

Portfolio of Experience



The world of work: Experiences and reflections



Name:_____

Objectives of Sixth Form workplace experiences:

- ◇ Develop a growth mind-set
- ◇ Ask questions of yourself and others in the workplace through meaningful encounters
- ◇ Support emerging career and study plans
- ◇ Become critically self-aware so that you meaningfully reflect on your personal 'Keep, Develop, Let Go'

Developing a 'Professional' mind-set:

Be open -

don't be cynical.

Be proactive -

don't be negative.

Be professional -

don't be careless.

Be supportive of others because

we are all role models ...

whether we like it or not!

My personal details

Name

Address

Emergency name & contact number

My placement

Name of company

Address of company

Contact telephone number and email address

My role

My placement supervisor's name and title

My placement supervisor's telephone number and email address

Respect

A good employee:

- listens to instructions carefully
- handles information confidentially and safely,
- shows enthusiasm and
- takes pride in their given responsibilities



Medical

If you have any medical/health problems (allergies/regular medication etc) make sure you have informed your employer.

Practical details

Do you know who to report to on your first day?

Have you worked out the best way to get to your placement on time?

Do you know what the arrangements are for break and lunch times?



Place of work 'dress code'

Is there a dress code or a uniform?
What do other employees wear for work?

Are there things that you should NOT wear?



Your personal responsibilities: If you are ill ...

If you are unable to attend work for any reason you must telephone your workplace contact straight away to let them know you will not be at work so that people are not kept waiting for you. You will also need to let the school know that you are not at your work placement. Tel: 01604 402121 and speak to Mrs Fosbrook or Mrs Whelan

Health and Safety

All workplaces have some hazards. A hazard is something that can cause harm, illness or damage to health or property. The employer has a responsibility to control hazards so that you and other employees are safe but you also have responsibilities which are to:

- ✓ Act responsibly and not do anything to endanger others
- ✓ Be tidy in your work
- ✓ Follow the health and safety rules and signs
- ✓ Report anything you feel is dangerous such as spillages



You will have a health and safety briefing at the beginning of your first day during which you will be told about what to do if you have an accident, who the first aider is, what to do if there is a fire and if you need to use any protective clothing or equipment. Even if all of the rules are carefully followed, accidents sometimes happen at work. If you have an accident you should tell your supervisor. You should also record it below and let your teacher know about it when you return to school.

Accident Record

Date and time of accident:

Where it happened, including room or place:

What happened? Give the cause if you can:

If you were injured, say what the injury was and the action taken by the company:

Signed (student):

Date:

Signed (supervisor):

Date:

Safety Signs

You will see signs in the workplace that will help to keep everyone safe. They may not look exactly the same in all workplaces, but they follow the same general rules of shapes and colours which mean they don't need to use a lot of words.

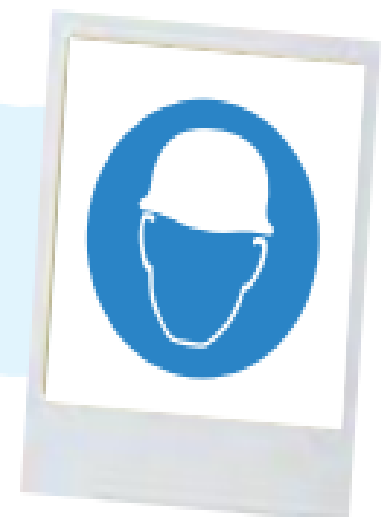
Prohibition signs are red on white background and mean stop/must not.



Warning signs warn of dangers and have a black triangle with a yellow background and a symbol representing the hazard.



Mandatory signs mean you must obey or do something and have a blue background with a white symbol.



Safe condition signs have a green background and show the right way or give directions to things such as fire extinguishers or exits.



Objectives for your personal development:



What are your personal learning objectives for this placement? Tick the five most important to you or write your own objectives in the empty boxes

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

Develop my communication skills in an unfamiliar environment

Learn about the roles, responsibilities and organisational structures

Learn about the rights and responsibilities of employers and employees

Collaborate with others to reach common goals

Take responsibility and gain confidence when working independently

Identify opportunities to demonstrate initiative and commitment

Organise time according to any given responsibilities

Develop resilience and independence

Invite feedback and deal positively with praise and any constructive comments

Which four of these employability skills do you imagine are likely to be the most valued in your work placement? Put a ring round those selected.

Communication

Numeracy

Self-management

Problem Solving

Team working

Business Awareness

Customer Awareness

Information Technology

At the end of your placement repeat this exercise using a different colour to show what you think afterwards. Any changes? If so, why?

Diary Day 1: Record and Reflect

Use the following pages to fill out a daily diary for each day of your placement. Completing this diary will help you reflect on what you've learned during your placement and record information that could improve your skills, build your CV and provide evidence for your personal statement.

Tasks I completed today:

Skills I used, or developed and how I demonstrated competence:

Brief description of roles and responsibilities I've witnessed in this workplace:

What I found out about health and safety today:

What I will 'KEEP' from today's experiences

I aim to 'DEVELOP'

Diary Day 2: Record and Reflect

Tasks I completed today:

Skills I used and significant contacts with other employees:

What insights I gained / what specifically interested me today:

Challenges and how I met them:

Diary Day 3: Record and Reflect

Tasks I completed today:

Opportunities to show initiative / work independently:

A significant conversation with an employee:

What I want to develop:

How far am I meeting my personal development objectives:

Diary Day 4: Record and Reflect

Tasks I completed today:

Have I identified opportunities to extend beyond my 'comfort zone' and taken them, or plan to take them:

A contribution to a 'team' effort:

What does effective communication look like in the workplace?

Reflect upon equal opportunities in the workplace;

Diary Day 5: Record and Reflect

At the end of my placement, my significant experiences have been:

I am most pleased by my personal response to:

I would now like to find opportunities to develop ...

During this placement I have been described as ...

I am going to express my appreciation, to my supervisor, for this opportunity by ...

Skills self-assessment

How well did you do in your workplace experience?

How do you rate your skills?	Very good	Good	To develop
Personal presentation			
Enthusiasm & Initiative			
Communication & literacy			
Time management & organisation			
Numeracy			
Integrity (Honesty)			
Problem solving & Creativity			
Teamwork			
Negotiation			
Decision making			
Use of IT			

How strongly do you agree with the following impact statements?	Strongly Agree	Agree	Unsure	Disagree	Strongly Disagree
I had a rewarding experience					
This placement helped me to reflect on my interests, skills and personal qualities					
The placement company did everything they could to support me					
I hope to keep in touch with my placement provider					
I have asked my placement provider to provide me with a placement report/ a reference					

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?:

Please choose two people with whom you would like to share this experience, and your personal reflections. This could be a friend who knows you well, a family member, a teacher or anyone from school, a mentor or coach.

Ask them to reflect and make a supportive comment.

1. Name

2.Name

Thank you and well done!



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