



Northern Ireland  
Curriculum

# Learning for Life and Work

## Pupil Log Book for Work Placement



Pupil's Name: \_\_\_\_\_

Class: \_\_\_\_\_

School: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Teacher's Contact Number: \_\_\_\_\_

Name of Work Placement Organisation: \_\_\_\_\_

Date of Placement: \_\_\_\_\_

# About this Log Book

This Log Book is for you to:

- record important relevant details about you, your school and the organisation you will be visiting;
- focus on what you hope to gain from the Work Placement;
- record interesting activities during the Work Placement;
- update your personal career plan; and
- reflect about what you learned and enjoyed during your Work Placement.

This is your log book. It is divided into three sections.

### Section 1: Before the Work Placement

### Section 2: During the Work Placement

### Section 3: After the Work Placement

# Why take part in a Work Placement?

It is important to prepare for your Work Placement so that you feel confident going to work on your first day and focus on what you hope to gain from the placement.

- It gives you a chance to experience typical working conditions.
- You can meet and talk to people who are earning their living and you can ask them about their jobs.
- It will help you see links between the subjects you are studying at school, and the skills you will need in working life.
- It will help you discover more about your own skills and interests.

**Explain what you know about the organisation you are going to for your placement?**

# Work Placement Preparation

### Your personal checklist

I will be working at \_\_\_\_\_ (Name of Organisation)

(address) \_\_\_\_\_

(telephone number) \_\_\_\_\_

I must report to Mr/Mrs/Miss \_\_\_\_\_ at \_\_\_\_\_ am/pm

I shall start work at \_\_\_\_\_ am/pm and finish at \_\_\_\_\_ am/pm

Lunch is from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

There are breaks at \_\_\_\_\_ am/pm and \_\_\_\_\_ am/pm

To get to work in good time I will have to leave home at \_\_\_\_\_ am/pm

I will travel by \_\_\_\_\_ (bus/car etc) and my fares will be £ \_\_\_\_\_ per day

Suitable clothing and footwear \_\_\_\_\_

Will I need any special clothing (specify?) \_\_\_\_\_

Will this be provided by the employer? \_\_\_\_\_

What shall I do for lunchtime meal? \_\_\_\_\_

## Section 1: Before the Work Placement

# Skills and Qualities

Write down five skills and five qualities that employers would like you to have.

Skills

Qualities

1 \_\_\_\_\_ 1 \_\_\_\_\_

2 \_\_\_\_\_ 2 \_\_\_\_\_

3 \_\_\_\_\_ 3 \_\_\_\_\_

4 \_\_\_\_\_ 4 \_\_\_\_\_

5 \_\_\_\_\_ 5 \_\_\_\_\_

# Personal Objectives

List your Personal Objectives for the Work Placement. For example find out what qualifications and training are necessary for a particular job.

1 \_\_\_\_\_

\_\_\_\_\_

2 \_\_\_\_\_

\_\_\_\_\_

3 \_\_\_\_\_

\_\_\_\_\_

4 \_\_\_\_\_

\_\_\_\_\_

5 \_\_\_\_\_

\_\_\_\_\_

## Section 2: During the Work Placement

Your time spent on placement will allow you to look around you and get an insight into this organisation, carry out allocated tasks and also learn more about yourself - what you like and how you get along with people.

### Pupil Induction Checklist to be completed with the Employer at the start of the placement Please tick

- 1 Contact name and numbers exchanged \_\_\_\_\_
- 2 Hours of work \_\_\_\_\_
- 3 Lunch break etc \_\_\_\_\_
- 4 Leave procedure \_\_\_\_\_
- 5 Sickness, notification procedure \_\_\_\_\_
- 6 Location of facilities  
*toilets* \_\_\_\_\_   
*canteen* \_\_\_\_\_   
*cloakroom* \_\_\_\_\_   
*parking* \_\_\_\_\_
- 7 First Aid Area \_\_\_\_\_
- 8 Fire evacuation procedures \_\_\_\_\_
- 9 Information given to pupil on:  
*company rules* \_\_\_\_\_   
*security* \_\_\_\_\_   
*confidentiality* \_\_\_\_\_   
*use of resources* \_\_\_\_\_   
*uniform/protective clothing* \_\_\_\_\_

Induction carried out by: \_\_\_\_\_

Signature of Employer: \_\_\_\_\_

Signature of Pupil: \_\_\_\_\_

Date: \_\_\_\_\_

## Record of Activities

Identify four typical activities in any one day.

1 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Section 3: After the Work Placement

It is very important that you take time to reflect about what you have learned from your Work Placement. The activities on the following pages are designed to help you to do that.

**Circle the words which best describe the type of work you undertook during your Work Placement.**

TIRING	CHALLENGING	SERVICE
REPETITIVE	PRACTICAL	SKILLED
REWARDING	ADMINISTRATIVE	SCIENTIFIC
CLERICAL	INTERESTING	

Add some words of your own.

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Indicate which skills/aptitudes you needed during your Work Placement.**

	Yes	No		Yes	No
Good Eyesight			Confidence on telephone		
Colour Vision			Ability to get on with people		
Stamina			Patience		
Ability to make decisions quickly			Accuracy		
Ability to understand instructions			Ability to explain things to others		
Good at mental arithmetic			Strength		
Good at measurement			Ability to stand for long periods		
Clear handwriting			Good memory		
			IT skills		

## Section 3: After the Work Placement

	Excellent	Good	Acceptable	Needs Attention
1 My timekeeping was	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 My attendance during Work Placement was	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 The appropriateness of my clothing was	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 My attitude to fellow workers was	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 My willingness to listen and learn was	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 My skill at adapting to different situations was	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 My awareness of health and safety practices was	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 My ability to show initiative was	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 My attitude to work was	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Any other comments:

eg – Did you enjoy your Work Placement?

– What were your impressions of other workers?

– Would you recommend this Work Placement organisation for another pupil?

---

---

---

---

---

## Section 3: After the Work Placement

# Employer's Assessment Form

Record of Assessment of pupil's performance during the Work Placement. To be completed by the employer.

Nature of work: \_\_\_\_\_

Length of Placement: \_\_\_\_\_

	Excellent	Good	Satisfactory	Poor
Timekeeping				
Personal appearance				
Ability to work in a team				
Relationships with others				
Regard for Health and Safety				
Ability to follow instructions				
Communication Skills				
Enthusiasm				
Initiative				
Commitment				
Attendance				

### Other comments

---

---

---

---

Signed: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

### Remember to:

- (i) Write a letter of thanks to your employer;
- (ii) Research companies in your careers library and IT suite to investigate further career ideas;
- (iii) Update your Personal Career Plan; and
- (iv) Reflect back on your placement, particularly when in class you are asked to give a 'real life' example.



A CCEA Publication © 2010



**COUNCIL FOR THE CURRICULUM EXAMINATIONS AND ASSESSMENT**

29 Clarendon Road, Clarendon Dock, Belfast BT1 3BG

☎ +44 (0)28 9026 1200

☎ +44 (0)28 9026 1234

☎ +44 (0)28 9024 2063

✉ info@ccea.org.uk

🌐 www.ccea.org.uk

*Rewarding Learning*