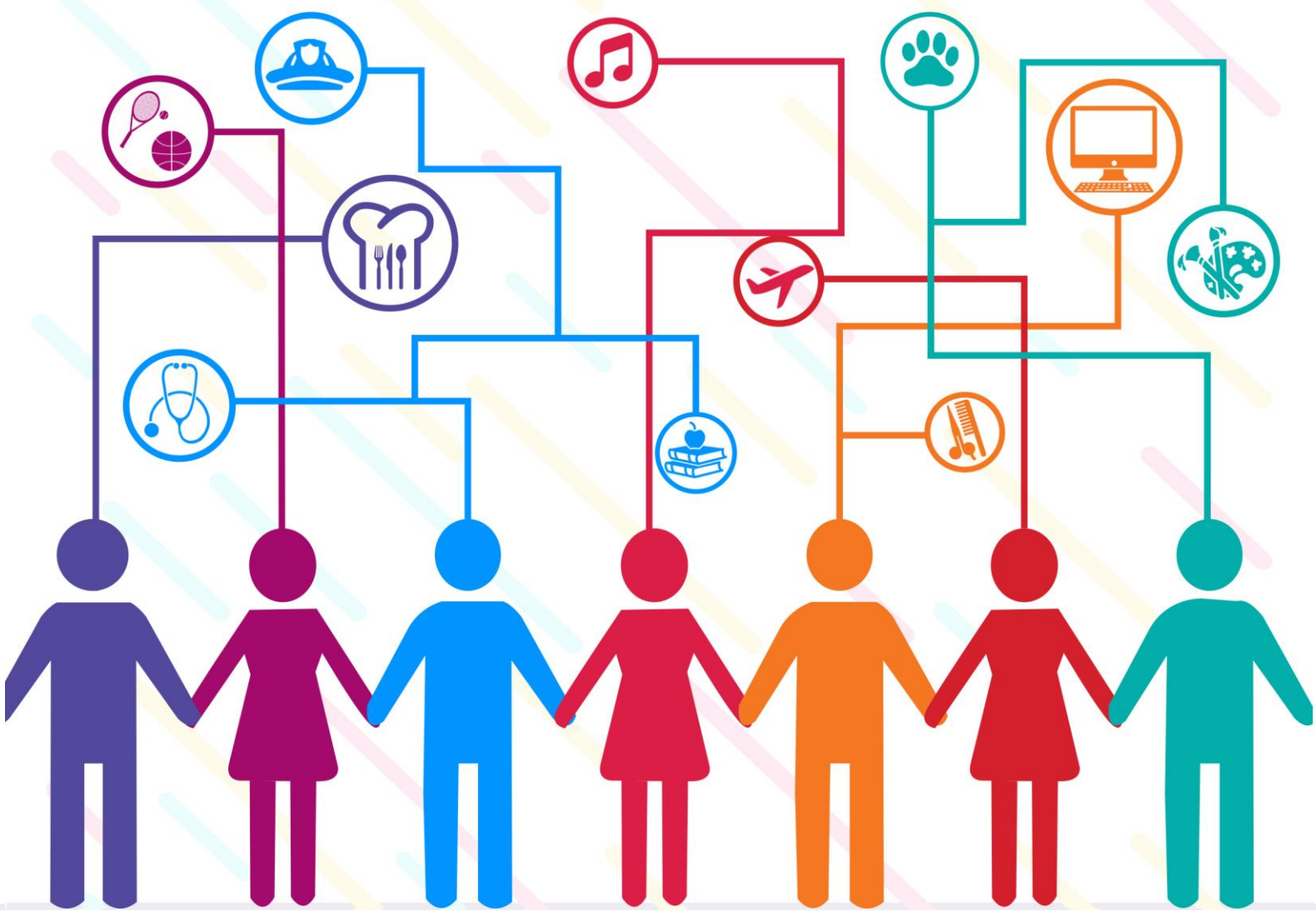




# CARMEL SIXTH FORM

## YEAR 12 WORK EXPERIENCE

### WORKBOOK



# YOUR DETAILS

<b>Name</b>	
<b>Form Group</b>	
<b>Name of work experience placement</b>	
<b>Address of work experience</b>	
<b>Dates of work experience</b>	
<b>Name of work place mentor/ contact</b>	
<b>Email of work experience contact</b>	

## WORK PATTERN

### Start Time & Finish Time:

Below record the types of duties you performed

Monday	Tuesday	Wednesday	Thursday	Friday

# WORK EXPERIENCE LEARNING

Record below the things that you have learnt during work experience


Record below the skills you have developed


**Reflecting on your work experience, respond to the questions below giving details.**

What was the most rewarding aspect of your work experience?

