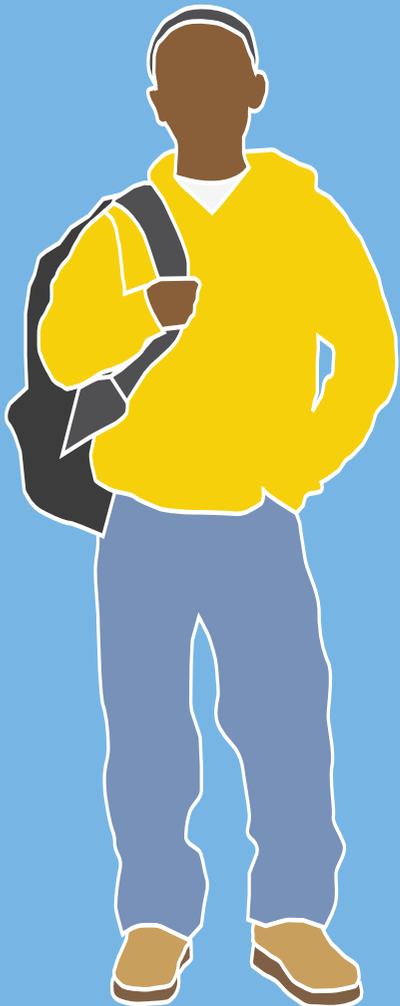


Using your Logbook

The Work Experience Logbook is for you to complete and it is your record of what you have achieved during your placement. You will find the Logbook useful in the future, particularly when applying for work as you will be able to refer to it and give examples of your abilities and experiences.

The following pages include information that should help you complete your Logbook and contain guidance on the following subjects:



Starting your Work Experience

Induction and Health & Safety

Be 'MoneyWise' on Work Experience

How have you got on?

Recording your Employability Skills

Workplace Study

At the end of your placement

Back at School / College

Using your Logbook

Starting your Work Experience

You must complete page 2 of the Logbook before you go on Work Experience, recording your details and that of your Work Experience placement. Names and telephone numbers are important and may be required in an emergency.

Please check whether the school or college has a mobile telephone number which will be used during the Work Experience placement period.

Also ensure you read pages 5, 6 and 7 of your Logbook before your placement begins, to make sure you are properly prepared.



Using your Logbook

Induction and Health & Safety

During your Work Experience you will need to think carefully about Health & Safety as every day many people are injured whilst at work. Health & Safety in the workplace is not just the responsibility of your employer. You are also responsible for keeping yourself safe. You must remember that your actions can affect the Health & Safety of others as well as yourself.

On your placement you must:

- Obey all safety rules and learn how to work safely
- Only use equipment that you have been trained and given permission to use
- Report things that seem dangerous, damaged or faulty
- Report all accidents and make sure they are recorded in an Accident Book
- Wear any protective clothing or equipment that is required
- Never play practical jokes



Before you start Work Experience, please read through the 'Be Safe' Workbook and your Logbook. This will help you to understand more about keeping yourself and others safe whilst you are on Work Experience. There are also some exercises for you to complete to help increase your knowledge and understanding in this area.

On your first day of Work Experience, your supervisor should give you an induction which should include the following:

- An introduction about the organisation
- An introduction to other employees
- A tour of the workplace
- Information about domestic arrangements e.g. working hours, lunchtimes, facilities available
- Information regarding fire drills, including assembly points and exits
- Emergency evacuation procedures
- What to do in the event of an accident?

Your Logbook contains pages 10, 12 and 13 for you to record this information. You should complete this on the first day of your placement.

Remember that you must advise your employer if you are unable to attend work for whatever reason. Your employer will be concerned and will contact your school or college if you do not turn up for work and you have not notified them of the reason for your absence.

Using your Logbook

Be 'MoneyWise' on Work Experience

During your Work Experience you will be recording the experiences gained by yourself. These will include recording how you spend money on Work Experience by completing the **expenditure** sheets in your Logbook on pages 16 - 19. An example of how to do this is shown on the next page.

