

Work Experience Log

Get ready for the future you want



LifeSkills

Placement details

The work experience coordinator at your school can help you to complete this section. You can also find out any missing information during a pre-placement interview.

Dates of placement: From _____ to _____

Daily working hours: From _____ to _____

Name: _____

Contact person/who to report to: _____

Telephone number of contact: _____

Address: _____

Where to report to on first day: _____

What sort of work will I be doing? _____

What will I wear? Smart/Casual Casual Specialist workwear/uniform (delete as applicable)

Do I need to bring lunch with me? _____

Will I need any special equipment? _____

How will any health problems I have affect my placement? _____

Arrangements I need to research before I start:

How will I get there? _____

How long will the journey take? _____

How much will it cost? _____

What time will I need to get up? _____

How much money will I need to take each day, including travel and lunch? _____

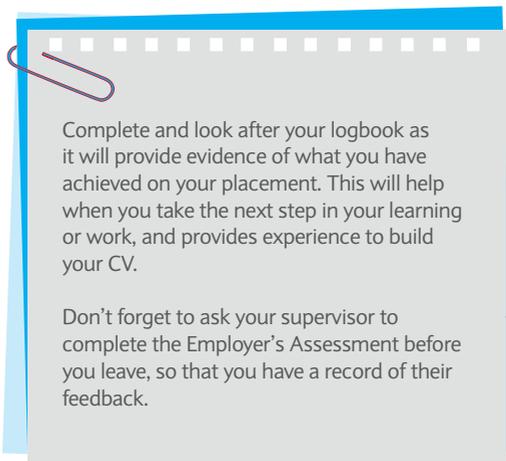
Welcome

Work experience teaches you new skills, and shows where you can further develop the talents that you already have. Learning on the job will teach you things you might never have the opportunity to learn in the classroom. For some of you, this will be your first step on the career ladder to success, so enjoy the experience.

This logbook is full of useful information and advice to help you prepare well for your placement. It will also help you to understand the 21st century skills and personal values employers are looking for. You will be able to identify where you have demonstrated these skills and values already and how to develop them further during your placement.

There is a diary with spaces for you to make notes about what you have done each day and to record the skills you have developed.

There is also a section for you to review the whole week and reflect on the experiences that you have had.



How LifeSkills can help you

Taking part in the LifeSkills programme is an important way to prepare for work experience. LifeSkills offers free, interactive tools and resources to help young people like you get ready for the 21st century workplace. You can explore everything from writing a CV to shining in an interview, boosting leadership skills, developing confidence and learning to manage money. Visit the LifeSkills website at:

barclayslifeskills.com

Good luck!

Before you start

You will receive some information about your placement from your teacher. Read through this carefully so you know what to expect and check if there is any preparation you need to do.

In some cases you will be expected to attend an interview before you start. Even if this is not the case, you will find it very helpful if you phone or meet with your placement supervisor beforehand. This will give you the opportunity to find out more about your placement and ask any questions you may have, so that you feel fully prepared and confident on your first day.

Pre-placement phone call

Phoning an employer is different to phoning a friend, so work out what you want to say before you call. Make the call well in advance of your placement, ideally two weeks before you are due to start. 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.

Refer to the placement information you completed on page 2. Check that the arrangements listed are correct and ask questions to find out any missing information.

Don't forget to tell the employer if you have any health problems which may affect your work experience e.g. if you have any allergies or asthma.

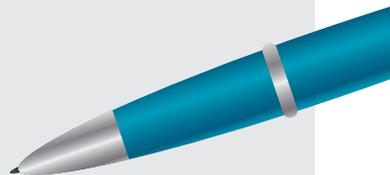


Pre-placement interview

Interview checklist

Use this checklist to help you prepare for a face-to-face interview. This will help you to make a great first impression.