What was the most challenging aspect of your placement?

Has this opportunity helped you to think about your future career/ education?

Have you made any connections/ plans to continue to work with the organisation you were placed in?

What are your future ambitions?

What are you doing to secure your next steps?

Are you looking for more opportunities to volunteer/ have work experience? If so what would you like to do?

What do you think the employer/ organisation would say about your time with them?

					COMMENTS
Were the duties of your placement explained to you clearly?	YES		NO		
Were you allocated a Placement Supervisor for your placement?	YES		NO		
Did your Placement Supervisor provide adequate supervision and instruction?	YES		NO		
Did you feel able to speak freely with your Placement Supervisor if you had any queries?	YES		NO		
Were other employees in the department that you were working in helpful?	YES		NO		
Do you believe that your placement gave you a better understanding of working life?	YES		NO		
Do you believe that your placement helped you to make decisions about a future career?	YES		NO		
Did your placement boost your confidence?	YES		NO		
Did your placement affect your perception about the working environment?	YES		NO		
Were you made to feel welcome in the department in which you worked?	YES		NO		
Was your placement structured and properly planned?	YES		NO		
Are you still keen to follow your chosen career following your placement?	YES		NO		
If there were vacancies within the company in your chosen area in the future would you apply?	YES		NO		
Would you recommend this for future work experience placements	YES		NO		
Other comments					

Your Work Placement will be asked to complete a reference for you.  
Below is a copy of the form you need to get completed.

<b>Student Name</b>	
<b>Job Role</b>	
<b>Manager</b>	
<b>Dates from and to</b>	
<b>Any days missed &amp; reason given</b>	

Managers are required to give an indication of the pupil/ students performance during the work experience placement. Honest feedback is required so that the learner knows which areas require improvement in preparation for entering the work place.

	<b>Excellent</b>	<b>Very Good</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Poor</b>
<b>PUNCTUALITY</b>					
<b>INTEREST</b>					
<b>APTITUDE</b>					
<b>SELF CONFIDENCE</b>					
<b>RELATIONSHIP WITH STAFF</b>					
<b>RELIABILITY</b>					
<b>INITIATIVE</b>					

Wherever possible please provide additional comments or guidance that will enhance the quality of the work experience placement.

<b>ADDITIONAL COMMENTS</b>	
<b>Managers Signature</b>	
<b>Date</b>	



# REVIEW TASKS

## **Update Unifrog.**

**Firstly go into Recordings and update your competences**

Independence When have you had to work on your own to achieve something?  
Leadership When have you motivated people to do something positive?  
Teamworking When have you worked with others to get something done?  
Resilience When have you overcome a set back?  
Analysis When have you displayed strong critical reasoning skills?  
Literacy When have you shown particularly strong skills in reading and/or writing?  
Numeracy When have you successfully worked with numbers?

## **Secondly update activities**

Include all the activities you have been doing academically, socially and include work experience

## **Then update interactions**

Include all the interactions you have had; academically, socially and include work experience. Include any extra classes, reading, volunteering, working with employers, careers interviews, talks etc.

## **Review your P16**

Include your current programme of study & ambitions

## **Update your P18**

Your future Plan A & B post 18.

## **Update your CV & Print it off**

Update your CV with your work experience and other current details

## **Finally**

Send a message of thanks to your work placement. This can be an email, call, or a card. It is important to acknowledge the time that organisations and people have afforded you- be grateful and gracious.

## **Hand the following to your form tutor by July 4<sup>th</sup>**

- **A printed copy of your CV**
- **A completed employer reference**
- **This handbook, completed with your responses.**