complete the reflections on Page 6 of your journal...



Part 5: At the end of your placement, please ask your employer to write a brief reference about your performance that week. They should focus on your attitude, behaviour and employability skills in terms of your strengths and development areas.

When you have finished you work experience, you also need to write your own summary of the week focusing on your favourite/least favourite parts, what you have learnt, and you have found useful. You should also mention how well you feel you have been supported by the employer. Please do this over the summer holidays and keep it safe!

Employer Feedback/Reference:

Student Feedback/Summary



There is some really important information on the back of the journal!
Please make sure you read it carefully! You should also keep your journal with you whilst on placement!

Absence:

If you are unable to attend your placement, it is your (student) responsibility to let them know. You should contact them using the information in Page 2 of this journal!

Your parents/carers should also report your absence to school in the usual way!

School Contact Information for Work Experience Week

Please make sure you have the following information (especially the phone numbers) stored on your phone, and that you always keep this booklet within reach! Please make sure your parents/carers also have this information.

Mr Daniel (Direct Line) 01904 752113

s.daniel@huntington-ed.org.uk

Miss Barker (Direct Line): 01904 752167

k.barker@huntington-ed.org.uk

School Reception: 01904 752100

Emergencies whilst on work experience:

In the extremely unlikely event that you find yourself (or someone else) in a life-threatening situation, call 999 and follow the advice of the call handler.

In the unlikely event that you have any other concerns whilst on work experience, direct these to the person supervising you (the person named in Page 2 of this journal). If you still have concerns at the end of your shift, speak to a parent/carer at home.

If your concern is urgent, and is about the person named in Page 2 of your journal, please contact your parent/carer directly or Mr Daniel/Miss Barker using the numbers above. If you are unable to reach anybody on those numbers, contact school reception and leave a message.

Bad Days and Feedback

Sometimes you may have a bad day or have some minor concerns which you feel we need to be aware of (maybe someone was a bit rude, or you are worried about something you have been asked to do). In both cases, speak to a parent/carer, but if it's just a bad day, maybe have a good night's sleep and try again the next day!

However, if you (or your parent/carer) feels your concern is something that needs bringing to our attention, call or email Mr Daniel/Miss Barker (or get your parent/carer to).

Can we help?

If there is anything you need for work experience, that you are struggling to get/afford.

Please come and see Mr Daniel or Miss Barker ASAP!



In Summary...

- Contact your employer ASAP and complete Page 2 of your journal. If you don't have any contact details for your employer, ask your tutor to give you them NOW!
- Make sure you complete Pages 3 and 4 of your booklet before you start, fill in your daily dairy whilst on placement (Page 5) and complete Page 6 at the end of the end of the placement.
- Let us know if you need any help with transport, lunches etc.
- If you're doing Arts Fest and want to leave site at lunchtime, please get somebody from home to email Mr Daniel on s.daniel@huntington-ed.org.uk
- Make sure you keep your journal safe after work experience as you will need it after the Summer!
- Make sure your parents/carers, and you employer, has completed the Unifrog forms.