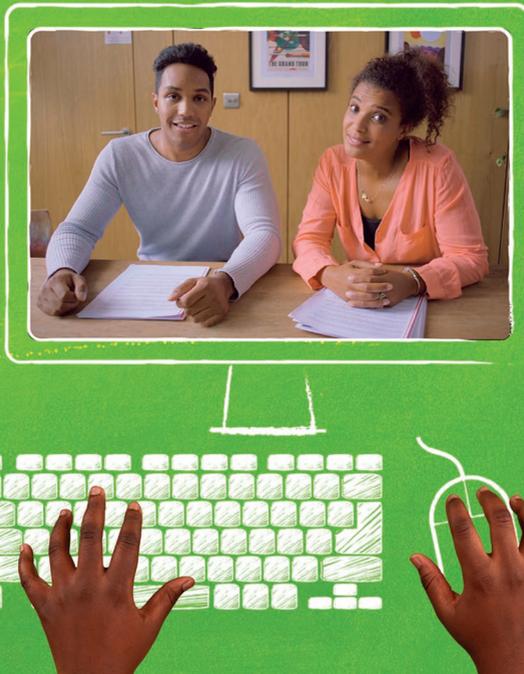
- ✓ Make a note of where you have to go and the date and time.
- ✓ Check what you are expected to bring, which may include a CV, your placement details and this logbook.
- ✓ Plan your travel arrangements carefully, leaving extra time in case of travel delays which could make you late. Aim to arrive fifteen minutes early.
- ✓ Dress smartly and appropriately.
- ✓ When you arrive, say who you are and who you are there to meet.
- ✓ Turn off your mobile phone or put it on silent and out of sight.
- ✓ Be polite. Say 'please' and 'thank you' and remember to smile.
- ✓ Shake hands with the person you are meeting.
- ✓ Where appropriate, give full answers to questions, rather than only 'yes' or 'no', as this will give you an opportunity to impress the interviewer
- ✓ Prepare some answers to questions you might be asked. This might include 'What do you want to do when you leave school?' or 'Why did you choose this work experience placement?'
- ✓ Don't be afraid to ask questions yourself. This is an opportunity to show the interviewers your interest in the placement.
- ✓ Visit [barclayslifeskills.com/i-want-to-prepare-for-an-interview](https://www.barclayslifeskills.com/i-want-to-prepare-for-an-interview) for more advice and guidance on interviews. You can also practice your interview technique by using our 'Virtual interview tool' and rehearse answers to the kind of questions you can expect. You'll get top interview tips next to our model answers.
- ✓ 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).



Virtual work experience

Our Virtual Work Experience tool lets you take a virtual journey into the world of work, moving through different departments of a real-life organisation with the ability to ask and answer questions to gain an understanding of how the business works. You'll practise the real-world application of skills like communication and productivity and how these are used in the 21st century workplace.

Visit barclayslifeskills.com/vwex to try it out.



Skills for the 21st century workplace

One of the many ways in which LifeSkills can help you get the most out of your work experience is by helping you identify your skills. 21st century skills include a range of skills employers see as increasingly important. 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:

- **Problem solving skills** are about using a structured process to analyse tricky problems, consider logical solutions, and then evaluate the result. This can be done alone or as a collaboration with other people
- **Creativity** is the ability to come up with inventive ideas that will help you complete a task or solve a problem in a new or interesting way
- **Communication** and **interpersonal skills** are the verbal, listening and physical skills that we use every day to explain what we're thinking and feeling to other people
- **Leadership** is the ability to get the best out of a team of people as you collectively work to tackle a task, or reach an objective
- Being **proactive** means that you think ahead, take the initiative and make things happen, instead of always reacting to what happens around you
- **Resilience** is the ability to cope with challenges or setbacks and turn them into positive, valuable learning experiences



Personal values

As well as 21st century skills, employers are interested in the values you hold. Personal values are a set of beliefs, held by an individual, which are shaped by how we experience the world, and shape our behaviour. Identifying and expressing your personal values can be a way of making you stand out to employers, in your application, the interview process and when you've secured a job. Here are some personal values that you could demonstrate during your work experience placement:



- **Integrity** (honesty) – I can identify what is important to me and reflect on how I can bring this into my work. I am willing to challenge things and speak up for what I believe in in a fair and balanced way
- **Courage** – I speak up for my ideas, and am willing to take on a new challenge. I respond positively and can adapt when things aren't going to plan
- **Perseverance** – When things aren't going to plan, I look for alternative solutions to an issue and set clear goals, without getting frustrated or giving up
- **Collaboration** – I try to look beyond the colleagues in my immediate team and take time to talk to other people in the organisation, as we are working towards a common goal. I share knowledge, experience and ideas that will benefit everyone
- **Curiosity** – I like investigating the reasons behind things and what I can do to improve. I keep on top of changing and new innovations and always want to learn more

If you would like to find out more about personal values, visit barclayslifeskills.com/valuesquiz for more information.

