Name: ………………………………… Form: ……….

Student Diary

[](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCIXd7tSVisYCFe0r2wod04gALQ&url=http://www.livescience.com/27682-women-men-science-gender-gap.html&ei=P9J6VcXBB-3X7AbTkYLoAg&psig=AFQjCNGVzAnvuiaqv42Q70Xd-KCRABj6Pg&ust=1434198973141909)[](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCJugoYmUisYCFWGh2wod320A0Q&url=http://pixshark.com/male-accountants-at-work.htm&ei=lNB6VZuGCOHC7gbf24GIDQ&bvm=bv.95515949,d.ZGU&psig=AFQjCNEOG0ZCG1M_RXckDqD1zhnlEELxzg&ust=1434198511762758)[](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCJfP46OUisYCFSxr2wodWxMApw&url=http://depositphotos.com/45474709/stock-video-attractive-male-and-female-coffee.html&ei=y9B6Vde9LazW7QbbpoC4Cg&bvm=bv.95515949,d.ZGU&psig=AFQjCNEOG0ZCG1M_RXckDqD1zhnlEELxzg&ust=1434198511762758)[](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCJOtwpuSisYCFSSC2wod4AEAVA&url=http://www.dreamstime.com/stock-photos-chefs-baking-kitchen-counter-young-male-chef-female-colleague-commercial-image36372413&ei=oc56VdPYIaSE7gbgg4CgBQ&bvm=bv.95515949,d.ZGU&psig=AFQjCNF7RQAGz1otzaApeveKfTr1z7oeBQ&ust=1434197998117316)[](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCLS7gq2QisYCFeQI2woda4gA9A&url=http://depositphotos.com/9154379/stock-photo-portrait-of-male-and-female.html&ei=rcx6VfSwF-SR7AbrkIKgDw&bvm=bv.95515949,d.ZGU&psig=AFQjCNE3AAEEm-6n2Lt42i1i1TeSUn4P4w&ust=1434197534751018)

Work Experience 2019-20



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[](http://www.google.co.uk/url?sa=i&rct=j&q=work+experience&source=images&cd=&cad=rja&uact=8&docid=ttHwsI3iDOrGaM&tbnid=Lj22MQ-aq7Y9IM:&ved=0CAUQjRw&url=http://cardiffuniworkexperience.wordpress.com/&ei=VCeYU-XuJ66b0AXSkIGwCg&bvm=bv.68693194,d.ZWU&psig=AFQjCNHcHCRjwkJoJcq8_UqoUqvkNdlxEg&ust=1402566802848022)

SECTION ONE: Prepare4Work



Task 1:

What do you really want to get from Work Experience?

⬩ PROFILE ⬩

This profile will tell you something about yourself and what you really want to get from your work experience. This may help you organise yourself so that you actually get what you want.

1. Complete all the boxes, add up your score for each section and enter the total.
2. Work quickly. Don’t think too long about each answer.
3. Now enter your scores into the ‘what it means’ box on page 5.
4. Everyone will have different priorities. The important thing is to know what yours are.
5. Use the following to score:

4 = very important, 3 = quite important, 2 = not very important, 1 = unimportant

|  |  |
| --- | --- |
| Factor 1: For me it is … important that on Work Experience I… | ✍ |
| 4 = very important, 3 = quite important, 2 = not very important, 1 = unimportant | Score |
| Get used to accepting instructions at work |  |
| Learn how to get on with other people |  |
| Learn how to stand up for myself |  |
| Take responsibility for what other people do |  |
| Get used to working as part of a team |  |
| Learn how to help other people out |  |
| Get used to being at work |  |
| Understand how to avoid upsetting others |  |
| Understand how other people think and feel |  |
| Learn how to talk to people at work |  |
| TOTAL |  |

|  |  |
| --- | --- |
| Factor 2: For me it is … important that on Work Experience I… | ✍ |
| 4 = very important, 3 = quite important, 2 = not very important, 1 = unimportant | Score |
| Learn how different jobs in an organisation fit together |  |
| Learn how to use common sense at work |  |
| Experience some of the problems of life at work |  |
| Learn how different organisations relate to one another |  |
| Learn how to get a job done on time |  |
| Understand what is involved in a variety of jobs |  |
| Learn about why other people work |  |
| Gain experience of working |  |
| Learn about the rules and regulations at work |  |
| Understand the differences between school and work |  |
| TOTAL |  |

|  |  |
| --- | --- |
| Factor 3: For me it is … important that on Work Experience I… | ✍ |
| 4 = very important, 3 = quite important, 2 = not very important, 1 = unimportant | Score |
| Learn how to use the skills and knowledge I have |  |
| Know what is needed to tackle different jobs and tasks |  |
| Develop some new skills |  |
| Learn how to follow instructions |  |
| Understand the links between school, college and work |  |
| Learn and use new skills |  |
| Apply my skills to different jobs |  |
| Find out what I can do |  |
| Practice what I can do |  |
| Learn more from those who have more skills |  |
| TOTAL |  |

|  |  |
| --- | --- |
| Factor 4: For me it is … important that on Work Experience I… | ✍ |
| 4 = very important, 3 = quite important, 2 = not very important, 1 = unimportant | Score |
| Learn how different jobs in an organisation fit together |  |
| Learn how to make the most of my time at work |  |
| Learn how to work to deadlines |  |
| Become more mature |  |
| Become more self-confident |  |
| Learn how to persuade others to my point of view |  |
| Learn how to be organised |  |
| Learn how to cope with problems |  |
| Get better at using my skills and knowledge |  |
| Become keen to learn more |  |
| TOTAL |  |

