

STUDENT WORK EXPERIENCE WORKBOOK

STUDENT'S NAME:

careers in
eyecare

STUDENT WORK EXPERIENCE WORKBOOK

This is the main document that you will keep with you and fill in each day.

It helps you keep all the key details in one place.

When the document states 'the workplace' it is referring to the company/organisation where your work experience is taking place.

TOP TIPS FOR THE STUDENT

During my placement, I will...

1. Listen carefully to the induction and safety briefing and complete the quiz, so I can work safely during my placement
2. Always behave in a courteous and professional manner
3. Be punctual and notify my Supervisor/Buddy by 9.00am if I'm going to be late or absent for any reason
4. Meet with my Supervisor/Buddy at the end of each day to discuss my progress and reflect on what I have learned that day
5. Complete a project and present it back to the team
6. *Have fun!*

After my placement, I will...

7. Discuss with my school what I learned and how the placement matched my expectations.
8. Feedback my views on the placement
9. Make a Personal Action Plan, to help me work towards my goals after my placement

STUDENT EXPECTATIONS AND GOALS

Write down what you hope to get out of your placement.

What skills to you hope to learn?

Write down your expectations; what do you think it will be like to work here?

STUDENT WORK EXPERIENCE WORKBOOK

KEY CONTACTS DURING MY PLACEMENT

Name of Student: (Capitals)

Signature:

Name Contact at School:

Contact at School Email:

Contact at School Phone:

Supervisor/Buddy Name:

Supervisor/Buddy Job title:

Supervisor/Buddy Email:

Supervisor/Buddy Phone:

Dates of Placement:



CONFIDENTIAL INFORMATION - COMPLIANCE PROCEDURE

IMPORTANT - Please read carefully

As a professional company, it is necessary and important that we protect both our clients and ourselves from unauthorised disclosure of confidential information.

It is also illegal for any person to use price sensitive information for financial gain or for the avoidance of any financial loss. It is also unlawful to pass the information to a third party.

It is therefore important to both the workplace and you to ensure confidential information is handled with care. If you have any doubt as to the status of information you should discuss it with a Supervisor/Buddy or a senior member of staff of the team you are working with who will advise you.

DECLARATION

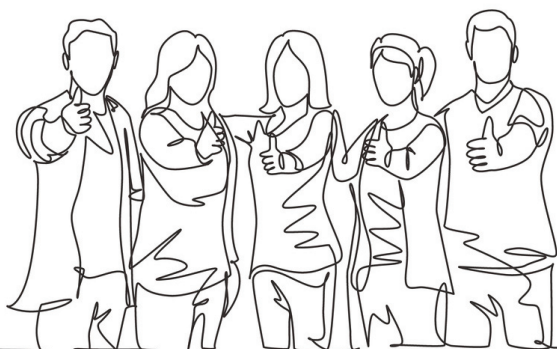
I have read the above and understand that I have a duty to handle confidential information carefully whilst I am assigned to this workplace. I understand that any failure to handle confidential information with due care and/ or any improper use or disclosure of price sensitive information is likely to result in my immediate removal from the Work Inspiration programme.

Name of Student: (Capitals)

Signature:

Date:

Please immediately pass original to your Buddy/Supervisor



STUDENT WORK EXPERIENCE WORKBOOK

INDUCTION AND SAFETY QUIZ

While you are working with us, you will be treated as an employee of the workplace and this comes with certain responsibilities, one of them that we take very seriously is Safety. You must follow our codes of conduct while on your placement. Listen very carefully to the induction and safety briefing and answer the questions below so we know, you will be safe during your placement with us.

My Supervisor/Buddy's name is...

My nearest fire exit is...

If my Supervisor/Buddy is not around, I can contact...

The site contact number is...

The fire drills take place at...

The fire assembly point is...

If I have an accident, or see a safety hazard then I must report it to....

The exit is located...

The toilets are located...

I leave my coat and bag at...

If I am sick or late, I have to contact... Who?

By what time?

The dress code is...

Lunch/breaks will be spent in....

My hours of work are...

Length of breaks...

Morning?

Afternoon?

Lunch?

SUPERVISOR/BUDDY DECLARATION

I have ensured that the student understood fully the induction and safety briefing.

Supervisor/Buddy Signature:

Supervisor/Buddy Name: (Capitals)

Date:

STUDENT DECLARATION

I have understood the induction and safety briefing and agree to abide by the code of conduct.

Student Signature:

Student Name: (Capitals)

Date:

STUDENT WORK EXPERIENCE WORKBOOK

MY PLACEMENT TIMETABLE

Use this timetable to make a note of things like tasks or who you'll be meeting, when and where.

	Who + What	Where	When
Day 1			
Day 2			
Day 3			
Day 4			
Day 5			

ADDITIONAL NOTES:

STUDENT WORK EXPERIENCE WORKBOOK

DAY ONE - LEARNING LOG

What did you do today?

What are you most proud of?

What did you learn about your workplace?

What did you learn about yourself?

What did you learn about how others work?
What skills did they need to have to do their job?

How would you add what you have achieved
today to your CV?

What do you need to prepare for tomorrow,
so that it is even better than today?

DAY 1



STUDENT WORK EXPERIENCE WORKBOOK

DAY TWO - LEARNING LOG

What did you do today?

What are you most proud of?

What did you learn about your workplace?

What did you learn about yourself?

What did you learn about how others work?
What skills did they need to have to do their job?

