



Y12

LOG book

Monday 4th-8th July 2022

NAME:

This LOG book includes a checklist, work experience placement form and all the links you need to record your daily reflections and your employer's feedback. This will be VITAL in ensuring your placement is a positive, meaningful and useful experience. Whether you find you like your placement or not, reflecting on it will help you think through your next steps from college so you are making a more informed choice!

The Work Experience Checklist is essential for you to follow so you don't miss anything out! It is there to help and guide you...so please use it!

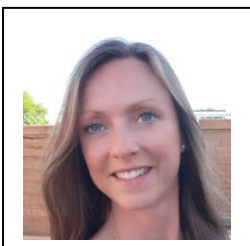
This LOG book needs to be used alongside your Work Experience INFORMATION book.

All work experience placements need to be checked for health and safety before you will be allowed to attend. This is COMPULSORY.

**Good luck and if you need any support please contact me
brexworthy@wootton.beds.sch.uk**

Ms Rexworthy 2S02

Careers Adviser and Work Experience Administrator



Work Experience Checklist

You – FINDING A PLACEMENT (by 28th February)

- Attend work experience related events and workshops at college
- Identify a career area to try out with an employer
- Research what skills are required to do that type of work
- Fill in the Microsoft Forms - skills survey 1 link (page 5 of this book)
- Find a placement by contacting employers and attending interviews (help to do this is in the information book)
- Ensure you can travel safely and easily to the placement

You – CONFIRMING A PLACEMENT STEPS

1. **Complete the FORM the FUTURE placement form.** You can either use a paper copy and discuss it with your employer (most efficient way!) or cut and paste the one in this booklet and send it to your employer (page 6 of this book). **You can not proceed without this information.**
2. **Collect your FORM the FUTURE online username and password** from Ms Rexworthy 2S02. Show Ms Rexworthy your completed form with your parents/carers signature with confirmation they know about the placement, all your medical needs are up to date and you are able to travel to the placement safely.
3. **Complete the FORM the FUTURE online form** with all the details (it is exactly the same form online. See appendix A in the INFORMATION book).
4. **Wait for confirmation** of the health and safety checks are complete and the placement is approved.

You – A MONTH BEFORE THE PLACEMENT (JUNE)

- Confirm your attendance, working hours, dress code, and duties with the employer prior to the placement start date by phone or email.
- Send the employer an email with your skills information on it (this will be sent to you to forward on by Ms Rexworthy)
- Prepare for work experience using the work experience INFORMATION book p19

You – DURING THE PLACEMENT (4th-8th July)

- Ensure you are following the health and safety put in place for you and that you let the college know and your supervisor if there are any issues.
- Fill out the reflection parts of this booklet each day (remind your employer you need time to do this, page 9)
- Write down any questions you have to ask to get the most out of your placement

You – AFTER THE PLACEMENT

- Fill in the Microsoft Forms - skills survey 2 (it is the same form as at the beginning to see if anything has changed)
- Fill in the Microsoft Forms final evaluation
- Thank the employer after your placement and ensure you have requested and received an employer reference (example thank you email in the INFORMATION book and employer reference form page 9)

Your Employer will:

- Ensure that you have any training and health and safety information you need to do the placement.
- Find out from you the skills that you have and want to use/improve on and see if they can support you in that
- Ensure you talk to more than one person in the business if possible to find out as much information about their role and the company.
- Set you tasks, a challenge or project that you can be involved in that they will give you feedback on.
- Complete a feedback form at the end of your work experience to act as a reference for your placement. (see reference form here MICROSOFT FORM page 9)

Skills Survey 1

Please fill in before you find work experience so you know what skills you have and what skills you want to work on during the placement.

<https://forms.office.com/r/LryH3iVVn8>

Form the Future student placement form

Please fill this in as FULLY as you can either by sending it to the employer by cutting and pasting the form into an email, over the phone or in person.



