

**Year 10**

**Work Shadowing Diary**

**8th – 12th July 2019**

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| --- | --- |
| **Student Name** |  |
| **Employer** |  |



**Placement Details**

Please fill in the following details for your work shadowing records

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| --- |
| **Name of Employer/Organisation:** |
| **Placement Address:** |
| **Name of Contact on Placement:** |
| **Telephone Number of Contact:** |
| **Email of Contact:** |
| **Type of Work Undertaken:** |

**Making the Most of your Work Shadowing**

Firstly, you must be congratulated on arranging and applying for your own work shadowing placement. Even before you begin your week, you may have already learned new essential life skills such as writing CVs and covering letters, talking to employers directly or on the phone and filling in application forms.

Now you are about to start a week of practical work shadowing. It is important that this shadowing is useful to you and the best way to get the most out of the shadowing is to be proactive about what you would like to gain. This diary will help you to determine what you would like to get out of your placement, identify situations that have enabled you to develop your skills and give you the opportunity to reflect on your performance when the placement has ended.

In your placement, do not be afraid to ask questions and get involved. Your employer will value your contributions more if you show that you are enthusiastic and willing to prove yourself. In turn, you will have a more enjoyable placement and it is important that you have fun while working.

**Using this Diary**

This diary contains useful information for you as well as allowing you to record your experiences and observations during the week. You will be able to assess any skills learned and evaluate your performance each day.

It is your responsibility to look after and fill in this diary every day. Do not forget to ask your supervisor/mentor to fill in the relevant page before you leave your placement. Look after this document as when it is complete, it can provide you with invaluable information which will prove useful to you when you apply for jobs or universities and colleges. This log will be full of evidence that you can also use to build up your CV.



**Before your Placement**

**Assessing your Skills**

It is important to know what skills you already have before you go out on work shadowing. Recognising what your key skills are and identifying your strengths and weaknesses will help with your transition into work.

The following skills are the sort of things that employers look for when they are recruiting, and are the skills that employers would most like their employees to have:

Write a brief description underneath each one of what each skill means to you and how you might demonstrate them during your work shadowing.

Personal Presentation

Enthusiasm & Initiative

Communication

Time Management & Organisation

Numeracy, Literacy & ICT Capability

**People Skills**

Remember that the skills you can prove you have on your CV will help to make you stand out from the crowd.

Write a brief meaning of each of these skills and how you will demonstrate them or improve them in the workplace.

Integrity (Honesty)

Problem solving & Creativity

Teamwork

Negotiation & Decision Making

**Health and Safety**

All workplaces have some hazards. A hazard is something that can cause harm, illness or damage to health or property. The employer has a responsibility to control hazards so that you and other employees are safe but you also have responsibilities which are to:

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

In all likelihood you will have a health and safety briefing at the beginning of your first day. If you do not have one, do not be afraid to ask your employer health and safety questions such as: what to do if you have an accident, who the first aider is, what to do if there is a fire and if you need to use any protective clothing or equipment. Even if all of the rules are carefully followed, accidents sometimes happen at work. If you have an accident you should tell your supervisor.

**Diary – Day 1**

Please fill the following pages out with as much detail as possible. If necessary continue on a separate sheet of paper and make sure to insert it into your booklet. The information that you document here will help you reflect on what you have learned and give you the essential building blocks for building or improving your CV.

|  |
| --- |
| Tasks I completed today |
| Skills I used and how I demonstrated them |
| Brief description of what my employer does |
| What I found out about health and safety today |
| What I did well and what I am proud of |
| On reflection, I would have done this differently |

**Diary – Day 2**

|  |
| --- |
| Tasks I completed today |
| Skills I used and how I demonstrated them |
| The different types of job on my work placement |
| What I have learned about my placement so far |
| What I did well and what I am proud of |
| On reflection, I would have done this differently |

**Diary – Day 3**

|  |
| --- |
| Tasks I completed today |
| Skills I used and how I demonstrated them |
| What I am learning about the world of work |
| What I did well and what I am proud of |
| On reflection, I would have done this differently |

**Diary – Day 4**

|  |
| --- |
| Tasks I completed today |
| Skills I used and how I demonstrated them |
| What qualifications would I need to work here |
| What I did well and what I am proud of |
| On reflection, I would have done this differently |

**Diary – Day 5**

|  |
| --- |
| Tasks I completed today |
| Skills I used and how I demonstrated them |
| The most important things I learned this week are |
| What I did well and what I am proud of |
| On reflection, I would have done this differently |

**My Work Shadowing Review**

Now it is time to reflect on your week as a whole. Include as much detail as possible. Continue on a separate piece of paper if needed.

|  |
| --- |
| Summary of the main tasks I carried out during my placement |
| These were the high points of my placement |
| These were the low points |
| I am strong in these skills |
| I need to work on the following skills |
| If I had my time again, I would do these things differently |

**Skills Self-Assessment**

*How did you do…?*

|  |  |  |  |
| --- | --- | --- | --- |
| **How do you rate your skills?** | **Very Good** | **Good** | **Would like to improve** |
| Personal Presentation |  |  |  |
| Enthusiasm & Initiative |  |  |  |
| Communication & Literacy |  |  |  |
| Time Management & Organisation |  |  |  |
| Numeracy |  |  |  |
| Problem solving & Creativity |  |  |  |
| Teamwork |  |  |  |
| Negotiation & Decision Making |  |  |  |
| ICT |  |  |  |

Before your placement what were your thoughts on your future career?

Has your placement helped you make any firm decisions about your future? If so, in what way?

**Employer Work Experience Evaluation Form**

|  |  |
| --- | --- |
| Student Name: | Aylesford School |
| Name of Organisation: | Name of Supervisor: |
| Are you happy for us to keep your contact details so that we can contact you about other careers activities at Aylesford School? **YES NO**Are you happy for us to keep your contact details so that students may contact you about work experience placements?  **YES NO** |
|  |

**Any further comments:**

**Work Skills:** How did the student perform in the following areas?

1 Above expectations 2 Competent 3 Requires some improvement 4 Unsatisfactory

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | **1** | **2** | **3** | **4** | **N/A** |
| **Adherence to Rules and Regulations** |  |
| Attendance and punctuality |  |  |  |  |  |
| Dress code  |  |  |  |  |  |
| Professional behaviour in and around the work place |  |  |  |  |  |
| **Communicating**  |  |
| Interpersonal skills  |  |  |  |  |  |
| Telephone conduct |  |  |  |  |  |
| Listening skills |  |  |  |  |  |
| Team-working skills |  |  |  |  |  |
| Use of IT |  |  |  |  |  |
| **Organisational Skills** |  |  |  |  |  |
| Ability to complete tasks  |  |  |  |  |  |
| Ability to collect and record data |  |  |  |  |  |
| Ability to follow instructions |  |  |  |  |  |
| **Demonstrate the use of Initiative** |  |
| Recognising the need to act responsibly |  |  |  |  |  |
| Ability to think resourcefully in the work environment |  |  |  |  |  |
| Decision making skills |  |  |  |  |  |
| Problem solving skills |  |  |  |  |  |
| Demonstrating commitment to learn new things |  |  |  |  |  |
| Demonstrating enthusiasm and enjoyment |  |  |  |  |  |

Signed (Work placement supervisor) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed (Student) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Carer Comments on Work Shadowing**

Please share your thoughts and opinions about the work shadowing placement and whether you feel it was beneficial or not. If not, could you please explain what you feel could have gone better.

Name:

Signed:

Date:

If at any time you need to contact the school during the work placement, please use the following contact details:

Email: info@aylesford.kent.sch.uk

Phone: 01622717341