

# Work-Related Learning Placement Portfolio

Student name.....

School.....

Placement company.....

Address.....

.....

Contact person.....

Contact telephone number.....

Start date.....

## WHAT'S IN YOUR FOLDER

### SECTION 1 PRE PLACEMENT

- Work-related learning and enterprise skills
- Personal profile
- Planning and preparation checklist
- Pre-placement self assessment
- Selecting the right placement
- Find out more about your placement
- Useful website links
- What to do if?
- Telephone calls: How to make them

### SECTION 2 PLACEMENT

- Work-related learning and enterprise skills
- Personal profile
- Work-related learning and enterprise skills - 1
- Work-related learning and enterprise skills - 2
- Personal targets
- Health and safety
- First day
- My placement record
- Teacher/adult visit
- Equal opportunities
- Job interview 1
- Job interview 2
- Work placement task
- Employer's evaluation form

### SECTION 3 POST PLACEMENT

- De-brief and follow-up notes
- Student's evaluation form
- Post-placement self assessment
- Letter of thanks
- Work placement - final review
- Parent(s)/carer(s) comments

### SECTION 4 VOCATIONAL LEARNING

- Targeted assignment

## WORK- RELATED LEARNING AND ENTERPRISE SKILLS

These are skills that everyone can develop. They are skills that **ALL** employers recognise as important, which will be needed in any job that you do in the future. They are flexible skills, which will improve your performance in education and training and in your personal life.

There are lots of skills that you will need to try and master and below is a list for you to consider

**Confidence**

**Action orientated**

**Innovation**

**Independence**

**Risk taking**

**Leadership**

**Planning**

**Hardworking**

**Team player**

**Competitiveness**

**Initiative**

**Determination**

## WOULD YOU SURVIVE IN THE WORLD OF WORK?

It's a cliché, but if you want to be treated like an adult you must act like one. Set yourself these targets on your work experience placement:

- Attend every day
- Always be on time
- Communicate with your work supervisor and colleagues
- Complete all tasks
- Wear suitable clothes for your job

## PLACEMENT PORTFOLIO

This portfolio will also act as a lasting reminder of what you have achieved. This will be useful to show employers in the future and to support work you will do in school. With this portfolio you should:

- Keep details about yourself and your placement
- Plan the things you hope to achieve
- Set yourself goals and targets
- Find out about health and safety
- Research equal opportunities
- Record all your achievements and experiences
- Show your work placement supervisor what you want to gain and what you need to do
- Show teachers your activities when they visit

## PERSONAL PROFILE

It is important that you fill **ALL** of this in. If you are taken ill at work your parent(s)/carer(s) may need to be contacted so the emergency number is especially important.

**If you are unable to attend your placement, you must ring both your school and the placement to let them know.**

**This record belongs to:**

Your emergency contact person.....

Contact telephone number.....

School.....

Class/Group.....

School address.....

School telephone number.....

Relevant person in school .....

Health problems that may be relevant.....

**Company name:**

Address.....

Web address.....

Telephone number.....

Email address.....

Name of main contact.....

Name of supervisor.....

**My job title is:**

**The dates of my placement are:**

## PLANNING AND PREPARATION CHECKLIST

Before your placement you will need to complete a number of tasks related to planning and preparation. Each task is quite straightforward. Work through them carefully and systematically. Use the checklist below to help you. Tick the boxes when you have completed the task.

### TASK

- Read through the sheets in this folder carefully
- Read the job description and take note of the dress code and lunch arrangements
- Look at the opportunities for the development of skills
- Discuss the placement with your parent(s)/carer(s) and your teacher(s)
- Complete your Personal Profile
- Telephone your work supervisor before the placement. You should introduce yourself and confirm your pre-placement interview, if you are having one
- Complete the Pre-placement Self-assessment sheet found in the PRE PLACEMENT section
- Complete the Personal Targets sheet found in the PLACEMENT section
- Complete the 'What to do if...' questions in the PLACEMENT section with your teacher(s)
- Arrange to go for an interview
- Calculate your travel costs
- Calculate what time you will need to leave home to get to your placement
- Check with your teacher(s) any assignment work you may need to do on your placement (see TARGETED ASSIGNMENT section)
- Plan to arrive ten minutes early
- Organise your teacher/adult visit

## PRE- PLACEMENT SELF – ASSESSMENT

Think carefully about your abilities, skills and attributes. Discuss them with your parent(s)/carer(s) and teacher(s) and give yourself an honest rating against each one. Add any you have that may have been missed. Refer to this when completing your Personal Targets sheet.

### My Rating

1=I will need help with this  
5=This is one of my strengths (Please tick)

	1	2	3	4	5
I can get to places on time					
I can travel to work on my own					
I can think for myself					
I can get on with older people					
I can introduce myself to people appropriately					
I can find out information about work/careers					
I can be flexible					
I can be confident					
I can see a job through to the end					
I can cope with new or strange situations					
I can organise myself well					
<b>Notes</b>					
I can be hard working and committed					
I can be polite					
I can speak up and be assertive					
I can be positive and optimistic					
I can be enthusiastic					
I always try my best					
I can be truthful, honest and trustworthy					
<b>Notes</b>					
I can communicate					
I can work in teams					
I can solve problems					
I can take calculated risks					





## USEFUL WEBSITE LINKS

When completing the different sections of your WRL portfolio you may find some of the websites below useful.

If you find any others you can also record them below for future reference.

[www.rospa.co.uk](http://www.rospa.co.uk)

[www.hse.gov.uk](http://www.hse.gov.uk)

[www.ebfutures.co.uk](http://www.ebfutures.co.uk)

[www.works4me.org.uk](http://www.works4me.org.uk)

[www.bbc.co.uk](http://www.bbc.co.uk)

[www.connexions-direct.com](http://www.connexions-direct.com)

[www.safelearner.info](http://www.safelearner.info)

## WHAT TO DO IF...

Complete this page with the help of your teacher(s)

**What would you do if:**

1. You don't understand an instruction you have been given?



2. You have finished your job and have nothing else to do?



3. You are unable to go to work?



4. You are worried about anything at work?

## TELEPHONE CALLS: HOW TO MAKE THEM

Many students find it difficult to speak to strangers on the telephone. This is a guide to help you make a telephone call to your Work Placement host to introduce yourself and/or confirm your Interview.

### Before you make the call, make sure you have:

- A pen and paper
- The phone number and name of the person you need to speak to (these are on the job description)
- A list of questions that you wish to ask, if anything is unclear from the information you already have

### Making the call

It should go something like this:

1. Dial the number
2. When the phone is answered, say:

"Hello, my name is .....and I am a student from .....School. I would like to speak to .....concerning my Work Placement."

3. When you are put through to your work supervisor, say:

"Hello, my name is ..... and I have been placed with your company for my Work Placement. I've called you to introduce myself (and confirm my pre-placement interview, if there is one)."

4. Listen carefully to the supervisor, which can be difficult when you're nervous. Answer any questions you are asked and ask the questions you have listed, listening carefully to the responses and writing them down.

5. When you have both finished, say:

"I will see you on..... Thank you very much. Goodbye."

## NOTES

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