

# **WORK EXPERIENCE LOG BOOK**

*Get ready for the future you want*



**The John of Gaunt School  
Equa Mead Learning Trust**

**29<sup>th</sup> June – 3rd July 2026**

## Aims of Work Experience

This might be the first time you have been in a place of work so enjoy it. It is your chance to learn many new skills and become more confident. It will be your first step on the career ladder.

*The Aims of Work Experience are to:*

- Provide an opportunity to explore the 'world of work'.
- Understand the structure of working organisations.
- Experience interactions with co-workers.
- Discover expectations that employees will have of fellow workers and managers will have of workers.
- Gain self-confidence by encountering and dealing with new situations and people.
- Develop skills and knowledge for adult life.
- Experience disciplines of the workplace e.g. regarding safety, time-keeping etc.

Remember, it does not really matter what kind of work you do for work experience. It is not intended as a training course, but as a taster to see if you really would like a particular kind of work. A week in almost any sort of working environment can fulfil the aims mentioned above.

## Why Keep a Logbook?

*This logbook is designed to help you prepare for and support you through your work experience, so look after it and keep it safe. It will help you to:*

- Record your experiences whilst on your work experience so that you can reflect afterwards on what you have achieved.
- Focus on the skills you already have and develop them further and think about what new skills you have gained during your placement.

It is your responsibility to complete the logbook and return it. If you are at a loose end on your lunch break, it may be a good time to complete it to help pass the time. **Do not forget to ask your supervisor to complete the Employer's Statement (Page 16) before you leave.** Look after the logbook and keep it safe, it will provide evidence of what you have achieved which could help you when you take your next step in learning or work. You could also use the information you record to help build your CV.

## Points to Remember

You will get more out of your work experience if you get involved, do not be afraid to ask questions if you are not sure about anything. Remember that the experience should be an enjoyable one.

- Your employer will NOT give you any special treatment. You will work the same hours and under the same conditions as regular employees.
- Be punctual - better 10 minutes early than 1 minute late.
- Wear appropriate clothing.
- Show enthusiasm and interest in what is going on.
- Do not be afraid to talk to the people you are working with.
- Be prepared to do something new and be willing to learn.
- Show initiative - ask for things to do.
- You are expected to be independent, so try to solve your own problems.
- If you get into difficulties, do not walk out; telephone the Work Experience Administrator at school.
- If you are ill, contact the employer within 30 minutes of your start time. Tell them when you are likely to return, then contact school to notify your absence.
- When you finish at your placement, remember to thank the person concerned and ask for a reference.

We hope you find your placement interesting, worthwhile and enjoyable. **However, if you have any serious problems do not hesitate to contact your Tutor, Mrs Baines or Mrs Pepler.**

## Information about my placement

<b>Employer Name:</b>	
<b>Address:</b>	
<b>Tel No:</b>	

**On the first morning of my work experience I must report to:**

**At (Place):** \_\_\_\_\_ **at** \_\_\_\_\_ **am/pm**

**Date of Work Experience: From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**I will start work at:** \_\_\_\_\_ **I will finish work at:** \_\_\_\_\_

**The days I will be working are:**

**My Supervisor during work experience will be:**

**Arrangements for lunch are:**

**I must wear:**

**These are my special requirements:**

**The John of Gaunt School:** Switchboard- 01225 762637 / 07747 826701 emergency contact for out of school hours

Mrs Pepler – Work Experience Co-Ordinator ext.0205

Mrs Baines - Head of Sixth Form ext. 0207

Mrs Kerr – Assistant Head and Safeguarding Lead ext. 0203

**If I am ill, late or attending an appointment, I must contact** \_\_\_\_\_ **, at my place of work, within 30 minutes of my start time. I will tell them when I am likely to return, and will then contact Mrs Pepler to notify them of my absence 01225 762637 ext. 0205**

## Student Agreement

### Before my placement, I will:

- Contact my employer to confirm my placement details
- Find out as much as I can about the employer I am visiting
- Read the work experience log and read the health and safety notes

