

Work Experience Log Books for the Diplomas



Advantages of using these booklets:

- Emphasises the importance of work experience to students, teachers and the employer
- They allow students to relate their experiences to their Diploma
- Regular updates accommodate changes in the specifications
- Fast turn around including delivery to your school leaving you to focus on teaching
- They provide the perfect evidence to show your Diploma students have achieved 10 days work placement

Topics covered include:

Functional Skills

FUNCTIONAL DIARY
Include at least 2 skills examples from each 'functional' and briefly explain what you did to achieve them.

Activity	Maths	English	ICT
Example: I helped with the ordering of some materials/supplies.	Calculating the amount due the cost.	Summarising the order requirements.	Placing an order on the internet.
1.			
2.			
3.			
4.			
5.			
6.			

PLTS

ALL ABOUT ME - MY SELF ASSESSMENT
Personal Learning and Thinking Skills (PLTS)
Before you develop your PLTS on work experience it's important for you to review how good you are now. Using the table below, tick which columns is right for you on each statement.

Independent Enquiries	Team Workers	Self Managers	Effective Participants
I identify questions that need answers and problems that require solutions.	I work well with others to achieve a common goal.	I discuss subjects with other people without arguing.	I adapt my behaviour and actions to suit any role including being a leader.
I plan and carry out research and understand the consequences of my decisions and actions.	I am confident team member and accept responsibility for all my actions.	I am flexible and seek out challenges and responsibilities.	I can communicate to others and trust everyone fully.
I explore issues, events or problems from different perspectives.	I talk to others about their ideas and offer constructive support.	I am committed, show initiative and work hard to meet targets.	I can negotiate with others and find a way to resolve any problems.
I judge whether any information found has value and is relevant to what I am looking for.	I can manage and take risks.	I can prioritise, organise my time well and meet deadlines.	I can build and maintain good relationships with people I work with, even if it means controlling my emotions.
I organise and understand that different circumstances, beliefs and feelings can affect decisions and events.	I can communicate my ideas and plans.	I can discuss a difficult problem to find solutions.	I can present my ideas in a persuasive way.
I offer solid evidence to support my views, decisions and conclusions.	I can build and maintain good relationships with people I work with, even if it means controlling my emotions.	I can present my ideas in a persuasive way.	I can offer practical ideas for development and break down these ideas into manageable steps.
Creative Thinkers			
I can think of new ideas, and explore all the possibilities.			
I ask questions to help me develop my ideas further.			
I work with others to explore ideas.			
I stay open minded and constructively criticise my own and other's ideas.			
I try out new and alternative ideas and follow these ideas through.			
I test, refine and accept ideas if circumstances change.			
Reflective Learners			
I assess my own and other people's achievements.			
I set myself targets and plan how I will achieve them.			
I review my progress honestly and act on what I find.			
I like to gain feedback from others and can deal positively with the praise and criticism.			
I learn from my experiences and make changes to improve in the future.			
I can communicate what I have learnt clearly and make sure it is relevant.			

Health and Safety Activities

RISKS AND HAZARDS IN THE WORKPLACE
Working in the Engineering sector can be potentially hazardous, so it is important for employers to consider the safety and welfare of employees at all times.

HEALTH & SAFETY SIGNS
All companies have their own rules and these will be signposted around the building to remind different colours are used to warn you of different levels of danger. Use this traffic light system to help you remember.

TASK
Draw or show examples below of signs you have seen during your placement:
Red signs with a bar across them tell you to STOP doing something.

Line Specific Tasks

PRODUCTS AND PROCESSES
Your organisation will deal with many agreements through the week and use lots of different products. Take a look at these and assess the following questions.

MARKETING AND SALES
Who are this organisation's main customers?
General Public Young people The Elderly Families
Companies Business People Other:

How does the organisation research what customers want?
Face to Face Interviews Surveys by post Surveys via email / website
(Try to get a copy and staple it into this book.)

What action does the organisation take as a result of this feedback?
What different advertising methods does your work placement organisation use?
Give examples of how these methods increase sales.

As well as:

Placement Research tasks, Preparation for an Interview, Placement Checklist, Career Interview Sheets, Notes pages and Student and Employer Evaluations.

Available in all 14 lines.

Booklets for all Diploma students in Leicester City and County are free of charge.

For Schools/College outside of Leicestershire prices start at £4.75 per booklet.

For more information please contact:

Jacob Clark, Leicestershire Education Business Company
Tel: (0116) 240 7000 Email: Jacob.Clark@Leics-EBC.org.uk

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