The learning objective is to develop your understanding and skills of managing your own money in a work related context such as Work Experience.

You will need to discuss and plan with your parents or carers an agreed amount of money that you will need to spend in advance and during each week of Work Experience.

The **expenditure** sheets enable you to **plan** and then record your **actual** spend of money. Finally, you will be able to see whether you spent more or less than you had planned in the **expenditure balance** table on page 20.

The **expenditure** sheets are **NOT claim forms** for money or expenses.

You must remember that you will not be paid for Work Experience.



Using your Logbook

'MoneyWise' Expenditure Sheets

These expenditure sheets and summary tables are completed examples for a two week Work Experience placement

Planned expenditure for week 1							
What do you plan to spend your money	Before Day 1	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Travel <small>Travel Card Photos</small>	8.50						8.50
Lunch		2.50	2.50	2.50	2.50	2.50	12.50
Other							
Shoes	25.00						25.00
Clothes	25.00						25.00
Hair	15.00						15.00
Snacks		1.00	1.00	1.00	1.00	1.00	5.00
Total	73.50	3.50	3.50	3.50	3.50	3.50	

Total planned expenditure for week 1 **91.00** P1

Actual expenditure for week 1							
What did you spend your money on?	Before Day 1	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Travel <small>Travel Card Photos</small>	8.50						8.50
Lunch		2.25	1.80	2.50	1.80	2.25	10.60
Other							
Shoes	30.00						25.00
Clothes	28.00						25.00
Hair	17.50						15.00
Snacks		0.50	0.80	0.50	0.80	0.80	5.00
Total	84.50	2.75	2.60	3.00	2.60	3.05	

Total actual expenditure for week 1 **89.10** A1

Planned expenditure		
	£	
WEEK 1	91.00	P1
WEEK 2	42.50	P2
Total	133.50	C1

Actual expenditure		
	£	
WEEK 1	89.10	A1
WEEK 2	36.05	A2
Total	125.15	C2

Expenditure balance		
	£	
Planned	133.50	C1
Actual	125.15	C2
Balance +/-	+8.35	

Did you spend more than you planned?

Yes No

Planned expenditure for week 2							
What do you plan to spend your money	Before Day 1	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Travel							
Lunch		2.50	2.50	2.50	2.50	2.50	12.50
Other							
Mobile top-up	10.00						10.00
Clothes	15.00						15.00
Snacks		1.00	1.00	1.00	1.00	1.00	5.00
Total	25.00	3.50	3.50	3.50	3.50	3.50	

Total planned expenditure for week **42.50** P2

Actual expenditure for week 2							
What did you spend your money on?	Before Day 1	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Travel							
Lunch		1.80	2.50	2.20	2.25	2.50	11.25
Other							
Mobile top-up	10.00						10.00
Clothes	10.00						10.00
Snacks		1.20	0.80	1.00	1.20	0.60	4.80
Total	25.00	3.50	3.50	3.50	3.50	3.50	

Total actual expenditure for week 2 **36.05** A2

Using your Logbook

How have you got on?

You will probably be asked to complete a report on your experience of work and you will find it helpful to record a few notes about your Work Experience in general, on a daily basis. There are questions in your Logbook to help you with completing this section on pages 24 - 27.

You should think about tasks that you have carried out and **Employability Skills** that you have used, as well as recording what you have learnt and how well you think that you have coped.

Think about how you get on for each day of your placement and rate it on a scale of 1 to 5, with 1 being poor and 5 being excellent. Give a reason for your scores, e.g. if you had a really good day, which included learning new skills and carrying out duties that you enjoyed, you might rate that day as a 4 or a 5.



Using your Logbook

Recording your Employability Skills

You will have the chance to develop and improve upon **Employability Skills** during your Work Experience. **Employability Skills** are sometimes described as ‘transferable skills’ as they can be transferred from job to job. They are skills that employers want their employees to have and include:



Application of IT



Application of Numeracy



Communication and Literacy



Problem Solving



Business and Customer Awareness



Team Working



Self Management

Job applications require you to give examples of your skills and abilities – it is not simply enough to say that you have good communication skills and that you can work in a team - you will also need to give examples to prove this.