|  |  |
| --- | --- |
| Factor 5: For me it is … important that on Work Experience I… | ✍ |
| 4 = very important, 3 = quite important, 2 = not very important, 1 = unimportant | Score |
| Experience a possible job or career |  |
| Improve my chances of getting a job |  |
| Gain some of the skills employers are looking for |  |
| Get a better idea of what I want from work |  |
| Experience different types of work |  |
| Learn what a future job or career might be like |  |
| Try out different types of work within an organisation |  |
| Gain new skills in the kinds of jobs I want to do |  |
| Meet people who do the kinds of job I want to do |  |
| Understand the differences between school and work |  |
| TOTAL |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| What it means  My total for factor 1 is ………. My total for factor 2 is ……….  My total for factor 3 is ………. My total for factor 4 is ……….  My total for factor 5 is ………. My highest score was for factor ……….   |  |  |  |  | | --- | --- | --- | --- | | Unimportant | Not very important | Quite important | Very important |   0 10 20 30 40  Factor 1 is about learning to get on with others in work (interpersonal skills)  Factor 2 is about knowing why people work (learning about the world of work)  Factor 3 is about practising at work the kinds of skills you have already developed in school (links between school and work)  Factor 4 is about standing on your own two feet and coping with work problems (personal development)  Factor 5 is about choosing your future job and career (career preparation)  So for me, the most important thing I want to get from Work Experience is  ……………………………………………………………………………………………………………… ✍ |

Here are some ideas which some other students identified:

* Find out about a particular occupation by working alongside people doing these jobs.
* Talk to workers about why and how they chose their particular jobs.
* Improve my independence, confidence, responsibility and ability to work in a team.
* Gain practical experience of what it is like to work; e.g. longer hours, having a boss, being responsible for something etc.
* Actually use skills like ICT, maths etc. gained in school, in a useful situation.
* Find out about working conditions, Health and Safety, pressures of work etc.



[](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwjEqeqSrf3OAhUGVxoKHZSkALAQjRwIBw&url=http://www.freepik.com/free-photos-vectors/work&psig=AFQjCNG_6EXuFrFd8Y3jo9t3ri7OFi2pFA&ust=1473341000925402)

Task 2:

Why should you take part in Work Experience?

Tick the boxes below where you agree that a carefully planned work experience placement can;

(Tick as many boxes as you like)

* Give you a chance to experience working life.
* Help you to discover something about your skills, abilities and talents.
* Give you the chance to see how to develop your potential through job choice and vocational training.
* Help to show you the link between school work and future work within a career.
* Help you to learn about personal presentation skills for interviews.
* Help you make better informed decisions about your future.
* Provide you with opportunities to work alongside adults and to be treated as a young adult.
* Now check your answers

[](http://www.google.co.uk/url?sa=i&rct=j&q=Transferable+skills&source=images&cd=&cad=rja&uact=8&docid=cNyRxVtAr5sUwM&tbnid=GAZGmQDfHwJAQM:&ved=0CAUQjRw&url=http://www.canterbury.ac.uk/support/employability-and-careers-services/students/gain-skills/&ei=azwIVL6bOsrSaNPtgpgL&bvm=bv.74649129,d.d2s&psig=AFQjCNFE_flSDNqWzcNgDWGsFzeNLDXNeg&ust=1409912269035832)

What will your employer be looking for?

Employers will always be interested in people who have transferable skills. Skills that many employers want young people to demonstrate are;

* The ability to work as part of a team
* Communication & interpersonal skills
* Organisational skills
* Initiative
* Self-motivation
* Problem solving
* Negotiation skills
* Numeracy
* Valuing diversity
* Working to deadlines

Tick those skills that you think you could demonstrate to an employer

[](https://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwj_jvbUv_3OAhWEbRQKHaBwD_wQjRwIBw&url=https://twitter.com/azmaps&psig=AFQjCNHdlHNQKRQrc3YMYK36eSO4sdGpUw&ust=1473345987084746)

Task 3:

Alphabet Job Quiz

Challenge: List as many jobs as you can beginning with each letter of the alphabet

Tip: Visit the work experience website if in doubt:

<http://fls.work-experience.co.uk/Login>

User name: Student011 Password: Student01

|  |  |  |  |
| --- | --- | --- | --- |
| A |  | N |  |
| B |  | O |  |
| C |  | P |  |
| D |  | Q |  |
| E |  | R |  |
| F |  | S |  |
| G |  | T |  |
| H |  | U |  |
| I |  | V |  |
| J |  | W |  |
| K |  | X |  |
| L |  | Y |  |
| M |  | Z |  |

[](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwjQvJ3-v_3OAhXI6RQKHZp1Aj8QjRwIBw&url=http://www.ec3view.com/almost-half-of-construction-sites-inspected-fail-hses-september-spot-check/&psig=AFQjCNGCCLrZbqjxfiwjDevDJqvgk0X1Mg&ust=1473346067872091)

Task 4:

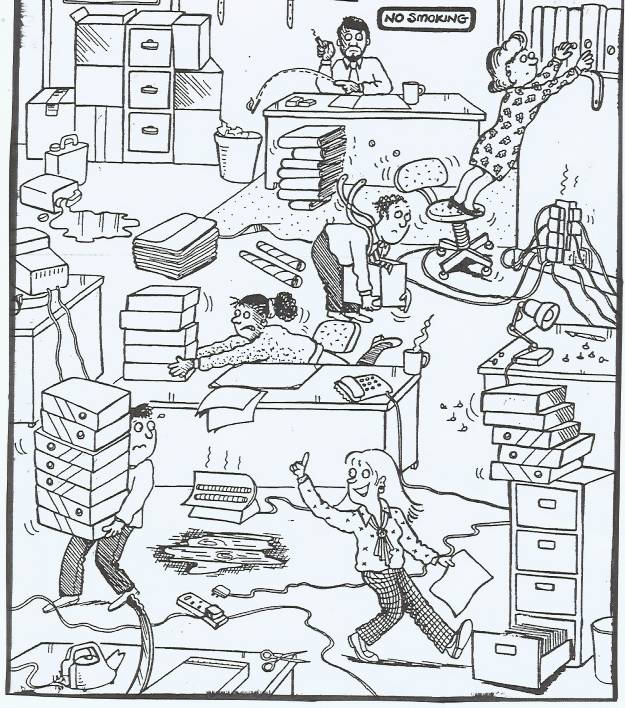
Spot the danger!