WORK EXPERIENCE STUDENT PLACEMENT FORM

SECTION 1

Student Details

Name of Student:	Date of Birth:	
School/College:	Year Group:	Tutor Group:
Work Experience Dates:		

SECTION 2: Ask your work experience employer to complete the information below:

A: Employer Details (note all information marked * must be completed)

*Employer Name:
Type of Business: (eg: Engineering/Architects)
Please give details of your Employer Liability Insurance below:
*Name of Insurer:
*Policy Number:
*Expiry Date:
*Does your company have a health & safety policy: Yes/No
*If more than 5 employees, does your company have a written risk assessment? Yes/No
We recommend you notify your insurers that a work experience student will be on the premises.
<input type="checkbox"/> Do procedures comply with COVID-19 Government and PHA Guidelines
<input type="checkbox"/> Any relevant Covid-19 risk assessments or procedures have been drawn to the student and may include guidance on cleaning, handwashing and hygiene procedures, social distancing, use of face-coverings and any actions taken to reduce risks of exposure to coronavirus (COVID-19) in the workplace.

*Opportunity title (e.g. Office assistant):	
*Address of Company/Organisation:	
	*Postcode:
*Name of contact at company/organisation:	
*Email:	*Tel No:
Job title of contact:	

Note to student: When you are inputting this data, see overleaf for date of approval

C: Vocational Profile: Opportunity Description: (To be completed by company/organisation)

<p>*Breakdown of key tasks to be performed by student during work experience placement:</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>

SECTION 2 (continued): Ask your work experience employer to complete the information below:

D: Student Information and requirements:

<p>*Dress Code (please tick all that apply):</p> <table> <tr> <td><input type="checkbox"/> Smart casual</td> <td><input type="checkbox"/> Long hair tied back</td> </tr> <tr> <td><input type="checkbox"/> Practical workwear</td> <td><input type="checkbox"/> Minimal, no dangly jewellery</td> </tr> <tr> <td><input type="checkbox"/> No jeans or trainers</td> <td><input type="checkbox"/> No jewellery, nail varnish or strong perfume/aftershave</td> </tr> <tr> <td><input type="checkbox"/> Enclosed footwear</td> <td><input type="checkbox"/> Safety footwear may be required for site visits, to be discussed</td> </tr> <tr> <td><input type="checkbox"/> Safety footwear</td> <td><input type="checkbox"/> Sturdy, flat, enclosed, sensible footwear</td> </tr> <tr> <td><input type="checkbox"/> Outdoor clothing</td> <td><input type="checkbox"/> Waterproofs may be required</td> </tr> <tr> <td><input type="checkbox"/> Appropriate sportswear</td> <td><input type="checkbox"/> Other:</td> </tr> </table>	<input type="checkbox"/> Smart casual	<input type="checkbox"/> Long hair tied back	<input type="checkbox"/> Practical workwear	<input type="checkbox"/> Minimal, no dangly jewellery	<input type="checkbox"/> No jeans or trainers	<input type="checkbox"/> No jewellery, nail varnish or strong perfume/aftershave	<input type="checkbox"/> Enclosed footwear	<input type="checkbox"/> Safety footwear may be required for site visits, to be discussed	<input type="checkbox"/> Safety footwear	<input type="checkbox"/> Sturdy, flat, enclosed, sensible footwear	<input type="checkbox"/> Outdoor clothing	<input type="checkbox"/> Waterproofs may be required	<input type="checkbox"/> Appropriate sportswear	<input type="checkbox"/> Other:
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<p>Will any of the following be provided by the organization? (please tick all that apply)</p> <table> <tr> <td><input type="checkbox"/> Mask</td> <td><input type="checkbox"/> Hi-vis jacket</td> </tr> <tr> <td><input type="checkbox"/> Goggles</td> <td><input type="checkbox"/> Gloves</td> </tr> <tr> <td><input type="checkbox"/> Overalls</td> <td><input type="checkbox"/> Apron</td> </tr> <tr> <td><input type="checkbox"/> Hard hat</td> <td><input type="checkbox"/> Chef's whites</td> </tr> <tr> <td><input type="checkbox"/> Ear defenders</td> <td><input type="checkbox"/> Company top/uniform</td> </tr> <tr> <td><input type="checkbox"/> Safety footwear</td> <td><input type="checkbox"/> Other:</td> </tr> </table>	<input type="checkbox"/> Mask	<input type="checkbox"/> Hi-vis jacket	<input type="checkbox"/> Goggles	<input type="checkbox"/> Gloves	<input type="checkbox"/> Overalls	<input type="checkbox"/> Apron	<input type="checkbox"/> Hard hat	<input type="checkbox"/> Chef's whites	<input type="checkbox"/> Ear defenders	<input type="checkbox"/> Company top/uniform	<input type="checkbox"/> Safety footwear	<input type="checkbox"/> Other:		
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*Interview Required: Yes / No	Any Specific Skills Required:
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E: Availability