You already have some of these skills and values which you have developed in school or college, at home or in activities you do in your own time. Use the table on the next page to write down some examples of where you have already demonstrated these and how you might be able to develop them further during your work placement.



| Skills and values | I have demonstrated this already by... | How I could develop this during my work placement |
|--|--|---|
| Problem solving | | |
| Creativity | | |
| Communication and interpersonal skills | | |
| Leadership | | |
| Being proactive | | |
| Resilience | | |
| Integrity | | |
| Courage | | |
| Perseverance | | |
| Collaboration | | |
| Curiosity | | |



Using social media at work

Social media forms part of day-to-day life, and it's important that you consider how you use it in the workplace.



- You should assume that anything you post online can be found and read by anyone – from your intended audience to managers and business competitors. Once something is posted on the internet, it can prove impossible to remove it altogether.
- Many companies will be happy for you to use social media at work, as long as you're acting responsibly. It's worth checking with the company at the start of your placement if they have a social media policy, and what the expectations are for you when using social media.
- If you make a mistake and post something you shouldn't have, delete the post then inform your manager. It's important to address any issues straightaway, rather than let them develop.
- Companies have a responsibility to ensure they follow certain rules and regulations. This includes protecting their clients' information. You should be careful not to share or expose anything about a company's clients or customers, as this could result in damage to the reputation or finances of the business.
- Remember, before posting anything relating to your placement on social media, ask yourself the question; would the company be happy for me to post this? If the answer is no, then you shouldn't be posting it.



Health and Safety

All workplaces have some hazards. A hazard is something that can cause harm, illness or damage to health or property. The employer has a responsibility to control hazards so that you and other employees are safe but you also have responsibilities which are to:

- ✓ Act responsibly and not do anything to endanger others
- ✓ Keep your workspace tidy at all times
- ✓ Follow the health and safety rules and signs
- ✓ Report anything you feel is dangerous such as spillages



You will have a health and safety briefing at the beginning of your first day during which you will be told what to do if you have an accident, who the first aider is, what to do if there is a fire and if you need to use any protective clothing or equipment. Even if all of the rules are carefully followed, accidents sometimes happen at work. If you have an accident you should tell your supervisor. You should also record it below and let your teacher know about it when you return to school.

Accident Record

| | |
|---|-------|
| Date and time of accident: | |
| Where it happened, including room or place: | |
| What happened? Give the cause if you can: | |
| If you were injured, say what the injury was and the action taken by the company: | |
| Signed (student): | Date: |
| Signed (supervisor): | Date: |

Safety signs

You will see signs in the workplace that will help to keep everyone safe. They may not look exactly the same in all workplaces, but they follow the same general rules of shapes and colours.

Prohibition signs are a red on white background and mean stop/must not.



Warning signs warn of dangers and have a black triangle with a yellow background and a symbol representing the hazard.



Mandatory signs mean you must obey or do something and have a blue background with a white symbol.



Safe condition signs have a green background and show the right way or give directions to things such as fire extinguishers or exits.



Diary Day 1

Fill out a daily diary during your placement. If you are on a 'taster day' simply fill in Day 1 only. 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.

| | |
|--------------------------|---|
| <input type="checkbox"/> | Tasks I completed today: |
| <input type="checkbox"/> | Skills and values I demonstrated (remember the list on p9) and how I demonstrated them: |
| <input type="checkbox"/> | Brief description of what my employer does: |
| <input type="checkbox"/> | What I found out about health and safety today: |
| <input type="checkbox"/> | What I did well and am proud of today: |
| <input type="checkbox"/> | On reflection, I would have done this differently: |
| <input type="checkbox"/> | Employer/supervisor comment: |