HEALTH AND SAFETY

Health and Safety at work is a very important issue and it is the responsibility of employers for ensuring that workplaces are safe for their employees and any visitors to the premises. There are laws to ensure that they do this. You and other employees also have a responsibility to take proper care whilst you are at work. During your time on placement you could see moving machinery and other dangers.

1. BE CAREFUL TO AVOID ANY DANGER.
2. IF YOU ARE UNSURE ABOUT ANYTHING ASK AND BE SURE THAT YOU FOLLOW INSTRUCTIONS.

Circle any potential hazards or dangers on the picture below:



MCj03408240000[1]MCj03408240000[1]Task 5:

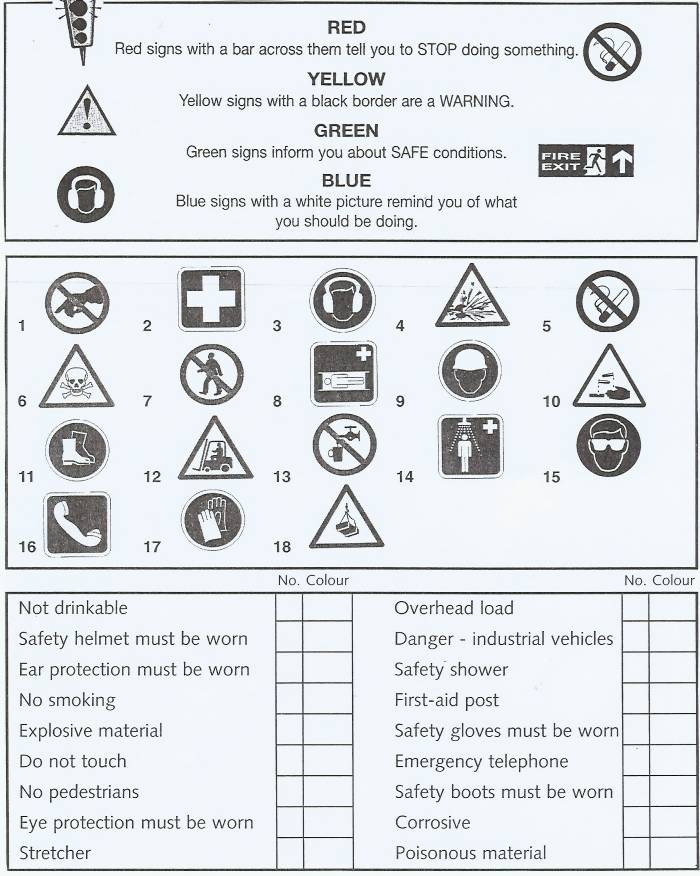
Danger! Danger!

DID YOU KNOW?

Around 1.6 million people are treated in hospital each year

after accidents at work. 70% of these accidents could have been avoided.

All companies have their own rules and these will be signposted around the building to remind you. There are universal meanings to colours used on signs. Use the traffic light system below to help you remember.

Using the traffic light colours, complete the boxes below to show what you think each sign below means and what colour you think it should be.

[](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwiv3ZmqwP3OAhWBPxQKHdZdBD0QjRwIBw&url=http://www.clipartkid.com/question-mark-cliparts/&psig=AFQjCNFCstRJc-kFor-NN-4K-ThYuQjAog&ust=1473346169006442)

What’s this for?

What do you think these pieces of equipment might be used for?

Who would use them? Complete the table at the bottom of this page - the first one has been done for you.

[](http://www.google.co.uk/imgres?imgurl=http://www.mscarita.com/images/products/large_hearing_protection_required_floor_graphics.jpg&imgrefurl=http://www.mscarita.com/hearing-protection-required-floor-graphic-p-1091-l-en.html&h=600&w=600&tbnid=6VghAzilYwSS-M:&zoom=1&q=hearing%20protection&docid=rZIvkDS0XmLp1M&ei=X02YU8DcDYKm0QWjo4HQBQ&tbm=isch&ved=0CDoQMygVMBU&iact=rc&uact=3&dur=1760&page=2&start=21&ndsp=21)[](http://www.google.co.uk/url?sa=i&rct=j&q=health%20%26%20safety&source=images&cd=&cad=rja&uact=8&docid=msbYO_B_13lk-M&tbnid=K5GMzrVmCiMZGM:&ved=0CAUQjRw&url=http://trip-ability.com/the-problem-with-health-and-safety/&ei=h0yYU4--Dcec0QW_zoGwBQ&bvm=bv.68693194,d.d2k&psig=AFQjCNFUyePYvnKL-SHsMvfteMAk8HHK2Q&ust=1402575925263625)

[](http://www.google.co.uk/url?sa=i&rct=j&q=safety%20boots%20workmen&source=images&cd=&docid=33XdHC_VKTUFiM&tbnid=A19cCn4g6jLKRM:&ved=0CAUQjRw&url=http://www.shutterstock.com/s/%22steel%2Btoe%2Bboots%22/search.html&ei=7U6YU53TNoWd0AXSqYHACA&bvm=bv.68693194,d.d2k&psig=AFQjCNHO87Hu942YR8e6VQXwpo1re4FV3A&ust=1402576900498368)

[](http://www.google.co.uk/imgres?imgurl=http://www.intcomedical.com/upfile/tx/product/ffp_paticulate_respirator_014_800.jpg&imgrefurl=http://www.intcomedical.com/english/ffp_paticulate_respirator.html&h=800&w=800&tbnid=hvdseA0mNdHTeM:&zoom=1&q=respirator&docid=MfgffNRuWf-iFM&ei=w0yYU772EeGz0QWU8oGYDA&tbm=isch&ved=0CD4QMygZMBk&iact=rc&uact=3&dur=452&page=2&start=24&ndsp=24)

|  |  |  |
| --- | --- | --- |
| Equipment | Protects? | Used where? |
| Goggles | Eyes | Laboratories |
| Respirator |  |  |
| Hearing protection |  |  |
| Hairnet |  |  |
| Hard hat |  |  |
| Safety boots |  |  |
| Gloves |  |  |



