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MADELEY ACADEMY

MADELEY ACADEMY YEAR 10 WORK EXPERIENCE LOGBOOK



You will:

- Experience working life in a different environment
- Find out about your own skills and abilities
- Communicate with new people

Name of Student:

BEFORE I START

Placement Name:

Placement Address:

Placement Phone Number:

I will report to:

Start Time:

Finish Time:

How am I travelling there?

Leaving home at:

What will I take for lunch?

What do I need to wear?



SOCIAL MEDIA AT WORK

- KEEP YOUR PHONE AWAY
WHILE YOU ARE WORKING.
- DO NOT TAKE PICTURES
IN THE WORKPLACE.

THINGS TO REMEMBER

- Don't make doctors' appointments during the work placement.
- Please try not to be absent but if you are ill – phone both the employer and school to let them know.
- If you are going to be late – phone the employer to apologise and let them know.
- If you don't understand something – ask your supervisor for help.
- If you have any difficulties, you can contact Careers at school for help.

THE EXPECTATIONS OF YOU AT WORK

- Don't Be Late
- Dress to Impress



- Expect to be treated as a 'normal' employee.
- Be prepared to try new things and contribute ideas.
- Learn the names of the people you will be working with.
- Listen carefully to your colleagues and ask for help if unsure.
- Try to be independent and solve tasks on your own. However, don't be afraid to seek clarification if you're not sure you're doing something right.
- If you are not sure, wear your school shirt and trousers/skirt on the first day – **no trainers or hoodies.**
- Make sure you know what health and safety procedures you need to follow, e.g. what do you do in the event of a fire? What are the first-aid procedures?
- Respect other people.
- **Be polite.**



You must always act safely and as part of your induction, you will be made aware of health & safety risks.

COMPLETE THE SECTION BELOW

Where is the fire escape?	
Where do I assemble if there is a fire?	
Who do I report an accident to?	
Are there any restricted areas at work?	
What equipment/machinery can I operate?	
Do I need special clothing?	
Do I understand the Health & Safety signs?	
One example of a Health & Safety sign I have seen is...	

OUTLINE OF DAY



Briefly describe what you did today

The skills that you used (eg. Communication, teamwork, admin etc)

How they will be useful to you in the future

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MY EXPERIENCE REVIEW



Use the below section to conduct a review of your work experience placement. Focus on your positives and negatives during the placement.

Summary of the main tasks I carried out during my placement:

These were the high points of my placement:

These were the low points:

I am strong in these skills:

I need to work on the following skills:

If I had my time again I would do these things differently:

EMPLOYABILITY SKILLS



Here you can document your placement and assess the skills you have used and developed so far.

EMPLOYABILITY SKILL	VERY GOOD	GOOD	WOULD LIKE TO IMPROVE
PERSONAL PRESENTATION			
ENTHUSIASM AND INITIATIVE			
COMMUNICATION AND LITERACY			
TIME MANAGEMENT AND ORGANISATION			
NUMERACY			
INTEGRITY (HONESTY)			
PROBLEM SOLVING AND CREATIVITY			
TEAMWORK			
NEGOTIATION AND DECISION MAKING			
COMPUTERS AND IT			

SOFT SKILLS

These are your personality traits – things you have developed naturally. You can also train yourself to be better in these skills. Circle the skills you have:

Creative logical thinking research problem solving
willing to learn

Team player conscientious honest self-
motivated leadership adaptability innovative

collaborative kind

Time management determined integrity organised ambitious
proactive

Dependable patience confidence friendly empathic reliable

Good work ethic good listener good manners responsive
respectful

HARD SKILLS

These are skills that you learn through education, training or experience. Circle the skills you have or are working on:

Computer skills software skills babysitting using social media
typing

languages Multi-tasking good with children customer service good
with animals

Caring for the elderly singing football hockey
baking

Map reading hiking rounders baseball rugby netball
skiing

Cycling swimming athletics gym driving
gardening

cooking basketball escape rooms word searches public speaking

teaching

Cleaning peer mentor revising lacrosse memorising
musical instruments

Maths gymnastics essay writing card games
quizzes

Sudoku lego/building dance music recording/editing
making videos/content

Add any other skills that you have that aren't listed here (for example, are you a good skydiver?)

Here you can document your placement and assess the skills you have used and developed so far.

Before your placement, what thoughts did you have about your future career?

Has your placement helped you to firm up your career plans? If so, in what way?

THANK YOU LETTER



This page covers writing a thank-you letter to the employer.

YOU MUST GIVE THIS INTO CAREERS WITH YOUR COMPLETED BOOKLET!

It is very important to thank the employer who offered you the work experience. It takes considerable time and resources to ensure your work experience is beneficial. Therefore, it is good manners to thank them for their time.

