

Myself

Name

Address

Emergency contact number

My course

Dates of my placement

My School / College

School / College name

Address

School / College supervisor's name

School / College contact telephone number

My placement

Name of my placement organisation

Address of my placement organisation

Contact telephone number and/or email address of my placement organisation

My role and/or my department

My placement supervisor's name and title

My placement supervisor's telephone number and email address

Advice and guidance

Respect



A good employee listens to instructions carefully, handles information confidentially and safely, shows enthusiasm and pride in their work.

Emergency contact
name and number

Medical problems

If you have any medical/health problems, (allergies/regular medication etc.) make sure your employer knows about them.



Practical details

Do you know who to report to on your first day?



Have you worked out the best way to get to work on time?

Do you know what the arrangements for breaks and lunch times are?

I report to:

at:

My start time is:

I aim to be at my work station by:

What do I need to take with me?

Work contact person:

Work contact Tel. No:

School/College contact person:

School/College contact Tel. No:

Work wear



Is there a dress code or a uniform? What do others wear for work? Are there things you should NOT wear?

If I am ill



If you are unable to attend work you must telephone your employer straight away to let them know that you will not be at work so that people are not kept waiting for you and tell them when to expect you back.

You will also need to let your School or College know that you are not at your work placement.

Keeping safe



Working safely

It is important to work safely, because accidents can happen in a split second. Think before you act and keep yourself and others around you safe. Prepare well, listen carefully and make sure that you understand your Health and safety induction.

Have you looked at 'hazard and risk' on the My Diploma Activities in a Flash pen?



Fire

Make sure that you know what to do in a fire. If you discover a fire raise the alarm at once. Remember that fires and other emergencies where a building may need to be evacuated have strict regulations which are designed to ensure everyone's health and safety. It is very important to know and follow these instructions.

Where is my nearest fire exit?



Where is my fire assembly point?



PPE

Always use the safety equipment and protective clothing you are issued with as instructed.



The first aid person is:



The first aid post is at:

I report accidents to:

Accidents

Any accident in a place of work must be reported. If you need first aid even for a small accident, like a cut finger, go to the first aid post or person, then report your accident to the appropriate person.



Target setting

These are suggestions to help set your personal learning objectives for this placement.

- Plan and undertake tasks in the work place
- Learn about the job roles and business structures of my placement organisation
- Work to agreed standards
- Learn about the rights and responsibilities of employers and employees
- Collaborate with others to reach common goals
- Take responsibility and gain confidence in my ability to work effectively
- Show initiative, commitment and perseverance
- Organise my time and resources
- Deal with the competing pressures of personal and work related demands
- Invite feedback and deal positively with praise, setbacks and criticism
- Evaluate my work experiences and learn from them

Which of these employability skills are most valued in your work placement?

Communication

Numeracy

Self-management

Team working

Problem solving

Business awareness

Customer awareness

Information Technology

Which of these attributes are most valued in your chosen area of work?

Resourceful

Enthusiasm

Ambition

Self-motivation

Flexibility

Persistence

Diplomacy

Honesty

Risk taker

Positive attitude

Competitive

Entrepreneurial

TIP!

You can do these exercises by putting a ring round your choices using a different colour to show what you believed before your work placement and what you think afterwards to see if anything has been different to what you expected.

Record of my work placement

DAY 3

Coming together is a beginning. Keeping together is progress. Working together is success.

Henry Ford
(1864 – 1947)

Date

Course/unit name/number

Name

Task(s) undertaken

Target(s) completed

If you did not meet your target(s), how will you change your approach next time?

Work supervisor's comments (delete/add as appropriate)

- carried out the task(s) to an acceptable level for this workplace
- worked safely and to agreed standards
- collaborated with colleagues to complete tasks
- displayed initiative, commitment, perseverance, responsibility
- organised time and resources well
- dealt positively with praise, setbacks, criticism

Supervisor's name

Title

Signature

Date

DAY 3

Assembly point

A safe designated place to wait after evacuating a building in an emergency

My Diary

Activities, impressions and reflections about what happened today

Progress made in achieving my personal learning objectives

JARGON BUSTER

Work related terms or acronyms that I have heard or used today and what they mean

Term / acronym	Meaning

Record of my work placement

DAY 10

A business has to be involving, it has to be fun, and it has to exercise your creative instincts.

Richard Branson

Date

Course/unit name/number

Name

Task(s) undertaken

Target(s) completed

If you did not meet your target(s), how will you change your approach next time?

Work supervisor's comments (delete/add as appropriate)

- carried out the task(s) to an acceptable level for this workplace
- worked safely and to agreed standards
- collaborated with colleagues to complete tasks
- displayed initiative, commitment, perseverance, responsibility
- organised time and resources well
- dealt positively with praise, setbacks, criticism

Supervisor's name

Title

Signature

Date

DAY 10

Four Colour Process

A term used in printing to describe a process that achieves full colour images using a combination of four colours

My Diary

Activities, impressions and reflections about what happened today

Progress made in achieving my personal learning objectives

JARGON BUSTER

Work related terms or acronyms that I have heard or used today and what they mean

Term / acronym	Meaning

Research notes 3 - the people in the business I am working for

Guidance

Describe the arrangements for your placement supervision including induction/training/support; the people you have come into contact with and why.



Guidance

Comment on how the company encourages staff to improve their personal performance through skills training/appraisal/reward/disciplinary systems; how the company communicates with staff; how staff can influence decision making; how the company deals with staff problems; disciplinary and grievance procedures; how the company deals with discrimination/disabilities/sexual harassment/bullying/equal opportunities etc.



Project investigation notes 1

Guidance

Workplace projects provide a focus and direction for your work placement. You should talk to your teacher about any course requirements for a particular type of placement project or investigation.



Planning

- ✓ The project I am going to complete
- ✓ Reasons for selecting this project investigation
- ✓ Who I need to contact/speak to
- ✓ Information I need to find out/collect
- ✓ Evidence I need to collect
- ✓ What I learned from completing this project investigation