Diary Day 2

| | |
|--------------------------|---|
| <input type="checkbox"/> | |
| <input type="checkbox"/> | Tasks I completed today: |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | Skills and values I demonstrated (remember the list on p9) and how I demonstrated them: |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | The different types of job at my work placement: |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | What I did well and am proud of today: |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | On reflection I would have done this differently: |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | Employer/supervisor comment: |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |

Diary Day 3

| | |
|--------------------------|---|
| <input type="checkbox"/> | |
| <input type="checkbox"/> | Tasks I completed today: |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | Skills and values I demonstrated (remember the list on p9) and how I demonstrated them: |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | What I learnt about the world of work: |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | What I did well and am proud of today: |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | On reflection I would have done this differently: |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | Employer/supervisor comment: |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |

Diary Day 4

| | |
|--------------------------|---|
| <input type="checkbox"/> | |
| <input type="checkbox"/> | Tasks I completed today: |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | Skills and values I demonstrated (remember the list on p9) and how I demonstrated them: |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | Qualifications I would need to do this job: |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | What I did well and am proud of today: |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | On reflection I would have done this differently: |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | Employer/supervisor comment: |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |

Diary Day 5

| | |
|--------------------------|---|
| <input type="checkbox"/> | |
| <input type="checkbox"/> | Tasks I completed today: |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | Skills and values I demonstrated (remember the list on p9) and how I demonstrated them: |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | The most important things I learnt this week were: |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | My greatest achievement during my placement is: |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | How I will use my experience in my placement to prepare for the world of work: |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | Employer/supervisor comment: |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |

My work experience review



Summary of the main tasks I carried out during my placement:

These were the high points of my placement:

This is what could have gone better:

I am strong in these skills and values:

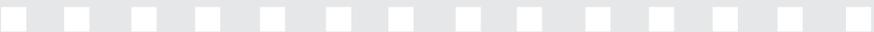
I need to work on the following skills and values:

If I had my time again I would do these things differently:

Skills and values 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 and values? | Very good | Good | Would like to improve |
|---|-----------|------|-----------------------|
| Problem solving | | | |
| Creativity | | | |
| Communication and interpersonal skills | | | |
| Leadership | | | |
| Being proactive | | | |
| Resilience | | | |
| Integrity | | | |
| Courage | | | |
| Perseverance | | | |
| Collaboration | | | |
| Curiosity | | | |



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?

Employer assessment (to be completed by placement manager)

Your co-operation in completing this assessment is much appreciated. The information you provide will be important in helping students assess how they did on work experience. Please could you complete this before the end of the placement and give it back to the student.

Name of student:

Company name:

Dates of work experience: _____ to: _____

Please rate the student on the following statements.
 1 = needs improvement, 2 = satisfactory, 3 = good, 4 = very good, 5 = excellent

| Statement | Rating | Comments |
|--|--------|----------|
| Problem solving | | |
| Creativity | | |
| Communication and interpersonal skills | | |
| Leadership | | |
| Being proactive | | |
| Resilience | | |
| Integrity | | |
| Courage | | |
| Perseverance | | |
| Collaboration | | |
| Curiosity | | |

.....(name of student)'s overall performance whilst with our company was:

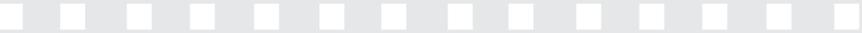
Excellent

Good

Satisfactory

Disappointing

Employer assessment (continued)



Please expand on your feedback, mentioning any particular strengths and weaknesses to aid the student's employability and career development. You don't need to repeat any points already mentioned in the daily diary.

Name:

Job Title:

Date:

Signature:

