

## WORK EXPERIENCE 3 – MAY 2012

DATES: \_\_\_\_\_

NAME OF EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CONTACT/SUPERVISOR  
NAME:

\_\_\_\_\_

TEL: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Describe main activity of employer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### PRE EXPERIENCE PREPARATION

Start time: \_\_\_\_\_ Finish time: \_\_\_\_\_

Transport organised? (yes/no) \_\_\_\_\_

Transport details: \_\_\_\_\_

\_\_\_\_\_

What is appropriate clothing for the placement?

\_\_\_\_\_

\_\_\_\_\_

Lunch arrangements  
: \_\_\_\_\_

Describe what activities you expect to be doing during this placement:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What do you hope to learn from this placement?

\_\_\_\_\_

\_\_\_\_\_

# DAILY DIARY [day 1]

Did you arrive on time? \_\_\_\_\_

Describe your jobs and activities today

Morning: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Lunchtime: \_\_\_\_\_

Afternoon: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How do you feel you got on today?

\_\_\_\_\_

\_\_\_\_\_

## ABOUT MY FIRST DAY

Who did you meet when you arrived?

\_\_\_\_\_

\_\_\_\_\_

What responsibilities were you given?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who did you work with today?

\_\_\_\_\_

\_\_\_\_\_

What was the best thing about the first day?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What was the worst thing?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# DAILY DIARY [day 2]

Describe your jobs and activities today

Morning: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Lunchtime: \_\_\_\_\_

Afternoon: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was today easier than yesterday? \_\_\_\_\_

Explain your answer

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## ABOUT MY WORKPLACE

Describe the area/working conditions that you work in.

How many people work here?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What extra information do you know about the organisation?

Any other useful information about the organisation

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What products or services does it provide?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# DAILY DIARY [day 3]

Describe your jobs and activities today

Morning: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Lunchtime: \_\_\_\_\_

Afternoon: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

General thoughts about today

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## THE PEOPLE I WORK WITH

Who do you work with and what are their jobs

How are you getting on with them?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What skills do they need to do their job?

What have you done to get to know them?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What training or qualifications do they need?

What have you learned about working with other people?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# DAILY DIARY [day 4]

Describe your jobs and activities today

Morning: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Lunchtime: \_\_\_\_\_

Afternoon: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Would you like this work as a career? \_\_\_\_\_

Explain your answer \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## WORK RULES

Name the main rules in the organisation

\_\_\_\_\_

\_\_\_\_\_

How is workers timekeeping checked?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What health and safety precautions are in place?

\_\_\_\_\_

\_\_\_\_\_

What are the hygiene rules?

\_\_\_\_\_

\_\_\_\_\_

What are the evacuation rules in case of emergency?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What happens if a worker breaks the rules?

\_\_\_\_\_

\_\_\_\_\_

# DAILY DIARY [day 5]

Did you arrive on time? \_\_\_\_\_

Describe your jobs and activities today

Morning: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Lunchtime: \_\_\_\_\_

Afternoon: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

General thoughts about the week?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## THE END OF THE WEEK

Was the experience different than you expected and in what way?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How do you feel you progressed in the week?

\_\_\_\_\_

\_\_\_\_\_

## Post experience summary

Before you answer this section have a look at your answers to the pre experience and daily dairy sections of this logbook. What did you learn from the experience?

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What was the most enjoyable part of the experience and why?

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What was the most difficult part of the experience and why?

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How will this experience influence you in the future?

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How does this experience rate compared to the other work experiences this year?

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