### During my placement, I will:

- Maintain the highest standards of punctuality, attendance, good manners, behaviour and reliability
- Dress appropriately for work
- Listen carefully and take note of all instructions given
- If I do not understand what I have been asked to do, I will ASK the person to go over it again until I am sure
- Show enthusiasm and interest in what is going on
- Listen carefully to the induction and safety briefing
- Be compliant with all safety, security, rules and other regulations set by the employer
- Take note of and adhere to the health, safety and welfare of others and myself
- Respect any confidential information about the employer's business
- Meet with my Supervisor at the end of each day to discuss my progress
- Complete my logbook each day
- Ensure my employer completes the relevant sections in my logbook
- Participate as much as I can

### After my placement, I will:

- Hand my logbook in to my Tutor
- Discuss in my careers lessons what I learned and how the placement matched my expectations

**Student Signature:**

**Date:**

## Parent/Carer Agreement

- I agree to my child taking up this work experience placement
- I have discussed suitable arrangements for lunch and break periods with my child
- I am aware that if my child leaves the placement premises during lunch or break periods, no liability can be accepted by the employer or the school for any incident that may occur
- I will encourage my child to complete and return the work experience logbook
- I am aware that some or all of the information contained in this booklet may be stored either manually or electronically in accordance with the Data Protection Act for the purposes of the work experience programme.

**Parent/Carer Signature:**

**Date:**

## Employer

- Please complete induction and health and safety briefing (*Page 8 - or your own equivalent*)
- Please complete employer statement (*Page 16*)

## Pre-Work Experience Personal Objectives

In order to get the maximum benefit from your placement you must think about what you want to gain during your time there. Use the space below to write down your thoughts prior to starting work experience. You might like to consider how it will be different from school, what you are most looking forward to, what you are most anxious about, what key skills you are hoping to develop and most importantly, what you hope to gain.

KEY SKILLS YOU ARE HOPING TO DEVELOP			
Communication Skills	Tick	Personal and Social Skills	Tick
Listening to/following instructions		Teamwork	
Talking to supervisors/others at work		Co-operating with others	
Communication and literacy		Accepting advice/criticism	
Speaking on the telephone/face to face		Enthusiasm and initiative	
Writing messages/letters		Responsibility for others/resources	
Dealing with the public		Integrity (honesty)	
Producing a CV		Personal presentation	
Interviewing Skills		Number Skills	
Being interviewed before/during the placement		Dealing with figures, money etc.	
Researching the work of the organisation			
Organisational Skills		Customer Care Skills	
Planning your work/prioritising tasks		Presenting yourself well to the public /positive attitude	
Time management and organisation		Providing a service, dealing with the public	
Problem solving and creativity		Understanding how the organisation works and presenting it positively	
Negotiation and decision making			
Information Technology Skills		Personal Attributes	
Keyboard skills/IT		Punctuality/timekeeping	
Inputting data		Confidence	
Use of fax/e-mail/Internet		Positive attitude	
Use of till/bar coding		Suitability for this type of work	

Once you have completed your work experience, it will be interesting to look back at this page and compare your feelings before and after your placement.

## Understanding Hazards, Risks and Controls at Work

All workplaces have some hazards and your work experience placement will give you an ideal opportunity to see why health, safety and hygiene rules are important in every workplace.

**Hazard** – A hazard is anything with the potential to cause harm, illness or damage to property or health (physically or mentally). Examples include a spilt drink (slipping hazard), a loose wire (tripping hazard), dust (breathing hazard) or stress or bullying at work (mental health hazard).

The employer has a responsibility to control hazards so that you and the other employees are safe, but you also have responsibilities which are to:

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

Accidents and ill health can be avoided by identifying the hazard and reducing the risk.

**Risk** - risk is the chance and impact of getting hurt by the hazard. Is it likely or not very likely, and the impact, i.e. how bad the injury/ill health would be (for example would it kill you, break a bone, cause a small bruise or make you sick or unhappy). The extent of the risk will depend on:

- The likelihood of harm occurring
- The potential severity of the harm
- The number of people who might be affected

**Control** - Control means reducing, removing, limiting, or eliminating hazards. You can do this by wearing protective clothing if needed; checking equipment is in good order; training to do the task properly; not doing a task when you know it could be unsafe. You should also think how your actions could affect others, for example, how an untidy workplace could cause an accident.

Think about crossing the road. A busy road is a hazard. If you cross the road there is a high risk of injury from being hit by traffic, and the consequences are serious. You can take control measures to reduce the risk of injury, including using a pedestrian crossing, using the Green Cross Code or choosing another route.

