

Work Placement Logbook









Name:

Workplace:




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

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:

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-
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I agree to:

- Take part in the work as described above.
- Tell my employer if for any reason I am unable to attend my work or I am running late.
- Tell the employer if I have any difficulties with the work or any other problem that affects my work.
- Observe all safety, security and other rules laid down by my employer.
- Keep confidential any information about my employers business and not tell such information to another person without the employers permission.

Signed by Student	
Signed by Tutor	
Signed by Employer	
Date	

Aims and Targets

- With your tutor, discuss your **aims** before you start your work placement
- With your tutor, discuss your **targets** before you start your work placement
- At the end of the placement, discuss with your tutor if you achieved your aims and targets
- Keep a log of your progress

Aims of the Placement

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-
-

Target

Progress made

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 ☐ Not able to assess ☐

Reliability:

Good ☐ Okay ☐ Needs to work on ☐ Not able to assess ☐

Willingness to learn new things:

Good ☐ Okay ☐ Needs to work on ☐ Not able to assess ☐

Effort / enthusiasm:

Good ☐ Okay ☐ Needs to work on ☐ Not able to assess ☐

Able to follow instructions and procedures:

Good ☐ Okay ☐ Needs to work on ☐ Not able to assess ☐

Able to deal with problems:

Good ☐ Okay ☐ Needs to work on ☐ Not able to assess ☐

Team work:

Good ☐ Okay ☐ Needs to work on ☐ Not able to assess ☐

WORK EXPERIENCE LOGBOOK



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 were your main jobs 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. How was your attendance and punctuality?
7. What support did you receive? Who helped you?
8. What have you learned about the job role
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 is your next career or employment goal?