



# Year 10 Work Experience Booklet 2026

Name \_\_\_\_\_

Form \_\_\_\_\_



## **Making the Most of Your Work Experience**

Work experience is a valuable opportunity to gain new skills and discover areas where you can grow your existing strengths. It offers real-world learning that goes beyond the classroom; insights and experiences that can shape your future. For many of you, this may be your first step onto the career ladder, so make the most of it and enjoy the journey.

This logbook is designed to support you throughout your placement. Inside, you'll find helpful guidance and tips to help you prepare, as well as tools to reflect on your progress. You will reflect on important **employability skills** and **character strengths** that employers look for, skills you may already be using without even realising. These are really important as they are skills that transfer between different employers and jobs. You will have the chance to recognise where you have *demonstrated these qualities* and explore how to *develop them further*.

Use the daily diary pages to record what you've done each day and the skills you've used or learned. At the end of the week, there's space to **reflect** on your overall experience: what went well, what challenged you, and what you've learned about yourself.

Keep your logbook **safe** and complete it **fully**. It will serve as a record of your achievements and can be a great asset when applying for future opportunities. Once your placement is complete, use the log book to update your CV.

**Before you finish your placement, remember to ask your supervisor to complete the Employer's Assessment.** This feedback is an important part of your experience and will give you valuable insight into your performance.

## Placement Details

<b>Organisation name</b>	
<b>Placement address</b>	
<b>Contact person / who am I reporting to?</b>	
<b>Contact telephone number</b>	
<b>Job role</b>	
<b>Placement dates</b>	

## Employability Skills

Match the employability skill to the correct definition.

<b>Problem solving</b>	The skill of adjusting to new or changed conditions quickly and positively.
<b>Listening and speaking (communication)</b>	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.
<b>Creativity</b>	Think ahead to take the initiative and make things happen, instead of always reacting to what happens around you.
<b>Aiming high (proactivity)</b>	The verbal and physical skills that we use every day to explain what we're thinking and feeling to other people.
<b>Staying positive (resilience)</b>	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.
<b>Adaptability</b>	The ability to cope with challenges or setbacks and turn them into positive, valuable learning experiences.

## Character strengths:

As well as employability skills, employers are interested in the values you hold.

These are encompassed through our character strengths

By demonstrating our character strengths, you can stand out to employers. Later, when you have secured a job they can help you cement your position and stand out when you apply for promotion.

Reflect on the character strengths below and write down how you demonstrate these

<b>Compassion</b>	I demonstrate these values by
<b>Community</b>	I demonstrate these values by
<b>Responsibility</b>	I demonstrate these values by
<b>Resilience</b>	I demonstrate these values by
<b>Courage</b>	I demonstrate these values by

## **Preparing for the Placement:**

What to do during Work Experience week

- Arrive on time.
- Appropriately dressed.
- Plan for your day (money, bus pass/fare, packed lunch etc)
- Be realistic about the type of duties you will be given:
  - Hair salons will not let you cut hair, but you may be asked to shampoo a client's hair, sweep up or make refreshments for the clients.
  - Retail organisations will not let you deal with money at the pay point but you may be asked to help wrap/bag purchases.
  - Turn up every day eager to learn, keen to work and friendly and polite to other staff members and customers and you will have a great work experience week.
  - The more interest and initiative you show, the more varied and interesting activities you'll be given to do.
- Make a daily note of your activities and complete your Work Experience diary at the end of your placement – ensuring it is submitted on time.
- Ask your manager/supervisor to complete the Employer review form
- If you are asked to do anything that you consider to be dangerous do not do it and let the school know as soon as you can.
- Use the placement programme as fully as possible to gain knowledge and enhance personal skills and development.
- If you have completed a task and have nothing more to do, ask for the next task.
- If you are unwell, you should telephone both the school and your work experience placement.
- Keep yourself safe.
- If you are worried about anything, please call the school.
- When your placement ends, say thanks and write them a letter of thanks too- there is a template at the back of the booklet
- Ask your mentor to write you a reference that you can keep and add to your CV in future

### Travel Plans:

<b>My route to work</b>	
<b>Time needed for journey</b>	<b>Work start time</b>
<b>Building in time for delays, I need to leave home by (latest time)</b>	

### WEX Week – Attendance & Absences reporting

The expectations with regards to attendance is that work experience is part of the compulsory education curriculum. Therefore, parents and students need to be aware not to book non urgent appointments or holidays during this week.

When a student is absent from their work experience placement, both the parent and student have specific responsibilities to ensure the employer and the school are notified.

Lateness needs to be reported directly to the employer immediately.

Absences need to be reported promptly: both school and employer need to be notified at the start of the day, clearly stating the reasons for missing work experience.

Standard school procedure for reporting absences must be followed: call or email before 8:35am by calling 0208 578 9152 or emailing [attendance@greenford.ealing.sch.uk](mailto:attendance@greenford.ealing.sch.uk)

**Parents need to call both the employer and the school on each day of absence.**

Greenford High School will send out a text reminder to parents each morning during Work Experience week, to remind them to report absences.

