



Bishop Challoner
Catholic College

Year 10

Work Experience



Logbook

2027

Name: _____

Form: _____

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Student Details

Student First Name:			
Student Surname:		Tutor Group:	
Emergency Contact			
Title: (Mr / Mrs / Miss / Ms / Dr)			
Name			
Home Phone:			
Work Phone:			
Mobile Number:			
Relationship To Student:			

Information for Pupils

This logbook is where you can record all of your experiences and achievements on this placement.

Please make sure you fill it in carefully and take it with you to your placement each day.

You will be expected to bring it with you on the first day back after Work experience. It will also help you when you're writing your CV and/or applications.

Information for Parent/Carer

It will be helpful to your child if you look at this logbook with them several times during their placement. Students should be discussing what they are learning and the skills they are gaining with their parents/carers. This is also a chance for you to check how their placement is going and if there are any issues arising. ([Please refer to the Parent/Carer Letter and Guidance 2024](#))

School Details

School Contact Information:	Bishop Challoner Catholic College Institute Rd, Kings Heath, Birmingham B14 7EG 0121 441 6120
School Contact:	Mrs Newton
Senior Designated Safeguarding Lead:	Mrs Peckover

Company/Organisation Details

Name of Organisation:	
Organisation type (School/Shop/Garage etc.)	
Address:	
Post Code:	
Contact Person 1:	
Contact Person 2:	
Contact Telephone Number:	
Contact Email Address:	

Personal Checklist

On the first day go to: <i>(place)</i>	
Ask for: <i>(person)</i>	
Be there at: <i>(time)</i>	
Use this timetable to record the times you need to be at your placement each day and what time you can take your lunch break.	

	Start	Lunch	End
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

I will travel to the workplace by: <i>(bus, lift, taxi, train, walk)</i>	
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What time will I need to leave the house to get there on time?	
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How much money will I need?	
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<i>What am I expecting to achieve from this work placement?</i>	
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Job Description

Job Title:	
Workplace Supervisor:	
Dates of Placement:	

INFORMATION FOR EMPLOYERS

Please help pupils to complete the appropriate pages of this logbook to help them reflect on their experiences and to aid post-work experience activities. It would be helpful if the student's supervisor could complete the employer's feedback and/or provide a letter of reference.

Agreed tasks:

Employer's requirements (e.g. clothing, health and safety):

Supervisors Signature:	
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Health & Safety

Here are a few rules which you should follow while you are on Work Experience, to ensure that you do not become involved in an accident at work, or that you are not the cause of an accident.

Obey any safety rules.

Find out if there are any particular rules when you are working, such as specific clothing. Also find out where the fire exits are and what the procedure is in the event of a fire. Get to know the rules and make sure you stick to them. Listen carefully to all instructions you are given and make sure you ask if you are unsure of anything.

Find out the first aid facilities.

If you hurt or injure yourself in any way, or if you feel unwell at all, make sure you report it to your supervisor or the designated first aider. If you have to go home for any reason please contact the school as soon as possible.

Do not run.

Running at work can cause serious accidents. You could easily injure yourself or someone else. Please do not run.

Do messing about.

Serious accidents can arise from being silly at work. If you mess with switches or buttons you may cause an accident. Carelessness can kill.

Cleanliness.

Make sure both yourself and your clothing are clean and presentable when you are at work. If you work with oil or grease then use barrier cream to protect your skin. Make sure you wash your hands before and after eating.

Help!

What if something goes wrong?

- Did you oversleep?
- Are the buses running late?
- Can't find the right person?



Phone your employer if....

- You know you're going to be late. Try and let your employer know as soon as possible if you think you're going to be late.

Phone school if...

- There is something doesn't feel right on your placement. If you are unhappy, or you feel that the place is unsafe, phone **Mrs Newton** at school straight away on 0121 441 6120 or **Mrs Peckover**, the Senior Designated Safeguarding Lead on 0121 444 4161.
- You get sent home for any reason. School needs to know as soon as possible if you are sent home, no matter what the reason.

Phone school and the organisation if....

- You're ill or you can't get to your work experience placement.
- You have an accident/there is an incident that stops you attending your placement.

DAY 1 – Health & Safety

Who is responsible for Health & Safety in the Company/Organisation?

What should you do in the event of a fire?

What should you do in the event of an accident?

Is there anything you are not permitted to do whilst on the placement?

Do you need any specialist equipment or protective clothing?

DAY 1 – Reflection

How did you feel this morning before you started your placement?

What did you think it would be like and how was it different?

What has been the best part of your day today?

How do you think your first day went overall?

How do you feel now you have done your first day?

Diary

Use this section to record the main tasks you do each day. This will help you when you get back to school when you're reflecting on your placement. Try and give each day a score out of 10 so that you can remember which tasks you enjoyed the most. Write down any key technical terms that you learnt at the bottom of this page.

MONDAY

Score: _____ / 10

TUESDAY

Score: _____ / 10

key terms
learnt:

WEDNESDAY

Score: _____ / 10

THURSDAY

**Reminder - don't forget to complete
the questionnaire on P12 & 13**

Score: _____ / 10

FRIDAY

Score: _____ / 10

Key terms
learnt:



When have you used these skills? Give at least one example for each.

Staying positive

Teamwork

Speaking

Listening

Creativity

Problem solving

Aiming High

Leadership

Placement reflection (To be completed in school)

1. Write 1 thing you learned about 'work' that you didn't know before your placement:

2. What was your highlight of the week?

3. Who inspired / impressed you the most and why?

4. Write 1 thing you learned about yourself last week

5. Look back at what you expected to achieve from work experience (refer to page 4). Did you achieve them?

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EMPLOYER COMMENTS

We would like to take this opportunity to thank you and your colleagues for taking time out to provide our student with such a valuable experience.

Please could you take a few moments to comment on the overall progress of our student whilst they have been on placement with you? You may want to make particular reference to their attendance, punctuality and attitude, or their suitability to the career in which they have had some experience this week.

Name: _____

Position with the company/organisation: _____

Signed: _____ **Date:** _____

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