You should complete the relevant pages 30 – 43 in your Logbook and give details of your achievements for each **Employability Skill**. You will then have an excellent record to refer back to when completing job applications in the future.



Using your Logbook

Workplace Study

You will gain more from your experience of work and find it more interesting, if you find out more about the organisation that you are working for. You will also find that other employees will respond well to you if you show an interest, as it reflects your **positive attitude**.

Try to find out about different people's roles and responsibilities, along with the skills that they need to carry out their jobs effectively. Find out about the company's products, services and its customers. Many companies have several different types of customer. Customer/client care is very important to businesses as without customers, businesses would not be successful. Observe how people respond to customers and learn from what you hear and see.

Remember that people you work alongside are 'internal customers' and members of a team. You need to be responsive to them.

Complete pages 44 and 45 in your Logbook as you find out information. You may also find it useful to gather information such as leaflets, newsletters, annual reports and marketing materials.

At the end of your placement

Employer Assessment Form

On your last day of Work Experience, you should ask your employer to complete the Work Experience Employer Assessment Form contained in your Logbook on pages 48 and 49.

The employer will comment on your **Employability Skills**, as well as your **Personal Attributes** such as appearance, time keeping and attitude to work.

It is important on your last day that you remember to thank your supervisor and/or team of people that you have been working with. Remember you are an ambassador for your school or college. But most importantly, you need to leave the organisation with a good impression of you as an individual. They may want to invite you back!

Complete pages 44 and 45 in your Logbook as you find out information. You may also find it useful to gather information such as leaflets, newsletters, annual reports and marketing materials.



Using your Logbook

Writing a Thank You Letter

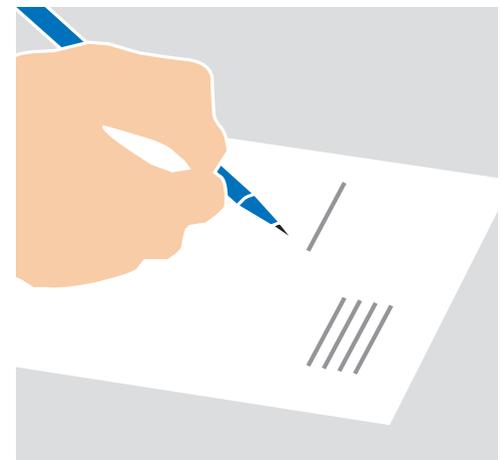
Employers generally put a lot of effort into planning a programme for you whilst you are on Work Experience. Coaching and helping you to develop your skills and knowledge can also be incredibly time consuming. It means a lot to an employer to receive a thank you letter from a Work Experience student and to hear that their efforts have been worthwhile. They appreciate the feedback that you give them and it usually means that they would be willing to offer placements to students in the future.

Your Logbook contains advice on how to write a thank you letter to your employer. You should include the following:

- The names of staff that have helped you and thank them too, as well as your manager
- Mention aspects of the work that you enjoyed and why
- Explain what you have learnt and how this has helped you

If possible, give the letter to your employer on the last day of your placement. If you are not able to do this, try to send a letter within a week of your placement finishing.

If you prefer, a 'thank you' card is perfectly acceptable and often employers like to put these on display for all to see.



Back at School / College

After your placement you will need to reflect on and evaluate your Work Experience by sharing your experiences with your tutor and fellow students. Refer to the prompt notes on page 51 in your Logbook.

You will be required to record your experiences in a report for your personal portfolio. This report could also be used for an article for the school magazine or Work Experience newsletter or even for GCSE coursework e.g. English. You may also be asked to make a formal presentation to other students or parents about your Work Experience.

Finally do not forget to update your CV and include evidence of the **Employability Skills** you developed on Work Experience. At future interviews you are likely to be asked by any potential employer about what you gained from your Work Experience.

Remember a **positive attitude** is a quality all employers are looking for!