[](http://www.google.co.uk/url?sa=i&rct=j&q=health%20%26%20safety&source=images&cd=&cad=rja&uact=8&docid=Oa_S0GTzfAvyhM&tbnid=TCFEpRUW8dbtRM:&ved=0CAUQjRw&url=http://www.nomenca.co.uk/HealthSafety.html&ei=vEqYU9SqIcWd0QWllIDIBA&bvm=bv.68693194,d.d2k&psig=AFQjCNFUyePYvnKL-SHsMvfteMAk8HHK2Q&ust=1402575925263625) Task 6:

Sign the contract

HEALTH AND SAFETY LAW: WHAT YOU SHOULD KNOW

Your health, safety and welfare at work are protected by law. Under the law, both the employer and the employee have duties. Your employer has a duty to look after your health, safety and welfare at work, so far as is reasonably practicable. You have a duty to act sensibly and with care. The law covers you during part-time jobs and whilst you are on work experience.

In general, the employer’s duties include:

* Making your workplace safe and without risks to health.
* Keeping dust, fumes and noise under control.
* Ensuring plant and machinery are safe and that safe systems of

work are set and followed.

* Ensuring articles and substances are moved, stored and used safely.
* Providing adequate welfare facilities.
* Giving you the information, instruction training and supervision necessary for your health and safety.

Your employer must also:

* Draw up a health and safety policy statement if there are five or more employees and should also tell you about the existing health and safety organisation and arrangements.
* Provide free any protective clothing or equipment specifically required by health and safety law.
* Report certain injuries, diseases and dangerous occurrences to the enforcing authority.
* Provide adequate first-aid facilities.
* Consult a safety representative, if one is appointed by a recognised trade union, about matters affecting your health and safety.
* Set up a safety committee if asked in writing by two or more safety representatives.

As an employee, YOU have legal duties too. They include:

* Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
* Co-operating with your employer on health and safety.
* Not interfering with, or misusing anything provided for your health, safety or welfare.

If you think there is a health and safety problem in your workplace, you should first discuss it with your employer, supervisor or manager. You may also wish to discuss it with your safety representative, if there is one. If you are still unhappy about something you should then contact school.

I have read carefully and understand the information on this sheet which has also been explained to me.

Signed…………………………………………………………………. Date ……………

MCPE03260_0000[1]

Task 7:

How should you respond?

SITUATIONS YOU MAY ENCOUNTER WHILST ON WORK EXPERIENCE

There are many different situations you may face throughout the week. Thinking first about how you might respond to different situations, might help you to react effectively during your placement.

* You are asked to ‘brew up’ during your work placement
* You are given tasks that are less interesting than you had expected.
* You have been given instructions on how to perform a certain task. Unfortunately, although the instructor went through it twice, it was rather quick for you.
* The company is very strict about punctuality but your bus does not turn up and you decide to wait for the next one 30 minutes later – making you arrive at work 30 minutes late.
* Now check your answers

[](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwj5vZbQwP3OAhWJsxQKHSp7BIUQjRwIBw&url=http://barrymoltz.com/2013/01/does-in-person-really-matter-anymore/&psig=AFQjCNHCBBNEev59pzaohXbclpcpX3yxTA&ust=1473346244294379)

Task 8:

Meeting with your employer: The Interview

1. When you meet with your employer for the first time will you?

* Smile
* Look serious
* Looked stressed
* Look calm
* Look uninterested

1. How would you greet your employer?

* Warm greeting
* Offer a hand in a formal way
* Back away
* Step towards them
* Turn and look away

1. When you are talking to colleagues do you?

* Look right through them
* Look above their head
* Look them in the eye, but not uncomfortably
* Look at the floor

1. When speaking to colleagues how should your tone be?

* Warm and friendly
* Sharp and business like
* Stern and serious
* Light hearted and jokey
* Rushed

1. How will you dress?

* Smart but trendy
* Smart and very formal
* Sloppy dresser
* Casual but well turned out

Choose the words from the list below which employers would hope to see from you when YOU take part in your work experience.

Active, articulate, arrogant, apathetic, business like, bored, caring, careful, calm, confident, conscientious, disinterested, disastrous, disorganised, daring, energetic, engaged, frustrated, fearful, fun, hardworking, helpful, interested, imaginative, insecure, kind, lazy, light- hearted, motivated, moody, organised, outgoing, patient, polite, purposeful, quick, relaxed, stressed, slow, serious, showing initiative, shy, team player, trustworthy, timid, understanding.

* Now check your answers

[](http://www.google.co.uk/url?sa=i&rct=j&q=blockbusters&source=images&cd=&cad=rja&uact=8&docid=m-ETUrdzOlEEkM&tbnid=Fjr0kzvpkbJJ8M:&ved=0CAUQjRw&url=http://www.challenge.co.uk/news/be-in-the-audience-of-blockbusters-with-sky-rewards.html&ei=-hMHVPmUFeOm0QXwtYDIAw&bvm=bv.74115972,d.d2k&psig=AFQjCNGcr39KH5v1ip9iOojgnwkoYD3JsQ&ust=1409836342687985)Task 9:Application Blockbuster

T

C

L

RL

EA

JD

S

N

V

Q

EC

WH

T

O

I

E

R

CV

SL

PS

P

J

EH

TI

A

Task 9:

Application Blockbuster

Select a letter from the grid and answer it correctly. If you do not know the answer you may choose another letter. To be successful you must try to move across the grid or move up and down so you complete a connecting path horizontally or vertically.

