Ulverston Victoria High School

Work Experience



Name Of Student: ………………………………………………………

Tutor Group: ………………………………………………………………

Company Name: …………………………………………………………

Company Telephone Number:……………………………………

***Important: This booklet must be completed and returned to your Form Tutor at school by:***

***Friday 18th March 2022***

# Record of Work Experience

## Information for the employer

Thank you for taking the time to support the Ulverston Victoria High School Work Experience.

This document is an important part of the work experience process and forms part of our assessment and monitoring procedures. The booklet asks you to complete the ‘Employer’s Report’ grading the student’s performance in a variety of categories. Please be aware that your comments are not confidential and will be shared with the student. Your comments are very much valued and used as supporting evidence in evaluating the overall success of the work experience placement. Your comments may also be used by the student for subsequent references for college or job applications. Once the booklet has been completed, kindly pass back to the student.

We would also ask that the student is able to interview a work colleague and completes a workplace profile. We hope that you will be able to allocate time for this.

We are here to support you as well as to support the student. You will receive either a telephone call and/or a visit from a member of school staff during work experience week. Should you have any queries, please do not hesitate to contact **Mrs Adams on 01229 483900** or [jad@uvhs.uk](mailto:jad@uvhs.uk)

## Information for the student

Show this booklet to your employer/supervisor at the start of your placement. Complete all pages of the booklet during the week. At the end of the week, complete the Work Experience Review page to evaluate your work experience.

At the end of the placement the employer will complete the ‘Employer’s Report’ pages. Make sure the booklet is completed and brought back into school by **Friday 18th March 2022**. This booklet may be used for subsequent references to colleges and apprenticeships.

You must attend your work placement every day. If you are ***genuinely*** ill, you must call the school **AND** your employer to let them know as early as possible. **You must also notify school on 01229 483900**.

# Image result for cartoon fire safety picturesImage result for cartoon first aid picturesHealth & Safety

On your first day you should receive information about health and safety in the workplace. Record the information here.

The first aider is:

I should report any accidents to:

My nearest fire exit:

The fire assembly point is:

Do I need personal protective equipment?

If so, what? \_ Is there any equipment that I MUST NOT use?

# Image result for cartoon work picturesImage result for cartoon enjoying work picturesWorkplace Profile

What goods or services does the organisation provide?

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# Colleague Interview Sheet

These questions will help you find out more about a particular job through the eyes of an employee.

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| --- | --- |
| What is your job title? | Image result for working colleagues cartoon pictures |
| How long have you worked here? | Have you had any training since you started your job? |
| Can you be promoted in your job? | Have you gained any further qualifications? |
| What do you do? (Write a brief description of duties carried out) | What qualifications did you need/would I need to work here? |
| What is the best part of your job? | What is the worst part of your job? |
| What advice would you give someone interested in this sector of work? | |

# Work Experience Diary

Please complete this at the end of each day, recording your thoughts and listing the tasks and activities that you performed. The contents of this section can be used as a reminder to help you update your CV and to write your personal statement in future applications at the end of year 11, for college, apprenticeships etc….

|  |  |
| --- | --- |
| Monday  Rate your day out of 5 ……… | **Tick which of these skills you used today:** Communication  Problem solving ICT  Working with others Improving own learning Numeracy skills  Other |
| Tuesday  Rate your day out of 5 ……… | **Tick which of these skills you used today:** Communication  Problem solving ICT  Working with others Improving own learning Numeracy skills  Other |
| Wednesday  Rate your day out of 5 ……… | **Tick which of these skills you used today:** Communication  Problem solving ICT  Working with others Improving own learning Numeracy skills  Other |
| Thursday  Rate your day out of 5 ……… | **Tick which of these skills you used today:** Communication  Problem solving ICT  Working with others Improving own learning Numeracy skills  Other |
| Friday  Rate your day out of 5 ……… | **Tick which of these skills you used today:** Communication  Problem solving ICT  Working with others Improving own learning Numeracy skills  Other |

Supervisor’s signature …………………………………………………………………………………….

# Image result for careers cartoon picturesImage result for careers cartoon picturesWork Experience Review

You will feed this back in your Employability lessons during form time when you return to school.

**This is also something you can add onto your CV and an application in the future.**

Did it live up to your expectations? (Please give reasons why)

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……………………………………………………………………………………………… Has the experience developed your career plans, if so, how?

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2. …………………………………………………………………………………………………………………………………………………………

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1.

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2. …………………………………………………………………………………………………………………………………………………………

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# Work Experience – Employer’s Report

Please complete and return to the student, email to school [jad@uvhs.uk](mailto:jad@uvhs.uk) or post to Mrs Adams at Ulverston Victoria High School, Springfield Road, Ulverston, Cumbria, LA12 0EB.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Student Name: | | | | | |
| Employer’s Name: | | | | | |
| **Personal Qualities** | Please tick appropriate column | | | | Additional comments |
| Very Good | Good | Fair | Needs help |
| Attendance |  |  |  |  |  |
| Timekeeping |  |  |  |  |  |
| Appearance |  |  |  |  |  |
| Presentation |  |  |  |  |  |
| Enthusiasm |  |  |  |  |  |
| Effort |  |  |  |  |  |
| Confidence |  |  |  |  |  |
| Verbal skills |  |  |  |  |  |
| Number work skills |  |  |  |  |  |
| Practical skills |  |  |  |  |  |
| Attitude to authority |  |  |  |  |  |
| Relationship with staff |  |  |  |  |  |
| Relationship with customers |  |  |  |  |  |
| Following instructions |  |  |  |  |  |

Outline of the work carried out by the student:

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Details of strengths or achievements:

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In your opinion, is the student suited for this type of work? Yes [ ] No [ ]

Please write a comment on your experience (the employer) of the Ulverston Victoria High School Work Experience Programme.

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Position: …………………………………………………………………………. Date: ……………………………………..

**Notes**