How would you add what you have achieved
today to your CV?

What do you need to prepare for tomorrow,
so that it is even better than today?

DAY 2



STUDENT WORK EXPERIENCE WORKBOOK

DAY THREE - LEARNING LOG

What did you do today?

What are you most proud of?

What did you learn about your workplace?

What did you learn about yourself?

What did you learn about how others work?
What skills did they need to have to do their job?

How would you add what you have achieved
today to your CV?

What do you need to prepare for tomorrow,
so that it is even better than today?

DAY 3



STUDENT WORK EXPERIENCE WORKBOOK

DAY FOUR - LEARNING LOG

What did you do today?

What are you most proud of?

What did you learn about your workplace?

What did you learn about yourself?

What did you learn about how others work?
What skills did they need to have to do their job?

How would you add what you have achieved
today to your CV?

What do you need to prepare for tomorrow,
so that it is even better than today?



STUDENT WORK EXPERIENCE WORKBOOK

DAY FIVE - LEARNING LOG

What did you do today?

What are you most proud of?

What did you learn about your workplace?

What did you learn about yourself?

What did you learn about how others work?
What skills did they need to have to do their job?

How would you add what you have achieved
today to your CV?



END OF PLACEMENT STUDENT FEEDBACK FORM

Thank you for completing your work experience with us. We would like you to reflect on your time at our place of work to understand how we could improve the programme.

YOUR FEEDBACK HELPS US IMPROVE OUR PLACEMENTS FOR THE NEXT STUDENT

Which sessions did you find most interesting and why?

Which sessions did you find least interesting and why?

Did you feel that you met the aims you set yourself at the start of your work experience?

What task challenged you the most?

How was your relationship with your Supervisor/Buddy?

Was your time well managed?

Did you have enough time for tasks, or too much?

Was there anything we missed?
Perhaps something you would have liked us to cover.

Was there anything we could have done differently?

Would you choose to work here?

Yes ☐

No ☐

Would you like us to contact you in the future
about apprenticeships or other opportunities?

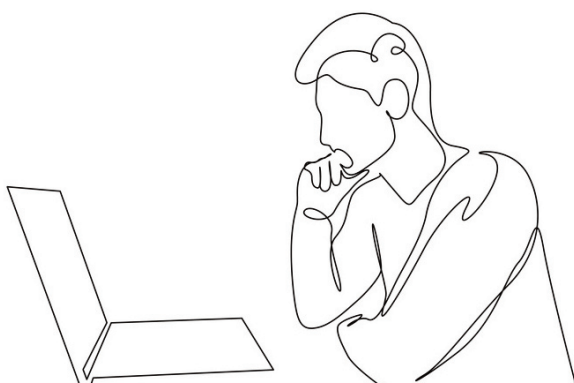
Yes ☐

No ☐

Student Signature:

Student Name: (Capitals)

Date:



STUDENT WORK EXPERIENCE WORKBOOK

STUDENT'S PERCEPTIONS OF WORK EXPERIENCE QUESTIONNAIRE

In this questionnaire, we would like you to reflect on the impact the placement had on you.

	Strongly Agree	Agree	Disagree	Strongly Disagree
I enjoyed my work experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I was satisfied with my work experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AS A RESULT OF MY WORK EXPERIENCE:				
I better understand the skills employers are looking for	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know which personal qualities employers think are important	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have developed some new skills that employers value (e.g. customer awareness, and use of IT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I understand better why it is important to do well at school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I understand better how workplaces are organised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am clearer about what I want to do in my future education and career (post-16)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



STUDENT WORK EXPERIENCE WORKBOOK

STUDENT PERSONAL ACTION PLAN

It takes planning to achieve your goals. Fill out your Personal Action Plan below and keep it in a safe place so you can refer to it in the months ahead, to make sure you are on track to achieving your goals.

Student name:

What are my goals for the future?

What do I need to think about to achieve these?

What will I need to do in school, to work towards these goals?

What are my actions for this month?

What are my actions for the next year?

Where do I want to be in five years' time?

What college / university / traineeships / apprenticeships are going to help me to get there?

What is the first thing that I need to do next to make things happen?



STUDENT WORK EXPERIENCE WORKBOOK

END OF PLACEMENT SUPERVISOR/BUDDY FEEDBACK FORM

The student should take this form with them to help with future job applications.

Student name:	
Company/Organisation name:	
Supervisor/Buddy:	
Date of work placement:	

FEEDBACK

WORKPLACE SKILLS		How the quality was demonstrated (circle where appropriate)		
Attendance	Poor, no explanation	Some explained absence	Good – 90%	100%
Time-keeping	Sometimes late	Usually on time	Always on time	Always Early
Attitude	Some interest, some tasks completed	Interested, tasks completed on time	Well motivated, conscientious	Always looking or more
Reliability	Reliable with supervision	Reliable with minimum supervision	Reliable and keen to take responsibility	Flexible, accurate responsible and uses initiative.
Communication	Some effort made	Good. Communicated well when involved	Very good – initiated some conversations and asked if unsure	Excellent. Communicated well and fitted in with the team
Confidence	Needed encouraging	Shy at first but improved during placement	Very good	Excellent. Very confident from day one

Particular strengths

Development needs

How did the Supervisor/Buddy find the experience?

Reference/ Summary of achievements

The workplace will give you a reference that they can use on your CV which sums up what they achieved: knowledge acquired and skills displayed.