|  |  |
| --- | --- |
| Which A | Lets you know the job is available? |
| Which C | Is a person going for an interview? |
| Which CV | Outlines you academic and work history? |
| Which E | Describes things you have done before relating to the job? |
| Which EA | Will find you temporary work? |
| Which EC | Do you sign when you start work setting out your terms of employment? |
| Which EH | Outlines a job you have done in the past? |
| Which I | Is where you are questioned about why you want the job? |
| Which J | Is a place where adults can register when looking for work? |
| Which JD | Tells you what the vacancy is for? |
| Which L | Is written to employers to explain why you want the job? |
| Which N | Is where a job vacancy may be advertised? |
| Which O | Is extra payment for working longer than your contracted hours? |
| Which P | Is being given responsibility and pay by your existing employer? |
| Which PS | Shows you the salary that goes with the job? |
| Which Q | Are gained by passing assessments in different subjects? |
| Which R | Is written to employers about you? |
| Which RL | Is a letter you write when you want to leave a job? |
| Which S | Shows what you are good at? |
| Which SL | Do employers do to select people for interview? |
| Which T | Is what a letters of application should be? |
| Which T | Is provided by an employer to help you learn new skills in a job? |
| Which TI | May be conducted over the phone? |
| Which V | Is a term used meaning a job is available? |
| Which WH | Shows how long you will be working each week? |

* Now check your answers



Task 10:

Acceptable or NOT acceptable

1. You are ill on a day you are supposed to be attending work experience and you know you must let the employer know early in the morning. You send a text message.

Acceptable or NOT acceptable

1. You need to leave the workplace early due to illness or unforeseen circumstances? You **have been given permission to** leave by your supervisor. They have said they will contact school so you decide not to notify the school by telephone yourself.

Acceptable or NOT acceptable

1. You have a minor accident at work but decide not to notify your supervisor as you don’t want to get into trouble. Later that evening you need to visit the doctors as you are concerned you may have damaged some ligaments in your arm. You return to work the following day as it wasn’t a serious injury.

**Talk to other students and see whether they agree with you**

* Now check your answers

 Task 11:

Knowledge of the Job

What job would you be doing if ……….

Air traffic controller

Meteorologist

Cartographer

Microbiologist

Psychologist

Forensic Scientist

Archaeologist

Care assistant

Pharmacist

Aeronautical engineer

|  |  |
| --- | --- |
| 1. You made maps for a living |  |
| 1. You studied the atmosphere |  |
| 1. You worked with viruses, bacteria and fungi |  |
| 1. You examined scientific evidence from crime scenes |  |
| 1. You kept aircrafts flying safely through air corridors |  |
| 1. You studied how people interact together |  |
| 1. You studied the remains people leave behind in the ground to discover how they lived |  |
| 1. You worked with elderly in a day centre, residential home or nursing home |  |
| 1. You worked in the community or hospital to ensure the safe supply and use of medicines by the public |  |
| 1. You applied your scientific and technological principles to research and designed, developed, maintained and tested the performance of; civil and military aircraft; missiles; weapons systems. |  |

* Now check your answers

Task 12:

**Curriculum Vitae**

[](http://www.google.co.uk/url?sa=i&rct=j&q=cv+template&source=images&cd=&cad=rja&uact=8&docid=5VLztnPcaXoNQM&tbnid=N_Rmbhj_XXcVEM:&ved=0CAUQjRw&url=http://standoutcvs.com/product/best-cv-template/&ei=zCsHVPvxNKznsAT4n4HwCQ&bvm=bv.74115972,d.cWc&psig=AFQjCNFHgiWbxfUDWe5QC01pHIePNqGaOg&ust=1409842497716750)

Complete a CV that you can use in the future every time you apply for a job.

* Impress your employer
* Make a great first impression so you get short listed for an interview

[](http://www.google.co.uk/url?sa=i&rct=j&q=stand%20out%20from%20the%20crowd&source=images&cd=&cad=rja&uact=8&docid=y98dikv0tH4o3M&tbnid=BLaUrprj-ujxEM:&ved=0CAUQjRw&url=http://blog.evisors.com/job-seeking-stand-out-from-the-crowd/&ei=DC0HVJ-vBo3LsATs_YDICA&bvm=bv.74115972,d.cWc&psig=AFQjCNGO9EgBK5xzwk0BTMgeXKtoLv7erg&ust=1409842804937890)

You can use the template below to help collate your information. Alternatively look for a suitable template online that will help to make you stand out from the crowd.

**Curriculum Vitae**

**Name:**

**Address:**

**Tel: Email:**

**Personal Profile**

**Skills**

**Education**

**Qualifications**

***GCSE/BTEC Subject Predicted Grade/Route***

**Work Experience**

Date:

Work Experience Placement:

Job Title:

**Duties:**

**Other achievements & experiences**

**Positions of Responsibility**

**Hobbies & Interests**

**Other Languages**

**References**

**Mrs J Johnson**

**Head of Year**

Smithills School

Smithills Dean Road

Bolton

BL1 6JS

**Mr M Sidebottom**

**Head Teacher**

Smithills School

Smithills Dean Road

Bolton

BL1 6JS

Section 2:

Check your Answers

[](http://www.google.co.uk/url?sa=i&rct=j&q=check%20your%20answers&source=images&cd=&cad=rja&uact=8&docid=hJHrsJ4nS-C75M&tbnid=IHJxZX9qxMPrvM:&ved=0CAUQjRw&url=http://gameswithwords.fieldofscience.com/2013_06_01_archive.html&ei=0CcIVKK0AYHLaMD3gpAP&bvm=bv.74649129,d.d2s&psig=AFQjCNHzJtZ2ytT-SUe5qCB0Wv3ZOsIxiw&ust=1409906977886561)



ANSWERS

Task 2:

Why should you take part in Work Experience?

ANSWERS

All the boxes should be TICKED!

A carefully planned work experience placement can;

(Tick as many boxes as you like)

* Give you a chance to experience working life.
* Help you to discover something about your skills, abilities and talents.
* Give you the chance to see how to develop your potential through job choice and vocational training.
* Help to show you the link between school work and future work within a career.
* Help you to learn about personal presentation skills for interviews.
* Help you make better informed decisions about your future.
* Provide you with opportunities to work alongside adults and to be treated as a young adult.

MCBD20181_0000[1]



Task 7:

How should you respond?