## Identifying Potential Hazards in my Workplace

**Hazard:** Identify hazards that you might find on your work placement

**Risk:** What could be the impact of this hazard on you?

**Control:** Could you do anything about this type of hazard?

## Safety Signs

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

**Prohibition** signs are red on a white background and prohibits (bans) behaviour likely to increase or cause danger (e.g. 'no smoking').

**Warning** signs warn of dangers or hazards and have a black triangle with a yellow background and a symbol representing the hazard (e.g. 'danger: electricity').

**Mandatory** signs mean you must obey or do something and have a blue background and a white symbol (e.g. 'head protection must be worn').

**Emergency escape or first-aid** signs have a green background and give information on emergency exits, first aid, or rescue facilities for example.

**You will have a health and safety briefing at the beginning of your first day (see page 8).** In most workplaces, the chances of being seriously hurt are pretty low, however there are risks at work and even if all the rules are carefully followed, accidents sometimes happen that can hurt you, or someone else. If you have an accident, you should tell your Supervisor. You should also record it below and let your tutor know about it when you return to school.

## Accident Record

Date and time of accident
Where did it happen? i.e. room or place
What happened?
If you were injured, where and what was the nature of the injury?
What First Aid did you receive? Do you need a follow up?
What other action did the company take?
Was it recorded in the accident book?
Signed Student
Signed Supervisor

## Induction Checklist

***Please complete this with your Supervisor on the FIRST DAY of work experience. If your supervisor changes, the new supervisor must see this page and know what health & safety training you have received.***

For many of you, this is the first experience you will have in the work place. On your first day, it is the employer's responsibility to train you how to do your job in a safe way. It is your responsibility to follow these instructions. This means you should follow the instructions exactly and ask questions if you are unsure.

Induction	Yes	No	N/A
I have been given an overview of the company products, the industry, and the work carried out at this particular site.			
I have been told about the week's itinerary, which departments I will be working in, and the type of work I shall be observing and learning about.			
I have received a tour of my work area and welfare facilities and I am aware of the break times that I can take.			
I have been introduced to the key workers i.e. my Supervisor and who to speak to if there is a problem i.e. safeguarding.			
I understand the start and finish times of my working day.			
I have been informed of the safe working practices, security, rules and regulations relevant to my placement.			
I have had the emergency procedure explained to me and been shown where the assembly points/emergency exits are and how to operate them.			
I have been given details on the First Aid facilities and First Aiders.			
I have been told about the accident reporting procedure.			
I have been briefed on potential hazards/safety issues, if any, that I could be exposed to during the work experience programme.			
I have received the appropriate training on any machinery I will be operating.			
I have had the importance of safety equipment explained to me, such as personal protective equipment, where it is kept, which areas it must be used in and why.			
I have been given details on appropriate lifting, handling, working at height or below ground level.			
I have been told which areas/machinery are restricted to me.			
I have been reminded to take reasonable care of the health, safety and welfare of others and myself.			
Anything else:			

- If I am asked to do something for which I have not received proper training, I will politely ask for training or request another task.
- If I see anything that could be a potential hazard to my colleagues or myself, I will alert my supervisor.
- I will return any Personal Protective Equipment, locker keys and/or ID passes on my final day.

**Name of person overseeing the Induction:**

**Signature:**

**Date:**

## My First Day

How did you feel this morning? (nervous, excited etc.)
What tasks/activities did you complete or observe today? Were you able to get on with something straight away or did you have to shadow somebody? What jobs or responsibilities were you given when you first got there?
What were your first impressions of the people you were working with and the place? Was it everything you expected? Did anything surprise you? Explain.
What was the highlight of your day, and why?
What new skills/experiences did you learn? (Use page 5 to help you). Were you able to adapt or use any skills learnt at school into the work environment? (e.g. teamwork/interpersonal skills).
What part of the day did you find most challenging or enjoy the least? Why?
What did you do well today and what are you most proud of?
Are there any things you have learnt from today that you will do differently tomorrow?
Do you want to raise anything with your supervisor?

**Date:**

Write a short summary of each day. Share it with your parent/carer. What tasks did you do or observe? What new skills/experiences did you learn? How were you able to adapt or use any skills learnt at school into the work environment? (e.g. teamwork). What was the highlight of your day, and why? What part of the day did you find most challenging/enjoyed the least? Do you want to raise anything with the supervisor? Continue on a separate sheet of paper if you need to.

