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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 2-day 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.

SCHOOL EMAIL: careers@madeleyacademy.com

PHONE: 01952 527700 ext 768



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 1



Here you can document day 1 of your placement and assess the skills you have used and developed so far.

Day 1. 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

OUTLINE OF DAY 2



Here you can document day 2 of your placement and assess the skills you have used and developed so far.

Day 2. 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

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?)

EMPLOYABILITY SKILLS



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 under-stand 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]

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://www.ucas.com/>



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

**EXTENDED WORK
EXPERIENCE**

SMALL CLASS SIZES

**CHOOSE
4 SUBJECTS**

**45% PRESTIGIOUS
UNIVERSITIES**

**WARM AND WELCOMING
ENVIRONMENT**



**ENTRY
REQUIREMENTS**
6 GCSEs at grade 4+
including grade 4 in
English Language
& Maths



"In the Sixth Form the wide range of subjects on offer and enrichment activities available, enable the school to offer tailored individual study programmes for students.

Leadership and management in the Sixth Form are very strong. This is reflected in the high quality of support and guidance provided for individual students, the high quality of teaching and learning, and the excellent outcomes achieved" - Ofsted Report May 2017

OUR COURSES A LEVELS:

- Art
- Biology
- Chemistry
- Physics
- Business Studies
- Psychology
- Sociology
- History
- Geography
- English Literature
- English Language
- Maths
- Technology
- Computing

LEVEL 3 BTEC COURSES:

- Construction
 - Health & Social Care*
 - Hospitality*
 - Science*
 - Performing Arts*
 - Business*
 - ICT*
 - Sport*
- Many students combine A Levels with Vocational qualifications.
Some courses are available as a 'double option' (*)



YOUR FUTURE STARTS HERE



Madeley Academy is in the top 4% of Sixth Forms nationally and received outstanding comments from Ofsted in May 2017 in terms of curriculum, standards, careers and leadership.

The curriculum is enriched by opportunities such as The Duke of Edinburgh Awards Scheme and a comprehensive sports programme, as well as work experience and volunteering placements.

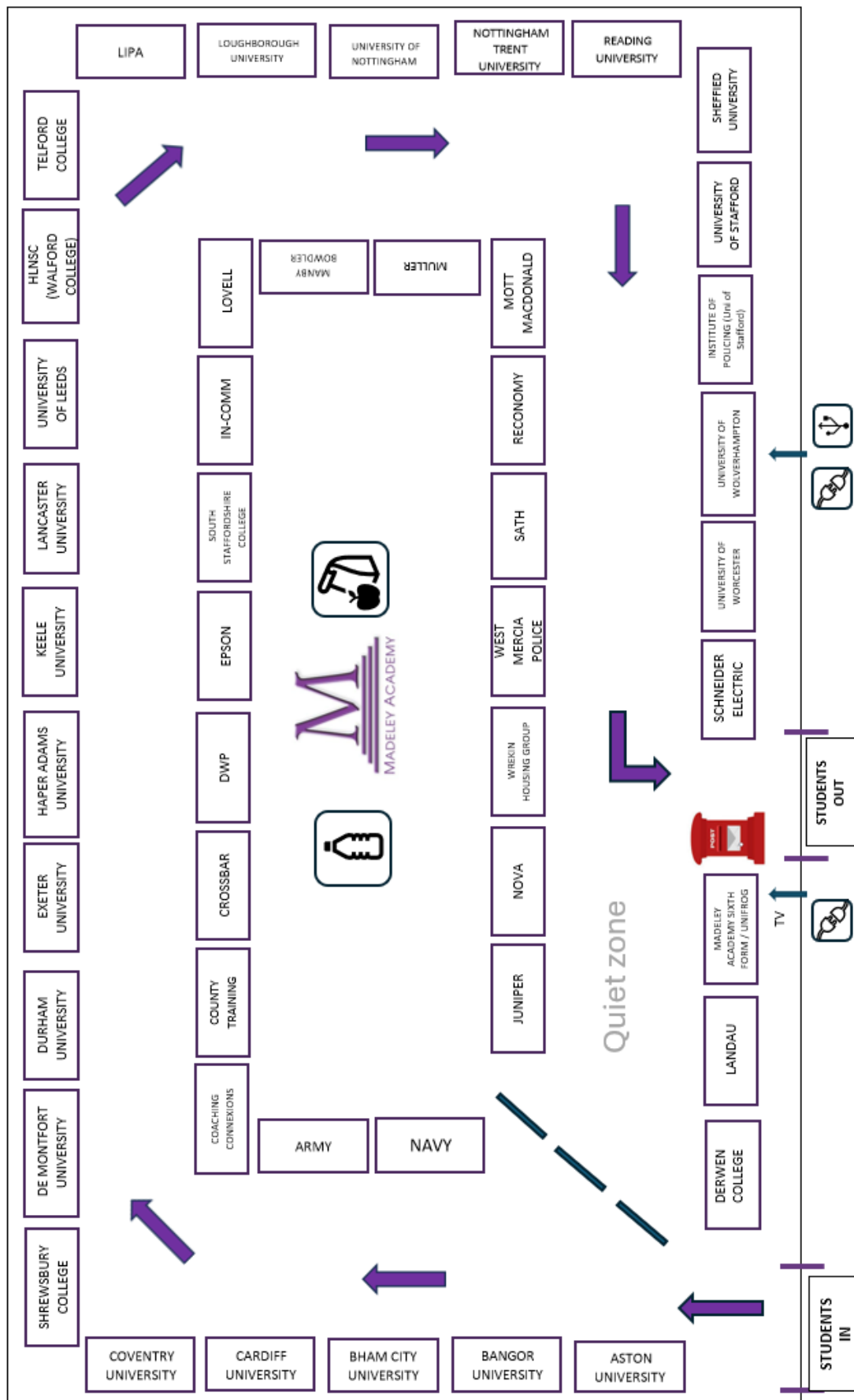
Our facilities are fantastic and include a state of the art Fitness Centre and modern Sixth Form Cafe. Sixth Formers benefit from our in-house careers service which provides one-to-one career plans and advice in wide ranging fields.

It offers a wide range of course combinations to ensure that students from across Telford have the very best foundations for the future.



www.madeleyacademy.com

CAREERS FAIR PLAN – WEDNESDAY 5TH MARCH 2025



A large, white, serif capital letter 'M' is centered on a dark purple horizontal band. The letter is elegant and has a classic, slightly flared design.Three horizontal white lines of varying lengths are stacked vertically, centered under the 'M'. The top line is the longest, the middle line is slightly shorter, and the bottom line is the shortest, creating a stepped effect.

MADELEY ACADEMY