



Cliff Park

ORMISTON ACADEMY

Year 10

Work Experience Booklet



Name: _____



Introduction

Work experience is an important part of your time at Cliff Park Ormiston Academy. It is an opportunity for you to experience the world of work for one week.

It is up to you to get as much out of this experience as possible. Don't be afraid to ask questions and try things that are new to you.

Most of all, enjoy your time on work experience.

During your work experience you will be expected to:

- Complete the work experience questions in your booklet
- Keep daily records of your progress
- Speak with a teacher from the academy to discuss how you're getting on

After your work experience you will need to:

- Get your employer to fill in the 'employer's report' in your booklet
- Get your parents to complete the 'parent's review sheet'
- Discuss your performance with your Form Tutor

Important Information

If you are unable to attend a day of your work experience **you must** contact your work experience supervisor. **This person is named on your Unifrog account.**

You should also contact the Academy to let us know.

Cliff Park Ormiston Academy number: 01493 661 504

Work experience placement: _____

Work experience placement phone number: _____

Work experience placement supervisor: _____

Start time: _____ Finish time: _____

Bus number I need to get: _____ at _____



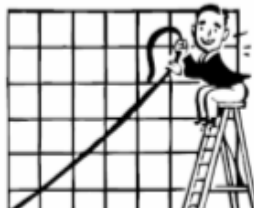
5 Simple Rules



Listen



Ask questions



Use your initiative



Be safe



Concentrate

Health and Safety

Induction and Health and Safety

On your first day you should be shown around your place of work and should receive information on Health and Safety so that you do not injure yourself or anyone else

Were you:	Y/N
Given an introduction to the organisation (its structure and services)	
Given a tour of the workplace	
Introduced to your supervisor	
Introduced to the people you will be working with	
Told about arrangements (hours of work, lunch arrangements etc)	
Given a daily timetable	
Given Health and Safety information (procedures re: accidents, first aid, emergencies, assembly points, exits, use of protective clothing/equipment)	

Don't forget – YOU are responsible too:

- Learn how to work safely and obey all safety rules
- Do not go into any areas that you have been told not to
- Do not undertake tasks or attempt work that has not been assigned to you
- Do not undertake tasks or attempt work for which you have not been trained



As a result of Health and Safety information you should be able to answer these questions:

If there is a fire, where should you go and what should you do?

Who is responsible for First Aid?

What is the procedure to follow if there is an accident at work?

If you have to use protective equipment or clothing describe it and explain what it is meant to protect you from.

List any specific Health and Safety regulations you must follow in the workplace. Are there any special Hygiene regulations?



Daily Journal

Use these pages each day to record your feelings, ideas and things you have learnt and any plans for the following day.

Date: _____

Day 1

What did you do today?

What were your first impressions?

How did you feel in the morning?

How did you feel by the end of the day?

Are there things you have learnt from today that you will do differently tomorrow? (eg. Get up earlier/dress differently/take extra money/try harder/ask more questions)



Date: _____

Day 2

What did you do today?

How was today different from yesterday?

How did you feel by the end of the day?

Who did you work with today and what did you do with them?

How did you use numeracy skills today?



Date: _____

Day 3

What did you do today?

How did you use communication skills today?

Look back over the last three days. Should you have done anything differently?

What are the main differences so far between school and work?

Are you enjoying work experience so far? Why?



Date: _____

Day 4

What did you do today?

What was the best thing you did today?

What did you enjoy least today?

Have you found anything out about yourself that you didn't already know?

Remember to get the employer's report form completed before you leave tomorrow!



Date: _____

Day 5

What did you do today?

Think back over the week. How do you think you got on with everyone?

What do you think you have done well?

What do you feel you could improve?

Is this something you would consider as a full-time job? Why?



9. Time keeping	good	unacceptable
10.Appearance (e.g. dress code)	appropriate	inappropriate

—

Comments:

Please highlight any attributes that the student has shown that would make them a good employee.

Please highlight the main areas for the student to work on:

Other Comments:

Name (Please print): _____

Signature: _____ Date: _____

Position within organisation: _____

Thank-you for completing this evaluation.



Parents' review sheet

How well do you feel your son or daughter took part in the work experience programme?

What do you think he/she enjoyed, found useful or difficult?

How do you think he/she coped with the change of environment and getting themselves organised?

Please mention anything else you feel is important.

Thank you for your help in completing this review.

Parent or carer's signature _____ Date: _____





"Experience is the teacher of
all things."

Julius Caesar