Parent/guardian comments on work experience

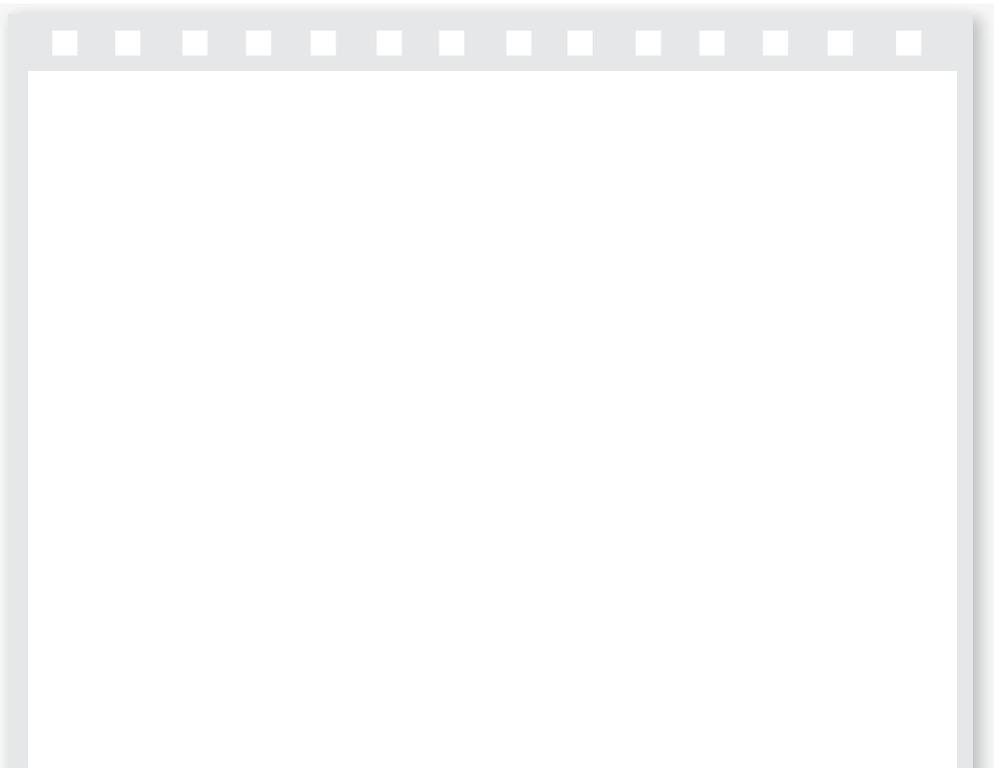
If you have any comments, feedback or suggestions for our work experience programme, please write them in the space below.

Name:

Signature:

Date:

Teacher comments on work experience



Name:

Signature:

Date:

Saying thank you

Employers give up their time to provide work experience so it's important to say thank you to them for the opportunity they've given you. Use this template to write a personal letter to the employer. You might find it helpful to look back at your daily diary to reflect back on what you learnt. You could send the letter by post or by email.

Dear [name of employer/supervisor]

Thank you for allowing me to spend a week at [company name] in [month of placement]. I enjoyed working in [name of department/office/location] with [names of people you worked with]

I found it really useful to be in a real workplace; the most important thing I learnt was [insert what you think was your most important lesson]. This will help me prepare for the world of work by [insert your reasons for this being an important lesson]

The placement also helped me to realise that I have good skills in [name your strongest skills] and that I can do more to develop my skills in [name the skills you're going to improve]

Thank you for taking the time to organise my placement and [add anything else you particularly want to thank them for, e.g. taking you out for lunch/showing you around on your first day].

Yours sincerely,
[your name]

What next?

Your work placement should have given you some new experiences and some things to think about. Choose one of the following to do, to continue your preparation for the world of work.

- Create a poster/infographic/presentation showing what you've learnt about the world of work.
- Give a ten minute presentation to your year group and others in the school. Talk about your experience and describe what went well, what you learnt, and what you would do differently in future.
- Draw up a plan for what you need to do/learn/research to get into your chosen career.
- Consider other ways of building experience. From community fundraising to volunteering or campaigning, social action is a great way of getting involved in meaningful and enriching opportunities. To learn more about social action, visit [barclayslifeskills.com/socialaction](https://www.barclayslifeskills.com/socialaction)

Remember to use the information and activities at [barclayslifeskills.com](https://www.barclayslifeskills.com) to help you.

Visit LifeSkills today

Congratulations on completing your work experience placement. We hope that you have enjoyed your insight into the world of work.

For more information on how you can use LifeSkills to become work ready, please visit [barclayslifeskills.com](https://www.barclayslifeskills.com)

For more information:

Email barclayslifeskills@barclays.com



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