

Work Experience Logbook

2025-2026



Welcome

What is Work Experience?

It is an opportunity to carry out real work tasks on employers' premises and experience the hours, working conditions and disciplines you will encounter as employees. Depending on your placement, it can also provide an opportunity to find out more about a career path that you may be interested in.

Why go on Work Experience?

It is a unique opportunity for you to find out about the world of work and to meet people of various age groups.

- You will have the chance to gain experience of typical working conditions in commerce, industry, retail or other types of workplaces
- You will meet people doing various types of jobs and find out more about the work they do and the skills and qualifications required by talking to them and working with them
- You will discover more about your own skills, talents and interests and be able to identify and develop your own employability skills
- It will help you to see the links between school work and the skills you need in working life
- It will help you to understand why services, industry and commerce are so important in our society

How will I benefit from Work Experience?

These statements describe what you should hope to gain from your Work Experience.

- Experience of real life working conditions
- Find out about particular jobs and careers by working with people who are doing these jobs
- Meet new people
- Discover something about my own skills, talents and knowledge
- Understand the connections between the subjects I study at school and the skills I may need in working life
- Understand why industry, commerce and businesses are important for the country
- Build my confidence
- Take on new responsibilities
- Prepare for the transition from school to college and work

Name of company/organisation	
Address:	
Telephone:	
Fax:	
Contact/Supervisor	
Dates of placement:	
Hours of work:	

Job Description			

You may be asked to attend an interview shortly before you start to meet the employer. Even if this is not the case ensure you call your employer 1-2 weeks before your placement is starting.

Pre-placement phone call

Phoning an employer is different to phoning a friend, so work out what you want to say before you ring. Make the call in plenty of time before your placement. Make sure you have plenty of credit if you are phoning from a mobile; have a pen, your placement details, some paper to write notes on and this logbook with you. Then find a quiet place to make the call.

Introduce yourself and say you are ringing to confirm arrangements for your placement or to arrange an interview, if required.

Either during the phone call or in your interview, if you have one, you will need to find out answers to the following questions:

- Where should you go on your first day e.g. reception or a particular entrance?
- What time should you arrive? What time will you finish work?
- Who should you ask for when you get there?
- What are you expected to wear? Do you need any special equipment?
- What sort of things will you be doing?
- Will you be able to go out to buy lunch or do you need to bring a packed lunch?
- Do they expect you to have any particular skills?
- Don't forget to tell them if you have any health problems which may affect your work experience.



Pre-placement interview

If you are asked to attend a face-to-face interview, write down where you have to go and the date and time. Check what you are expected to bring, which may include a CV, your placement details and this logbook.

Interview checklist:

You only get one chance to make a first impression, so go through the checklist below to ensure that you make a good one!

- Plan what you need to ask and prepare some answers to questions they might ask you, such as 'What do you want to do when you leave school?' or 'Why did you choose this work experience placement?'
- Work out your travel arrangements carefully, leaving a bit of extra time in case there are delays. Arrive a few minutes early so you will not be flustered
- Dress smartly and appropriately
- When you arrive, say who you are and who you are there to mee
- Turn off your mobile phone or put it onto silent and out of sight
- Be polite. Say 'please' and 'thank you' where appropriate, and smile
- Shake hands with the person you are meeting
- Give full answers to any questions, not just 'yes' or 'no'
- Don't be afraid to ask questions yourself
- Write down any information you are given rather than just relying on memory
- Tell them about any time you need to have off during your placement, for example for an urgent appointment (but do try to avoid this if possible)



I

Information about my placement

Dates of placement:	From	To
Daily working hours:	From	To

Who will I report to?	
Telephone/mobile number of my contact:	
What sort of work will I be doing?	
What will I wear?	
Special equipment I will need (if any):	
How will I get there?	
How long will the journey take?	
How much will it cost?	
What time will I need to get up?	
Lunch arrangements:	
How much money will I need to take each day, including travel and lunch?	
Health problems which might affect my placement:	

One of the many ways in which this booklet can help you get the most out of your work experience is by helping you identify your key skills. Recognising and demonstrating these skills will support your transition into work and it will be useful to record how you are able to use them during your placement.