ANSWERS

SITUATIONS YOU MAY ENCOUNTER WHILST ON WORK EXPERIENCE

* You are asked to ‘brew up’ during your work placement

Tip: Everyone will be asked at some point to make a cup of tea/coffee for other employers. You will need to be polite and take your turn to keep your colleagues happy and be accepted as part of the team. Remember they will treat you as an adult and will expect you to behave like one.

* You are given tasks that are less interesting than you had expected.

Tip: Every job involves doing some aspects of work we would really rather not do. It’s all part of being employed. Cleaning is one example where everyone has a part to play in keeping their work area tidy. Finish the task you’ve been given but use your initiative at the same time. Look for areas of work you would find interesting and ask if you can be involved in them at some point. Showing an interest goes along way!

* You have been given instructions on how to perform a certain task. Unfortunately, although the instructor went through it twice, it was rather quick for you.

Tip: Be honest and apologise. Try to explain you are still a little unsure. Ask the instructor to wait whilst you try it out and see if you have got it correct. You might surprise yourself. Sometimes it’s just about having confidence (and listening of course!)

* The company is very strict about punctuality but your bus does not turn up and you decide to wait for the next one 30 minutes later – making you arrive at work 30 minutes late.

Tip: Have the phone number of the employer in your phone in advance for emergencies. If you are going to be late for any reason you can telephone ahead to apologise and let them know you are on your way. Try to give them an estimated time of arrival.

Please note: If you have any concerns whilst you are on Work Experience and feel the need to speak with someone from School you should telephone 01204 842382 and ask to speak with Mrs Isaacs (Work Related Learning Officer)

or Mrs John (Work Experience Administrator)

Task 8:

Meeting with your employer: The Interview

ANSWERS

1. When you meet with your employer for the first time will you?

* Smile
* Look serious
* Looked stressed
* Look calm
* Look uninterested

1. How would you greet your employer?

* Warm greeting
* Offer a hand in a formal way
* Back away
* Step towards them
* Turn and look away

1. When you are talking to colleagues do you?

* Look right through them
* Look above their head
* Look them in the eye, but not uncomfortably
* Look at the floor

1. When speaking to colleagues how should your tone be?

* Sharp and business like
* Stern and serious
* Warm and friendly
* Light hearted and jokey
* Rushed

1. How will you dress?

* Casual but trendy
* Smart and very formal
* Sloppy dresser
* Smart and well turned out

Choose the words from the list below which employers would hope to see from you when YOU take part in your work experience.

Active, articulate, arrogant, apathetic, business like, bored, caring, careful, calm, confident, conscientious, disinterested, disastrous, disorganised, daring, energetic, engaged, frustrated, fearful, fun, hardworking, helpful, interested, imaginative, insecure, kind, lazy, light- hearted, motivated, moody, organised, outgoing, patient, polite, purposeful, quick, relaxed, stressed, slow, serious, showing initiative, shy, team player, trustworthy, timid, understanding.

Task 9:

Application Blockbuster

ANSWERS

[](http://www.google.co.uk/url?sa=i&rct=j&q=blockbusters&source=images&cd=&cad=rja&uact=8&docid=m-ETUrdzOlEEkM&tbnid=Fjr0kzvpkbJJ8M:&ved=0CAUQjRw&url=http://www.challenge.co.uk/news/be-in-the-audience-of-blockbusters-with-sky-rewards.html&ei=-hMHVPmUFeOm0QXwtYDIAw&bvm=bv.74115972,d.d2k&psig=AFQjCNGcr39KH5v1ip9iOojgnwkoYD3JsQ&ust=1409836342687985)

|  |  |
| --- | --- |
| Which A | Advertisement |
| Which C | Candidate |
| Which CV | Curriculum Vitae |
| Which E | Experience |
| Which EA | Employment Agency |
| Which EC | Employment contract |
| Which EH | Employment history |
| Which I | Interview |
| Which J | Job centre |
| Which JD | Job Description |
| Which L | Letter |
| Which N | Newspaper |
| Which O | Overtime |
| Which P | Promotion |
| Which PS | Pay scale |
| Which Q | Qualifications |
| Which R | Reference |
| Which RL | Resignation Letter |
| Which S | Skills |
| Which SL | Short- list |
| Which T | Targeted |
| Which T | Training |
| Which TI | Telephone interview |
| Which V | Vacancy |
| Which WH | Working Hours |



Task 10:

Acceptable or NOT acceptable

ANSWERS

1. You are ill on a day you are supposed to be attending work experience and you know you must let the employer know early in the morning. You send a text message.

NOT acceptable

2. You need to leave the workplace early due to illness or unforeseen circumstances? You have been given permission to leave by your supervisor. They have said they will contact school so you decide not to notify the school by telephone yourself.

NOT acceptable

1. You have a minor accident at work but decide not to notify your supervisor as you don’t want to get into trouble. Later that evening you need to visit the doctors as you are concerned you may have damaged some ligaments in your arm. You return to work the following day as it wasn’t a serious injury.

NOT acceptable

All accidents need to be reported however minor and relevant accident report forms completed by the company!

Task 11:

Knowledge of the Job

ANSWERS

What job would you be if ……….

|  |  |
| --- | --- |
| You made maps for a living | Cartographer |
| You studies the atmosphere | Meteorologist |
| You worked with viruses, bacteria and fungi | Microbiologist |
| You examined scientific evidence from crime scenes | Forensic Scientist |
| You keep aircrafts flying safely through air corridors | Air traffic controller |
| You study how people interact together | Psychologist |
| You studied the remains people leave behind in the ground to discover how they lived | Archaeologist |
| You worked with elderly in a day centre, residential home or nursing home | Care assistant |
| You worked in the community or hospital to ensure the safe supply and use of medicines by the public | Pharmacist |
| You applied your scientific and technological principles to research, design, develop, maintain and test the performance of; civil and military aircraft; missiles; weapons systems. | Aeronautical engineer |

SECTION 3:



WORK EXPERIENCE PLACEMENT CONFIRMED

[](http://www.google.co.uk/url?sa=i&rct=j&q=next+steps&source=images&cd=&cad=rja&uact=8&docid=WOFyJmxjgNnHfM&tbnid=5AULqTG_R8GY0M:&ved=0CAUQjRw&url=http://highereducation-mama4x.blogspot.com/&ei=4CYIVIKqIc3LaLOkgrgC&bvm=bv.74649129,d.d2s&psig=AFQjCNEsxKBNoDwqRCsZGWSVnh_p_9IYNg&ust=1409906560971390)



Next steps

PLACEMENT CONFIRMED

Record the DETAILS of your placement

**Work Experience Dates: Monday 23rd March - Friday 27th March 2020**

Name of Company\Organisation ……………………………………..……………………

Address:………………………………………………………………………………………………………………………….…………….……………………………………….… …………………………………………………………….……Postcode: ……………….

