

NLS Y10 Work Experience

12-16.6.23

Flight Path to your Future!



Student Diary,
Feedback and Reflections



Name:

Tutor Group:

Work Experience Placement:

Important information:

We want you to have the best experience possible when you go out on your placement. It is important to appreciate that it may be challenging at times, and that challenges can play an important part in your experiences of the world of work by helping you to develop key employability skills.

If there is any reason why you cannot attend your placement on any of the days, you **must do both** of the following:

- a. Contact your placement and let them know.
- b. Contact school to say why.
 - If you are ill, depending on your attendance history, you may need to provide medical evidence to the school in order for us to authorise the absence.
 - If you are not ill then you must attend school in school uniform and see Mrs O'Donnell.

****You need to keep this booklet as you will use it again in Tutor Time****

Employability Skills:

These are the skills that employers want their employees to have so that employers can have a productive work force, and employees can thrive and be promoted.

The key employability skills that you will be focusing on during your work experience are grouped into **Qualities, Standards and Skills**.

Qualities

- **Honesty:** Can your employer trust you?
- **Confidence:** Do you believe in your ability to do a good job?
- **Resilience:** Are you able to cope when things get a bit tough?

Standards

- **Time keeping:** Can you arrive to work on time?
- **Appropriate dress:** Are you dressed appropriately for your work place?
- **On task:** Can you focus on what you've been asked to do without becoming distracted?
- **High quality work:** Are you able to complete tasks to the best of your ability?
- **Professional:** Are you trying to do everything that is asked of you to the best of your ability?

Skills

- **Communication:** Are you able to speak clearly and respond in an adult way?
- **Team work:** Are you able to get on with others so that you support each other to get the best outcome?
- **Initiative:** Do you do things that need to be done, without being asked?

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What three goals do you have for your work experience placement?

Choose at least two from the Qualities, Standards and Skills boxes and if you wish to you can add a personal one that doesn't appear there:

Goal 1:

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Goal 2:

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Goal 3:

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For each day you will be able to reflect on five key areas of your day:

1. What jobs you have completed during the day.
2. What you enjoyed the most and why.
3. What qualities, standards and skills you showed and how these link to the goals you set yourself.
4. What you enjoyed the least and why.
5. What you can do to improve your performance.

Day 1: 12.6.23

What jobs you have completed during the day.	
What you enjoyed the most and why.	
What qualities, standards and skills you showed and how these link to the goals you set yourself.	
What you enjoyed the least and why.	
What you can do to improve your performance	

Any other comments:

Day 2: 13.6.23

What jobs you have completed during the day.	
What you enjoyed the most and why.	
What qualities, standards and skills you showed and how these link to the goals you set yourself.	
What you enjoyed the least and why.	
What you can do to improve your performance	

Any other comments:

Day 3: 14.6.23

What jobs you have completed during the day.	
What you enjoyed the most and why.	
What qualities, standards and skills you showed and how these link to the goals you set yourself.	
What you enjoyed the least and why.	
What you can do to improve your performance	

Any other comments:

Day 4: 15.6.23

What jobs you have completed during the day.	
What you enjoyed the most and why.	
What qualities, standards and skills you showed and how these link to the goals you set yourself.	
What you enjoyed the least and why.	
What you can do to improve your performance	

Any other comments:

Day 5: 16.6.23

What jobs you have completed during the day.	
What you enjoyed the most and why.	
What qualities, standards and skills you showed and how these link to the goals you set yourself.	
What you enjoyed the least and why.	
What you can do to improve your performance	

Any other comments:

Employer Feedback:

This section is to be completed by your supervisor/ manager at the end of your work placement.

	Excellent	Good	Satisfactory	Requires Improvement
Qualities				
Honesty				
Confidence				
Resilience				
Standards				
Time keeping				
Appropriate dress				
On Task				
High Quality Work				
Professional				
Skills				
Communication				
Teamwork				
Initiative				

Any other feedback on the student's placement:

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To be signed by the employer / supervisor:

Signature:

Date:

Student Reflection:

This section is to be completed by you following your placement.

Did you achieve Goal 1? Give supporting evidence.	
Is there anything else that you could have done to give more evidence for Goal 1?	
Did you achieve Goal 2? Give supporting evidence.	
Is there anything else that you could have done to give more evidence for Goal 2?	
Did you achieve Goal 3? Give supporting evidence.	
Is there anything else that you could have done to give more evidence for Goal 3?	
What new things did you learn during your placement?	
What 3 things did you like best about the placement?	1. 2. 3.
What 3 things did you like the least about the placement?	1. 2. 3.
What advice would you give other students going on this placement?	

Parent/Carer Reflection:

This section is to be completed by you following your placement.

In conversation with your child about their placement have you noticed that they have:	
Gained confidence?	
Shown more maturity?	
Been more independent?	
Enjoyed the experience?	
Shown resilience?	
Talked more about their future?	