These are the skills that help you to perform well in the working world. They are the sort of things that employers look for when they are recruiting. You may have already done some work on this in class, but here is a reminder. These are the skills that employers would most like their employees to have:

- Personal presentation
- Enthusiasm and initiative
- Communication and literacy
- Time management and organisation
- Numeracy

There are also skills that will help you stand out from the crowd and shine in your job, such as these:

- Integrity (honesty)
- Problem solving and creativity
- Teamwork
- Negotiation and decision making
- IT



Skill	I have demonstrated this already by...	How I could develop this during my work placement
Personal Presentation		
Enthusiasm and initiative		
Communication and literacy		
Time management and organisation		
Numeracy		
Integrity (honesty)		
Problem solving and creativity		
Teamwork		
Negotiation and decision making		
IT		



Health and Safety

On your first morning your employer has been asked to show you how to work safely so that you do not injure yourself or anyone else.

Find out

My supervisor is:	
I also work with:	
The First Aid person is:	
The First Aid Post is at:	
I report accidents to:	
If there is a fire I must:	
My nearest fire exit is:	
The fire assembly point is:	
Do I need protective clothing?	
What equipment can I use?	
What equipment can I NOT use?	

Diary Day 1

Fill out a daily diary during your placement. Completing this diary will help you to reflect on what you've learned during your placement and record information that could help you improve your skills and build 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 am proud of today:
On reflection, I would have done this differently:
Employer/supervisor comment:

Tasks I completed today:

Skills I used and how I demonstrated them:

The different types of job at my work placement:

What I did well and am proud of today

:

On reflection, I would have done this differently:

Employer/supervisor comment:

Tasks I completed today:

Skills I used and how I demonstrated them:

The different types of job at my work placement:

What I did well and am proud of today:

On reflection, I would have done this differently:

Employer/supervisor comment:

Diary Day 4

Tasks I completed today:

Skills I used and how I demonstrated them:

What I learnt about the world of work:

What I did well and am proud of today:

On reflection, I would have done this differently:

Employer/supervisor comment:

Diary Day 5

Tasks I completed today:

Skills I used and how I demonstrated them:

Qualifications I would need to do this job:

What I did well and am proud of today:

On reflection, I would have done this differently:

Employer/supervisor comment:

My work experience review

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:

Log the skills you've gained and improved in the Competencies tool on Unifrog. Don't forget to add examples of how you applied that skill in your role!

Skills self-assessment

How well do you think you did on work experience? Tick the box and remember to answer as honestly as you can.

How do you rate your skills?	Very good	Good	Would like to improve
Personal presentation			
Enthusiasm and initiative			
Communication and literacy			
Time management and organisation			
Numeracy			
Integrity (honesty)			
Problem solving and creativity			
Teamwork			
Negotiation and decision making			
IT			

Before your placement, what thoughts did you have about your future career?

Has your placement helped you to firm up your career plans? If so, in what way?

TEN TOP TIPS FOR WORK EXPERIENCE

1. Attend every day and always arrive in plenty of time
2. Treat everyone with consideration and be polite at all times
3. Be enthusiastic and show a positive attitude to your work
4. Wear appropriate clothing for the placement
5. Listen carefully to instructions and ask if you do not understand
6. Think before you act and work safely
7. If you have a problem with work talk to your supervisor
8. If you can't sort out a problem at work ask your teacher
9. Keep a record of everything you do
10. Send a thank you letter to your placement provider

Saying thank you

Employers give up their time to provide you with Work Experience so it's important to say thank you to them for the opportunity they have given you.

Use the template provided to write a personal letter or email to the employer.

You might find it helpful to look back at your daily diary to reflect back on what you have learnt.

Dear *(use Mr or Mrs and their Surname)*

Re: Work Experience Placement

Thank you for allowing me to spend a week at...

I enjoyed working with...

I found it really useful to be in the real workplace, the most important thing that I learnt was ...

This will help me prepare for employment because...

The placement also helped me realise that I have good skills in... and that I can do more to develop my skills in...

Thank you again for taking the time to organise my placement and provide me with such a good opportunity.

Yours sincerely

(your full name)

You can send the letter by post or message by email.

Please hand / send in a copy of your letter or message to your Tutor by the end of the first week back in September.

NB* The sooner the better following the placement.