Telephone No: ……..……………………… E-Mail Address.……………………………

Person to contact: ……………………………………………………. Job Title: ………

**Work Details:**

The days of work: ……………….…………………………… to ……………..…………

The hours of work: ……………….…………………………… to ……………..…………

Person to whom student(s) should report on the first day:

…….………………………………………………………………………………………

A brief outline of duties:

………………………………………………………………………………………………

……………………………………………………………………………….…………

Type of dress required - (any special requirements, or provision made by yourselves): …………………………………………………………………………………………………………………………………………………………………………………………….

Any other details you wish to know; (clothing, lunch arrangements)

………………………………………………………………………………………………………………………………………………………………………………………………

[](http://www.google.co.uk/url?sa=i&rct=j&q=phone&source=images&cd=&cad=rja&uact=8&docid=d8M9zBxwx0OQPM&tbnid=Aqi1ML4W13bf-M:&ved=0CAUQjRw&url=http://www.overclockers.co.uk/contact.php&ei=eEmYU4ukDMSW0AWFqIDYCQ&bvm=bv.68693194,d.d2k&psig=AFQjCNEdczCJmjHniWj0Ak_a_KjyGFtNnA&ust=1402575508884674) **YOU MUST:**

**Make contact with your EMPLOYER**

Now your placement has been confirmed **YOU** will need to make contact

with your employer to introduce yourself and confirm your final arrangements.

**Start date: Monday 23rd March - Friday 27th March 2020**

**Before you telephone: Get organised**

* Make sure you know who is responsible for you during work experience and who you need to ask to speak with.
* Make a note of what you might say and any questions you might want answered.
* If on a mobile make sure the battery is charged.
* Know dates and times you are free and can agree to meet your employer

**Telephone** your employer to introduce yourself and make arrangements to meet in person before you start (if they want to, most employers do, but not all of them – you will need to **ASK**. Find out any final or specific arrangements about your placement.

NB: This is the **first opportunity to make an impression**

If your employer wants to meet, make arrangements to do so and get your **Placement Agreement Form** signed.

**During the call;**

* Ask to speak with person responsible for you during work experience.
* Introduce yourself and say why you are telephoning.
* Explain that you have been asked to contact you employer to introduce yourself and find a suitable time to meet in person.
* Speak slowly & clearly.
* Be polite at all times and listen carefully.
* Record any information you need to remember.
* Thank them for their time.

**The Placement Agreement** form is to confirm that you have met with the employer and completed your initial briefing/interview. It also confirms they are expecting you for Work Experience starting **Monday 23rd March - Friday 27th March 2020.** In some cases the employer may be happy to speak to you over the phone and no visit is necessary. If this is the case, please just let us know in the Careers Office.

**Once signed this form should be returned to the Careers Office by**

**Friday 29th February 2020**

SECTION 4:

During Work Experience

[](http://www.google.co.uk/url?sa=i&rct=j&q=keep%20calm%20and%20work%20hard&source=images&cd=&cad=rja&uact=8&docid=jUuJxqkWNmOa-M&tbnid=W9C8lhbaY_uTZM:&ved=0CAUQjRw&url=http://www.keepcalm-o-matic.co.uk/p/keep-calm-and-work-hard-134/&ei=WkkIVIGvOsPhaP-TgLAK&psig=AFQjCNFSCyIpdN7JGT8zUzZB5M-z3cCfJQ&ust=1409915569575518)



Health & Safety

Checklist

When you start with any new employer, you should be aware of the health & safety procedures operating in your work placement.

Complete the check list to show your understanding of the rules for your work area.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | N/A |
| 1. I know what action to take in the event of a fire |  |  |  |
| 1. I know the emergency escape route |  |  |  |
| 1. I know where the evacuation assembly point is |  |  |  |
| 1. I know how to report an accident in the work place |  |  |  |
| 1. I know who the designated first aider is |  |  |  |
| 1. I understand the reason I am not permitted to operate dangerous machinery |  |  |  |
| 1. I know the lifting and handling procedures |  |  |  |
| 1. I need to wear protective equipment |  |  |  |
| 1. I know who my supervisor is |  |  |  |
| 10. I am aware there are procedures for dealing with hazardous substances in my work place but I am not permitted to handle such substances. |  |  |  |

Signed…………………………………………………………………. Date ……………

[](http://www.google.co.uk/imgres?q=reflect+&+review&um=1&hl=en&safe=active&tbo=d&rls=com.microsoft:en-gb:IE-SearchBox&biw=1024&bih=571&tbm=isch&tbnid=daaa-gKaoWdNoM:&imgrefurl=http://destech.wordpress.com/2009/03/10/reflection-time/&docid=lRirKEicoHnX1M&imgurl=http://destech.files.wordpress.com/2009/03/mindmaper-3.jpg&w=2270&h=1530&ei=pi4JUbCPMe-S0QW1hoHYCQ&zoom=1&iact=rc&dur=218&sig=109043527986134896902&page=1&tbnh=134&tbnw=192&start=0&ndsp=15&ved=1t:429,r:12,s:0,i:114&tx=76&ty=74)Day 1: Reflect & Review

