

Work Placement Logbook

Name:

Workplace:

Evaluation:









Legacy Planning:

CONTENTS




PAGE NUMBER(S)	PAGE TITLE	WHAT YOU NEED TO DO ON THAT PAGE
1 and 2	Work Experience Placement Details	Here you need to record all the important information relating to your placement.
3	Work Experience Agreement	This outlines the aims of your work and the commitment you are making to the employer. This is signed by you and the employer.
4	Aims and Targets	You need to work with your tutor to set aims and targets for your work placement
5 and 6	Work Experience Feedback Form	This is to be completed at the end of the placement by the employer.
7 and 8	Student Review	This should be completed at the end of the placement to look at what you have learnt and achieved.

WORK EXPERIENCE DETAILS

Complete as appropriate with your tutor.

Employer Name 	
Employer Address 	
Telephone Number 	
Email 	
Work Start Date 	
Work End Date 	
Work Day & Times 	
Travel Plans 	<p><i>How are you going to get to work? Use Journey Planner www.tfl.gov.uk to plan your journey.</i></p>

Work Experience Details (continued)

Job Title		
DBS Needed?	Date Completed	Completed by
YES <input type="checkbox"/> NO <input type="checkbox"/>		
Support I would like		
 		
Name of Job Coach / Learning Assistant		
Telephone Number		

Work Experience Agreement

Name of student	
Name of employer/supervisor	

Job description:

-
-
-
-

I agree to:

- Do the job I agreed to do.
- Tell my employer if I can't come to work or will be late.
- Tell the employer if I am finding the job too hard.
- Follow rules at work.
- Some things at work are confidential. Don't talk to people about this.

Signed by Student	
Signed by Tutor	
Signed by Employer	
Date	

Aims and Targets

- You will discuss your aims and targets with your tutor before you start your work placement and at the end of the placement.
- Keep a log of your progress

Aims of the Placement

-
-
-

Progress made



Target

1

2

3

4

5

Work Experience - Feedback Form

Name of student:

Please can you complete the below sections giving feedback on performance.
(Please tick the appropriate box.)

Punctuality and Attendance:



Good ☐



Okay ☐



Needs to work on ☐

N/A ☐

Reliability:



Good ☐



Okay ☐



Needs to work on ☐

N/A ☐

Effort / enthusiasm:



Good ☐



Okay ☐



Needs to work on ☐

N/A ☐

Able to follow instructions and procedures:



Good ☐



Okay ☐



Needs to work on ☐

N/A ☐

Team work:



Good ☐



Okay ☐



Needs to work on ☐

N/A ☐

Please outline the main tasks performed by the student:

What particular strengths, qualities or skills has the student shown?

In what areas does s/he need to improve?

Do you think this type of work is a suitable job for the student?

Thank you for taking the time to complete this feedback.

Name:

Signature:

Position:

Date:

Information given in this form may be shared with the student or used as a reference.

Student Review Form

1. What did you do at work?

2. What did you do well?



3. What could you have done better?



4. What did you find easy?

5. What did you find hard

Student Review Form Continued...

6. Did you go to work everyday? Were you on time?
7. Who helped you?
8. What have you learned about the job?
9. What have you learned about yourself – for example has it helped you think about what you want to do in the future?
10. What are you going to do next? What job or college course will you do next?