

Name:

Form:



Huntington School Year 10 Work Experience Journal

**Monday 13th July to Friday 17th July
2026**

Use the following booklet to prepare, support
and reflect on your week of work experience!

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 BEFORE the first day of your placement.

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 do 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?

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.

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 improve 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 doing in your spare time (this can be very important too):

Part 3: When you are out on work experience, you are no longer in school; it's the real world! Employers will want to help you, and they want you to have a good time, but they will have certain expectations too! If you don't meet these expectations, they are well within their rights to end the placement!

1) Read the information below on Health and Safety!



2) Read the information about how to get the most out of work experience! If you are doing all these things, your employer will be impressed!

- Make a good first impression by being on time and are suitably dressed!
- Greet everyone you meet with a smile and try to introduce yourself to all your colleagues!
- **Listen carefully to instructions and note down anything important (like people's names)!**
- The more you get stuck in, the more experience you'll gain. Be enthusiastic and up for about any task!
- Ask questions if you don't understand something!
- **If you have a great idea - share it. But don't be offended if the employer disagrees with you!**
- Offer to help as much as you can (if they don't need help that's fine, but at least you asked)!
- Make notes on any interesting tasks you did or skills you developed – so you don't forget!
- **Ask for feedback after you've done a task as this shows you're keen to learn!**
- Reflect on your work experience using all those notes you have made!

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

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 your 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 what 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 (complete before end of placement):

Student Feedback/Summary (complete after placement):

Absence:

If you are unable to attend your placement, it is your (student) responsibility to let the employer know. You should contact them using the information in Part 1 of this booklet!

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): 07904 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 Part 1 of this sheet). 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 Part 1 of your sheet, 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 you 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).