**Day 1 – Date:**

**Day 2 – Date:**

**Day 3 – Date:**

**Day 4 – Date:**

**Day 5 – Date:**

## **Reflections and feelings after your 5 days at work**

Now you have completed your work experience, write down your thoughts and feelings. Some of the things you could write about include the people, the work you were doing, the difference between work and school or the new skills and tasks you have learnt. Think about what you have achieved and the experience you have gained. What were your high and low points? What would you do differently? It will be useful to look back at your pre-work experience thoughts on page 5.

## Research Challenge 1: The Company

Whilst you are on work experience, there are some research challenges for you to complete if you can! The member of staff, who is responsible for looking after you, may be willing to spare some time to help you find the answers. Not all areas will be relevant in some placements. Use a separate piece of paper if you need to.

Who owns it?		How old is it?	
Is the business / organisation local, national or international?			
How many people are employed?	Locally?	Nationally?	Internationally?
What is the company structure? (i.e. Public Sector, Charity or Voluntary Organisation, Private Company, Company Limited by Guarantee, Sole Trader, etc.). What does that mean?			
What does the organisation do? For instance, do they make things, offer a service or produce raw materials?			
Who are the company/organisation's main type of customer/client?			
If the company produces a product, how many products do they make per week?			
What raw materials are required?			
Who are the main competitors in this area of work?			
How does the business/organisation promote its shop, services or products?			
What sort of premises does the business/organisation operate from?			
How is the work organised e.g. are shifts worked etc.?			
Are there Staff Associations or Trade Unions, which help to look after the employees' rights at work? What do they do and how do you become a member?			
Do staff get any benefits? What are they?			

## Research Challenge 2: Equal Opportunities

Does the business/organisation have an equal opportunities policy? <small>(Please circle)</small>				<b>YES</b>	<b>NO</b>
Have you seen and read it?	<b>YES</b>	<b>NO</b>	Have you been treated fairly?	<b>YES</b>	<b>NO</b>
Have you been asked to do things you did not expect? (Give an example)					
Are there men and women doing jobs you did not expect? (Give an example)					
Are there people with disabilities working in the organisation? (Do they have special facilities? Give an example)					

## Research Challenge 3: A Job Profile

What are the different job roles found within the different departments? List them:			
How important are job descriptions and person specifications? Why?			
How many hours per week does a full-time employee work?		How many days paid holiday are given to a full-time employee per year?	
What is the career structure within the company i.e. how do you get from office junior to managing director?			

**Draw an organisation chart using a separate sheet of paper.**

**Talk to someone about his or her job and record your findings below.**

*People may be busy, so think about how you are going to get the information, who you are going to ask and when you are going to ask them.*

Job title:	Department:
What sort of things do you do in your job?	
What skills do you need to do your job? What personal qualities do you need to be successful in your job?	
What hours/days do you work?	What annual leave are you entitled too?
What qualifications do you need to do your job? What extra training did you need/have? How long did it take? Did the training lead to a qualification?	
How long have you worked here? How did you find out about this job?	
What do you like most about your job?	What do you like least about your job?
What effects (if any) does this job have on your way of life outside of work? (i.e unsociable hours, shifts, etc.)	

**Remember to thank the person for giving up their time to talk to you**

## Research Challenge 4: Recruitment and Training

How and where does the company advertise for new recruits? Do they use agencies or advertise internally?

Do employees have to provide a CV, letter of application, complete an application form or apply by telephone?

What are the interview procedures? Does it include aptitude tests, group work, role-play exercises or a presentation?

What employment legislation might affect the recruitment procedure?

Does the company have an appraisal scheme and/or staff development programme? What is an appraisal?

Are there opportunities for training and/or promotion whilst at work?

How is any training carried out: on the job (in-house), by day release, by block release, by evening classes or by open learning?

What qualifications are offered through the company i.e. apprenticeships, BTEC, certificates, diplomas, degrees?

What opportunities are available for employees with A Levels/Level 3 qualifications and a degree qualification i.e. more money, more career opportunities?

Are there any potential opportunities for the future, should you wish to follow this career route?