*Working days and times (e.g. Mon-Fri 9-5pm):

F: Employer: We will provide a placement for the named student

*For and on behalf of (company / organisation):	
*Signed:	*Name: (please print in capitals)
*Date:	*Tel No:

SECTION 3 – THIS WILL BE EMAILED TO YOUR PARENT/CARER BY THE COLLEGE but you will also have to confirm this on the FtF online form.

<p>Parent/Carer: As parent/carer of the student named I confirm that I agree to his/her taking part in this scheme. I confirm that he/she does not suffer from any medical condition which could result in an unnecessary risk to his/her health or to the health or safety of another person. I confirm that my child will be able to travel to his/her work placement.</p>	
*Signed:	*Parent/Carer Name:
*Email:	*Tel No:

When you have completed this form you can bring a paper copy to Ms Rexworthy 2S02.

You will then be able to input this on to the Form The Future website.

The guidance on this is in the Work Experience INFORMATION book.

DAILY REFLECTION FORMS

These forms are to be filled in each day. Please let your employer know. They will help you evaluate and reflect on your placement. At the end of your placement you will get a document with all the information to reflect on further, for you to discuss and think about your next steps from college. You may not be doing all 5 days and that is fine – just fill in the days you do your placement.

Day 1 - <https://forms.office.com/r/dLuTX2MpG6>

Day 2 - <https://forms.office.com/r/AePXCn6cTd>

Day 3 - <https://forms.office.com/r/24F57t6M6e>

Day 4 - <https://forms.office.com/r/Ga58iWGALH>

Day 5 - <https://forms.office.com/r/7DQrk3Yf0L>

Final evaluation – to be done on the last day of placement -
<https://forms.office.com/r/hnQvvGvnmJ>

Employer reference

Please give this link to your employer so they can easily write you a reference that we can use and keep for you. This is a good time to send your ‘thank you’ to the employer as well – you will find a template text for this in your INFORMATION book.

<https://forms.office.com/r/sLXv86gM2T>

Skills Survey 2

Please fill in before you find work experience so you know what skills you have and what skills you want to work on during the placement.

<https://forms.office.com/r/9dPkuuJvtC>

REMINDER OF DEADLINES AND EVENTS

Today - Look through the booklets and the checklist part - Finding a Placement. You need to start early - the most successful placements are found early!

November/December 2021 - Attend tutorial sessions on work experience and continue to contact employers for placements

28 February - Deadline for submitting your placement details on the Form the Future Website.

February/March - 3 weeks of drop in sessions to support you if you have still not found a placement

21 March - Final deadline for submitting placement details. If no placement sourced at this stage you may not be able to progress into Year 13 of your courses at Kimberley College.

27 June - 1st July - Employability Focus Event - this will have a lot of information that you need whilst on your Work Experience Placement including health and safety, mobile phone use, dress code, behaviour etc. 100% attendance expected.

July 4th-8th - Begin placement