An example of a thank you letter is shown below:

Date

Your
Address

Their
Address

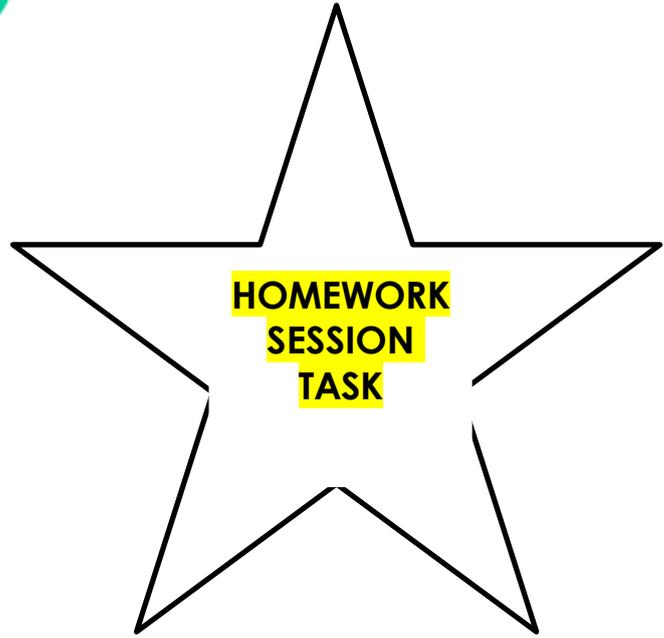
Dear [name of supervisor],

Thank you very much for giving me the opportunity to do my work experience placement at [name of workplace]. I thoroughly enjoyed my time, especially [write about the best part of the experience for you].

I felt that it will help me with my future career plans as it helped me to understand what working life is like and I was able to show my [write about one or two of the employability skills].

I found the staff very helpful and friendly but would particularly like to thank [insert name of person you worked most closely with] for all of the help and support [she/he] gave me.

Yours sincerely,
[add your signature]



- ❖ Log into **Unifrog**
- ❖ Select Home tab
- ❖ Scroll down until you see the colored tabs and select placements
- ❖ Complete 'Student Reflection Form'

See example below:

7 Student reflection form Completed on 5 April 2025

[more ^](#)

One thing you learnt through doing the placement	I learnt about how mechanical systems, such as heating and ventilation, are designed.
What you did during the placement of which you're most proud	I completed an AutoCAD course where I learned how to create AutoCAD drawings, plans, and layouts, as well as how to work with projects such as floor plans, circuit diagrams, and mechanical drafting.
How doing the placement impacted on your plans for the future	The placement helped me see what working in mechanical engineering is really like, and it helped me figure out what parts of the job I enjoy. It made me feel more sure about what I want to do in the future.
Were your Learning goals met?	Yes
How likely is it that you would recommend this placement to a friend?	10 of 10
What could have been improved about this placement?	I would like to have spent more time with the engineers.

EMPLOYER ASSESSMENT



Your co-operation in completing this assessment is much appreciated. The information you provide will be important in helping students assess how they did on work experience. Please complete this before the end of the placement and give it back to the student.

Name of student:

Company name:

Dates of work experience:

From:

To:

Statement	1 - 5	Comments
Timekeeping		
Attendance		
Using Initiative		
Enthusiasm		
Personal Presentation		
Communication		
Teamwork		
Ability to Solve Problems		
Following Instructions		
Relationships with Others		
Behaviour		
Organisational Skills		
Quality of Work		
Health & Safety		
Overall Performance with Our Company		

PLEASE RATE STUDENTS FROM 1 TO 5.

1 - NEEDS IMPROVEMENT

2 - SATISFACTORY

3 - GOOD

4 - VERY GOOD

5 - EXCELLENT

Any Additional Comments:

Name:

Position:

Date:

Signature:



The National Careers Service website has career profiles of www.amazingapprenticeships.com
<https://www.gov.uk/topic/further-education-skills/apprenticeships>



Careers Box is a free online library of careers related films, news and information. Shows real people doing real jobs to give you an idea of what a job is really like. <http://www.careersbox.co.uk/>



I Could has over a thousand career videos as well as games and lots of information. In the career stories people talk about what they do, what it's like, how they got there and their hopes for the future.
<http://icould.com/>



The National Careers Service website has career profiles of over 750 jobs providing information on the skills and qualifications required.
<https://nationalcareersservice.direct.gov.uk/>



UCAS is the central organisation through which applications are processed for entry to higher education. Includes information and services for prospective students about courses available at University and HE Colleges.
<http://wwwucas.com/>



Unifrog helps students compare every university course, every apprenticeship, and Further Education courses - then apply successfully.
<https://www.unifrog.org/>

A large, white, serif capital letter 'M' is centered on a dark purple horizontal band. The letter has a classic, slightly ornate design with a small serif at the top of each vertical stroke. Below the letter are three horizontal white lines of varying lengths, creating a base for the letter.

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