### School Staff Visit/Telephone Call

A member of staff from school will try to visit you whilst you are on placement. However, this is not always possible. It could be due to your location, working hours or the staff member's timetable. If they are unable to visit you, they will arrange to call you instead.

## Work Experience Employer's Statement

**Overall Performance** (Please circle)

Excellent

Good

Satisfactory

Disappointing

**Feedback/Observations**

Please expand on your feedback/observations, mentioning, in particular, strengths and weaknesses to aid the student's employability and career development.

**Signed on behalf of Company**

**Position**

**Date**

## Saying Farewell

### Thanking Your Employer

Employers put a lot of time and effort into organising work experience and deserve a gesture of appreciation.

Once you have finished your placement, you should send a letter or e-mail of thanks. Study this sample email below from a student to the employer. Remember to:

1. Address it to the person in overall charge. This would be the person who you initially contacted to arrange the placement.
2. Mention the things which you enjoyed. However, be brief - you are not writing a report.
3. Refer by name to the people you particularly want to thank, and explain why you wish to thank them.
4. Talk about the things of value that you will take with you from the experience.
5. Write about a specific incident or occasion which was particularly memorable. It is okay to be humorous, but not silly.

Dear Name of person in overall charge,

I am writing to thank you very much for the opportunity to gain work experience with your company. I enjoyed the time and found the work interesting. I especially enjoyed learning about how plastics are made. The research you are doing on fire-resistant plastics is fascinating.

I was very grateful to Mr Johnson and Ms Louise Gill for all the help and advice they gave me. I am sure my science grades will improve because of them! Please pass on my regards to them, and to all the other members of staff who made my stay so worthwhile.

Once again, many thanks and my good wishes to you all.

Yours sincerely

Your name

Don't forget to ask for a reference from the Employer at the end of the placement.

Make sure you add your work experience (summarising your achievements and skills development) onto your CV and any applications for education, university and work.

Complete the Student Reflection section on Unifrog.

## Post Work Experience Personal Objectives

Now you have completed your Work Experience Placement, which of these skills have you developed since you completed your pre-work experience personal objectives. Check against your answers on page 5.

<b>Communication Skills</b>	<b>Improved</b>	<b>About the same</b>	<b>I still need to work on</b>
Listening to/following instructions			
Talking to supervisors/others at work			
Communicating with different age groups			
Speaking on the telephone			
Writing messages/letters/emails			
Dealing with the public			
<b>Interviewing Skills</b>			
Being interviewed before/during the placement			
Researching the work of the organisation			
<b>Organisational Skills</b>			
Planning your work/prioritising tasks			
Organising time/meeting deadlines			
Making decisions/solving problems			
<b>Number Skills</b>			
Dealing with figures, money etc.			
<b>Personal and Social Skills</b>			
Working on your own/in a team			
Co-operating with others/negotiation			
Accepting advice/criticism			
Motivating yourself / tolerating routine/flexibility/patience			
Responsibility for others/resources			
<b>Customer Care Skills</b>			
Presenting yourself well to the public/positive attitude			
Providing a service, dealing with the public			
Positive attitude, understanding how the organisation works and presenting it positively			
<b>Information Technology Skills</b>			
Keyboard skills			
Inputting data			
Use e-mail/Internet			
<b>Personal Attributes</b>			
Punctuality/timekeeping			
Attendance			
Using initiative			
Self confidence			
Suitability for this type of work			

## My Personal Action Plan

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

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/6<sup>th</sup> form /apprenticeships are going to help me to get there?

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

## Post- Work Placement Student Evaluation.

Please tear this section out when you have completed it and hand to Mrs Pepler in the sixth form office.

Did you find your work experience worthwhile? Why?

Could your work experience placement have been improved?

Was your placement your first choice? If so, why did you particularly want to work there?

If not, what would have been your first choice and why?

Did your work experience placement help you gain the experiences you wanted? Explain.

Has work experience changed your attitude to work/employment?

Before your placement, what thoughts did you have about your career future? Has it helped you to decide what you might like to do when you leave school? Why?

What or who has been an inspiration to you in your decision-making?

Share your knowledge and experiences with fellow Students when you return to school.

## Parent/Carer Review

Overall how do you think the work experience was for your child?

	Excellent	Good	Satisfactory	Poor
Enjoyment				
Environment				
Hours				
Responsibilities				
Colleague Support				
Please make any additional comments below				