Complete a diary of your time on work experience. This will help you reflect and review your experience throughout the week and see the progress you make

|  |  |  |
| --- | --- | --- |
| Reflect & review | Yes | No |
| Were you nervous on your first day? |  |  |
| Did you arrive on time? |  |  |
| Did you know the name of the person you should be reporting to? |  |  |
| Were you given any special clothing to wear? |  |  |
| Did they introduce you to the rest of the team? |  |  |

|  |
| --- |
| What jobs did you have to do on the first day? |
| Did you find the day difficult?   * Yes * No   If so what made it difficult? |
| Did you enjoy your first day? What did you enjoy? |
| Do I need to do anything differently tomorrow?   * Dress differently? * Get up earlier? * Take my own lunch? * Take some extra money for lunch or bus fares? * Be more enthusiastic * Appear more confident? * Ask more questions * Anything else I need to do? |

Day 5: Reflect & Review

Skills Grid

Look at the list of skills below and tick off the ones you have used. Use two ticks to show the skills you have used for the first time. Feel free to add any others you have used to the list below.

* Being on time
* Using initiative
* Answering the telephone
* Working under pressure
* Reading dials/ gauges
* Being confident
* Asking the right questions
* Handling money
* Filling in forms/orders/chits/dockets
* Judging standards of own/others work
* Estimating time/distances/weights/space
* Getting on with your work mates/supervisor/boss
* Being able to work without supervision
* Being able to use the right equipment/tools
* Listening carefully to instructions and acting on them
* Understanding and keeping to the rules of safety and hygiene
* Wearing protective clothing when necessary
* Planning and carrying out a journey or trip
* Keeping calm in awkward situations
* Being able to deal with problems in some way
* Being able to find your own way round your placement
* Knowing who to contact in an emergency
* Being able to put things right which have gone wrong
* Being able to deal with customers/ clients/ members of the public
* Using a public address system
* Being able to do necessary calculations
* Being able to explain things to people
* Being able to adapt to different situations/ work
* Being aware of feelings of others
* Writing letters/reports/work sheets
* Being able to cope with routine/boring tasks
* Knowing the job
* Talking/ giving messages
* Reading instructions
* Looking smart/wearing suitable clothing
* Using charts/drawings /diagrams
* Knowing about unions
* Knowing your employment rights
* Being polite
* Being patient
* Knowing some first aid
* Using a key board

[](http://www.google.co.uk/imgres?q=interview&um=1&hl=en&safe=active&tbo=d&rls=com.microsoft:en-gb:IE-SearchBox&biw=1024&bih=571&tbm=isch&tbnid=embNblkbUPy_7M:&imgrefurl=http://purduecco.wordpress.com/2012/02/21/what-are-informational-interviews/&docid=eZEiaW72S75_sM&imgurl=http://purduecco.files.wordpress.com/2012/02/informational-interview.jpg&w=720&h=700&ei=WC8JUanVI4eb1AXuyICQCw&zoom=1&iact=hc&vpx=540&vpy=114&dur=516&hovh=221&hovw=228&tx=145&ty=123&sig=109043527986134896902&page=1&tbnh=144&tbnw=148&start=0&ndsp=15&ved=1t:429,r:3,s:0,i:87)

Employee Interview

Why not take the opportunity to interview another employee to find out more about the job?

Name of person interviewed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_

What is your job title? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a written job description? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What sort of things do you do as part of your job?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have any form of staff appraisal? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What hours do you work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What holidays do you get? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What qualifications do you need to get into this type of employment?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you get any form of on the job training? Does this lead to any additional qualifications?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are the opportunities for promotion?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are there any special skills or qualities that would be recommended for this type of work?

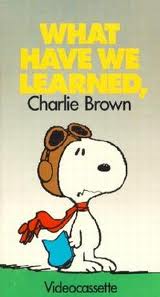
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Don’t forget to thank the interviewee for giving up their time to speak with you.

SECTION 5:

Making Sense of the Learning

[](http://www.google.co.uk/imgres?q=what+have+I+learned&um=1&hl=en&safe=active&tbo=d&rls=com.microsoft:en-gb:IE-SearchBox&biw=1024&bih=571&tbm=isch&tbnid=E_AUyvjtXgmg3M:&imgrefurl=http://en.wikipedia.org/wiki/What_Have_We_Learned,_Charlie_Brown?&docid=w2jB6jVgS399nM&imgurl=http://upload.wikimedia.org/wikipedia/en/9/96/What_Have_We_Learned,_Charlie_Brown.jpg&w=200&h=372&ei=ZzEJUbTWDoHU0QX3xYDoCw&zoom=1&iact=hc&vpx=2&vpy=2&dur=2671&hovh=297&hovw=160&tx=80&ty=144&sig=109043527986134896902&page=1&tbnh=143&tbnw=80&start=0&ndsp=18&ved=1t:429,r:0,s:0,i:78)

[](http://www.shutterstock.com/subscribe.mhtml)

Making Sense of the Learning

|  |
| --- |
| What are the main things you have learned from your placement? |
| **What if anything would you do differently if you experienced the same things again?** |
| **How will what you learned affect your approach to school life and school work?** |
| **Has this experience had any impact on your career plans for the future?** |

TIP: Make sure you now start to look at what courses you may need to follow in the future in further education and training to ensure you are able to pursue your career choice.

Thank You Letter

**SAMPLE**

Your Address

Address

Address

Postcode

Date

Placement Address

Address

Address

Postcode

Dear (write the name of the person you are writing to if you know it)

OR

Dear Sir\Madam,

**Content of letter**

* Give reasons for writing
* Say how you felt about work experience
* Write about what you enjoyed
* Write about what you found most useful
* Say what you learned
* Say how work experience has helped you
* Describe how it has affected future plans
* Mention some people by name
* Round off by saying thank you again

Yours sincerely,

(Leave enough space to sign your name)

(NAME – Sign)

(Name-Print)

**(Ask someone you trust to check your draft version before making final amendments)**

**Send your letter at the end of your week of work experience.**

