

Work-Related Learning Placement Portfolio



Student name.....

School.....

Placement company.....

Address.....
.....
.....

Contact person.....

Contact telephone number.....

Start date.....

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 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 placement 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:

WORK – RELATED LEARNING AND ENTERPRISE SKILLS 1

Use these next two pages to show how you have developed the work-related learning and enterprise skills. You may be able to use these completed sheets when you have an interview or mock interview in the future.

I felt most confident about.....

I showed determination to succeed when.....

I had to take the lead when.....

I worked really hard to achieve.....

I had to carefully plan how I would.....

HEALTH AND SAFETY

On your placement you will take on the role of an employee. Employers have a legal responsibility to ensure the health, safety and welfare of all employees. As an employee there will be certain responsibilities and rules you have to follow. Answer the questions below so that you are familiar with the procedures:

I have read the company's health and safety rules

YES / NO

The person to report hazards to is.....

The first aid equipment is kept.....

The accident book is kept.....

The fire fighting equipment is kept.....

The fire alarm sounds like.....

The emergency assembly area is.....

I am not allowed to use.....

The protective clothing required is.....

Did you know?

Around 1.6 million people are treated in hospital each year after accidents at work. 70% of these accidents could have been avoided.

All companies have their own rules and these will be sign posted around the building to remind you.

There are universal meanings to colours used on signs. Use this traffic light system to help you remember. Draw an example in each box of signs you have seen during your placement.

Red

Red signs with a bar across them tell you to STOP doing something

Yellow

Yellow signs with a black border are a WARNING

Green

Green signs inform you about SAFE conditions

Blue

Blue signs with a white picture remind you of what you should be doing

TEACHER/ADULT VISIT

Use this page to help you remember things you want to discuss with your teacher/adult. If there is anything you are unhappy about or things you want to do, let them know, they may be able to help. Tell them about the things that you have achieved and things that you have learnt.

Before the teacher/adult arrives, think about which tasks and skills they will see you using in the workplace. With your permission your teacher/ adult could take photographs of you at work.

Teacher/Adult name.....

Planned date and time of visit.....

Remember to plan ahead. Ask your work supervisor early in the placement to ensure you will be free to talk to your teacher/adult.

What do you need to ask them?

What would you like to do that you have not yet done on your placement?

Teacher/Adult comments

Signature(Teacher/Adult).....Date.....

EQUAL OPPORTUNITIES

Equality of Opportunity is offering chances and prospects without discrimination regardless of gender, race, disability or other personal differences. Your employer has a legal responsibility to promote equal opportunities within the workplace.

Does the business have an equal opportunities policy?

YES / NO

Have you seen and read it?

YES / NO

Give brief details of what you read:

Are you treated differently from school?

YES / NO

How is it different from school?

Are you being given any responsibilities or limitations that you didn't expect?

What equipment or facilities are available to help make your host company easy for **ALL** people to access?

JOB INTERVIEWS

Interview two people, at least one person in your workplace. You may like to begin by interviewing a member of your family or someone else you know well. This information will contribute towards your Assignment. Complete a sheet for each interview.

INTERVIEW 1

1. Job title/position

2. What would the expected starting salary be in this field of employment? (This question is optional)

£

3. What qualifications does your type of work require? Please give details

GCSEs Vocational A Levels Degree Other

4. What kind of training (if any) have you had in the last three years?

5. What career opportunities exist for you in your company?

6. Is your present career the one you chose as a school leaver? If not, what changed your mind?

7. How many career changes (if any) have you had?

8. What are the most important skills used in your job?

9. What are the three things you enjoy most about your work?

10. If you could change any aspect of your job, what would it be?

JOB INTERVIEWS

Interview two people, at least one person in your workplace. You may like to begin by interviewing a member of your family or someone else you know well. This information will contribute towards your Assignment. Complete a sheet for each interview.

INTERVIEW 2

1. Job title/position

2. What would the expected starting salary be in this field of employment? (This question is optional)

£

3. What qualifications does your type of work require? Please give details

GCSEs Vocational A Levels Degree Other

4. What kind of training (if any) have you had in the last three years?

5. What career opportunities exist for you in your company?

6. Is your present career the one you chose as a school leaver? If not, what changed your mind?

7. How many career changes (if any) have you had?

8. What are the most important skills used in your job?

9. What are the three things you enjoy most about your work?

10. If you could change any aspect of your job, what would it be?

WORK PLACEMENT TASK

COMPANY INFORMATION

Choose an appropriate time during your placement to complete this sheet about your company. Try to find out as much of the information as you can by visiting the website and using company leaflets. This information will be needed for your task when you get back to school.

1. Which category is your company in?

Large (over 100 employees) **Medium** (21-100 employees) **Small** (20 or fewer employees)

Primary Industry (extracting raw materials from the ground e.g. farming, mining)

Secondary (or Manufacturing) Industry (e.g. factory work)

Tertiary (or Service) Industry (providing services to people e.g. retail, restaurants working in hospitals, government departments)

2. What are the main activities in the business?

3. What is the section/department you are working in called? What does it do?

4. Does the company have other departments/sections on the site where you are working? What are these called and what do they do?

5. Does the company have other branches in this country, elsewhere in Europe or the rest of the world? If so, where?

6. What are the main goods and services that the company produces? Who are the main clients/customers for these services?

7. Who is responsible for personnel and training?

8. What kind of training schemes (if any) does the company run? (e.g. Modern Apprenticeships, NVQs, BTEC)

EMPLOYER'S EVALUATION FORM

Before you leave, you must ask your work supervisor to complete this form.

Student name

Company name

Employer/supervisor: Please complete this form, where applicable, for the above named student. It will identify the progress that has been made and may help them with future job applications.

Attendance

Number of whole days completed	
Number of explained absences	
Number of unexplained absences	

Personal Attributes and Skills

	COMMENTS
Punctuality	
Suitability of dress during the placement	
Hard working	
Showed initiative	
Communication	
Working in Teams	
Problem Solving	
Worked safely & responsibly	
Completed set tasks	
Ability to work with others	
Self confidence	
Attitude and interest	

Supervisor's Comments: (please continue overleaf if you wish)

Signature(Supervisor).....Date.....

THANK YOU FOR YOUR TIME AND SUPPORT