## Summary of Responsibilities

<b>Person</b>	<b>Responsibility</b>
<b>Student</b>	Contact the supervisor immediately for lateness or issues; adhere to professional conduct.
<b>Parent</b>	Inform both school and employer of sickness; ensure student has transport and lunch.
<b>Employer</b>	Notify the school if a student fails to appear without notice or if an accident occurs.

## Health and Safety at the Placement:

The workplace contains a range of risks and hazards. A hazard is something that can cause harm, illness or damage to your health or personal/company property. Employers have a responsibility to ensure the workplace is safe for its employees. As an employee, it is your responsibility to ensure that you work in a safe and responsible manner.

Complete the health and safety briefing checklist on your first day, to ensure that you have been orientated around the environment you are working in and know how to work safely there, and what to do if there is an accident.

If you do have an accident, then tell your supervisor, and fill in the form on the next page.

- Supervisor identified
- Tour of work area and welfare facilities
- First Aid facilities and First Aiders identified
- Accident reporting procedures explained
- Safe systems of work explained
- Health and safety precautions identified e.g. chemical/electrical/mechanical tasks not allowed to be undertaken
- Use of personal protective equipment PPE (if required) demonstrated
- Lifting and handling techniques explained (if needed)
- Fire warning system explained
- Assembly point identified
- Action on discovering a fire explained
- Importance of keeping fire exits clear of obstruction explained
- Location of fire extinguishers

I have received and understood the health and safety briefing given to me. I have checked off the items above as they were completed.

<b>Student signature</b>		<b>Date</b>	
<b>Supervisor name</b>		<b>Supervisor signature</b>	

**Accident at Work:**

In the event of an accident please complete this form.

<b>Date and time of accident</b>			
<b>Accident location including room/place</b>			
<b>Description of accident (include cause if possible)</b>			
<b>Injury details and action taken</b>			
<b>Student signature</b>		<b>Date</b>	
<b>Supervisor name</b>		<b>Supervisor signature</b>	

### Personal Development During the Placement:

Now you have reflected on your employability skills and character values, you need to plan how you are going to maximise the benefit of your placement and develop yourself further. Reflect on what working life might involve, what employability skills and character values you want to develop, and set some targets on how you are going to achieve this.

<b>Employability skills I want to work on</b>	<b>How I will develop this skill</b>
1.	
2.	
3.	
<b>Character strengths I want to develop</b>	<b>How I will demonstrate this value</b>
1.	
2.	

**Work Experience Day 1:**

<b>Tasks completed today</b>
<b>Brief description of employer</b>
<b>What I found out about health and safety today</b>
<b>What I achieved today (and am proud of)</b>
<b>On reflection, one thing I would do differently</b>

**Work Experience Day 2:**

<b>Tasks completed today</b>
<b>Brief description of employer</b>
<b>What I found out about health and safety today</b>
<b>What I achieved today (and am proud of)</b>
<b>On reflection, one thing I would do differently</b>

**Work Experience Day 3:**

<b>Tasks completed today</b>
<b>Brief description of employer</b>
<b>What I found out about health and safety today</b>
<b>What I achieved today (and am proud of)</b>
<b>On reflection, one thing I would do differently</b>

**Work Experience Day 4:**

<b>Tasks completed today</b>
<b>Brief description of employer</b>
<b>What I found out about health and safety today</b>
<b>What I achieved today (and am proud of)</b>
<b>On reflection, one thing I would do differently</b>

**Work Experience Day 5:**

<b>Tasks completed today</b>
<b>Brief description of employer</b>
<b>What I found out about health and safety today</b>
<b>What I achieved today (and am proud of)</b>
<b>On reflection, one thing I would do differently</b>

**My Work Experience Reflection:**

<b>The main tasks I carried out during my placement were</b>	
<b>The best parts of my placement were</b>	
<b>The biggest challenges I faced in my placement were</b>	
<b>I overcame / Next time I will overcome these challenges by</b>	
<b>My strongest employability skills were</b>	<b>The employability skills I need to develop are</b>

**Employer Reference: (Please ask you mentor to fill this in for you)**

<b>Employability Skill</b>	<b>Excellent</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Very Poor</b>
Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity (problem solving)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative & Self-Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability & Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Digital Literacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attention to Detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aiming high (proactivity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staying positive (resilience)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are you willing to act as a reference?       Yes    No

If yes, please can you write a reference in the space below:

## Thanking Your Employer:

Organisations give up their time (and spend their own money) to provide work experience, so it is important that you thank them properly. These opportunities you have had are invaluable and help you to develop as a person.

Reflect on your log to remind yourself what you have learned and how you developed. Use the template below to send your supervisor/the company a letter or email to say thanks.

Dear [name of employer/supervisor],

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

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 – look at your log from day 5]. 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 from the previous page] and that I can do more to develop my skills in [name the skills you're going to improve from the previous page].

[Add anything else you particularly want to thank them for, e.g. taking you out for lunch/showing you around on your first day.]

Thank you for taking the time to organise my placement.

Yours sincerely

(Your name)