

I would like to do this kind of work

Choose at least 3 kinds of work you would like to try

- Cooking
- Mending cars
- Gardening
- Looking after people
- Looking after children
- Shop work
- Building site
- Hairdressing
- Beauty salon
- Hotel work
- Mending computers
- Sport
- Factory work
- Warehouse work
- Looking after animals
- Mending cycles



Something else?



Preparing for my first visit

The organisation is called:

The address is:

The telephone number is:

Do I have to go to school first?

Yes / No

Who will I go with?

How will I get there?

How long will it take?

How much will it cost?

What do I need to take with me?

What will I wear?

Who do I ask for?

What I learnt from my work experience

Write down FOUR different things that you have done well in your job.

For Example: *I spoke to a customer and helped him find what he needed*

Ask your supervisor to sign here if they agree that you can do this successfully

1		
2		
3		
4		

SPECIMEN PAGE FROM
MY WORK EXPERIENCE LOG BOOK

Fire

Find out:

- Where the **f** _ _ _ alarms are
- How to use the fire alarm
- What the fire **a** _ _ _ _ sounds like
- Where the fire exits are

Never set off a fire alarm for fun because:

- You might put other people in **d** _ _ _ _ _
- You will get into very serious trouble
- You will get the sack!

Make sure you know:

- What to do if the fire alarm goes **o** _ _
- Where the emergency exits are
- Your **e** _ _ _ _ _ route
- Your assembly point

fire **alarm** **danger** **off** **escape**

Personal protective equipment (PPE)

- Always **w _ _ _** safety equipment

Helmets



Eye protectors



Safety boots



Dust masks



Ear defenders



- Know how to wear it correctly
- If you are not sure then **ASK**
- **A _ _** for another one if it doesn't fit or it is broken

Ask

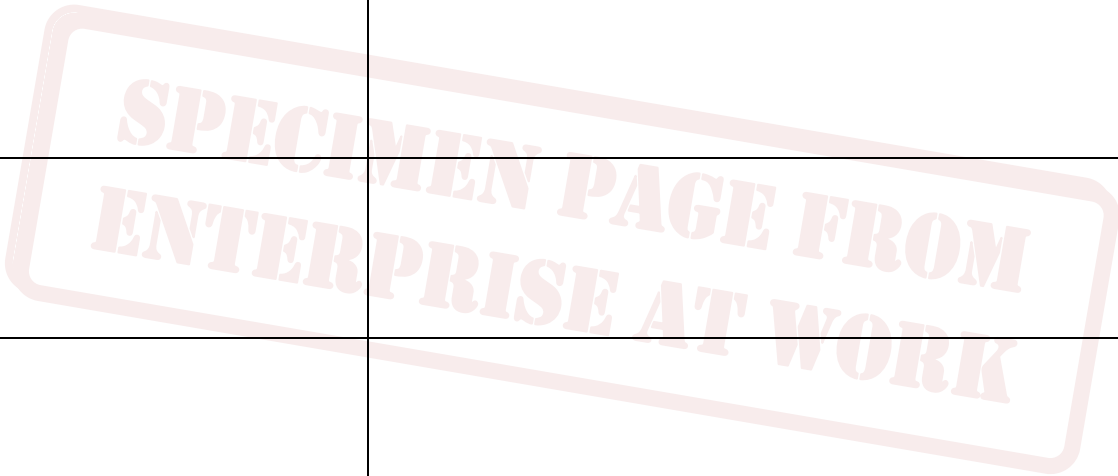
wear

www.my-work-experience.com

Who is enterprising?

Write down the names of three well known enterprising people, or entrepreneurs, and describe briefly what makes them enterprising.

Name	What makes her/him enterprising?



How enterprising are you?

Carry out the online quiz to find out how enterprising you are.

Write your score here

What does this tell you about yourself?

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Finding out about the organisation and its structure

My placement is with

SPECIMEN PAGE FROM
ENTERPRISE AT WORK

a sole trader	
a charity or voluntary agency	
a Public Sector organization (e.g. Government Department)	
a Private Company	
a company Limited by Guarantee	

Services provided by the organisation are paid for by

Customers Local tax payers

The Government Others

How many employees are there?