



Year 13 Work Shadowing Log Book



Student's Name	
Tutor Group	
Teacher's Name	
Teacher's Contact Email	
School Contact Number	02890 401184
Work Placement Organisation	
Work Supervisor Contact Number	
Dates of Placement	

So you have secured your Work Shadowing placement. What next?

This log book is for you to:

- Record important details about you and your host organisation
- Focus on what you hope to gain from your Work Shadowing
- Help you update your career plan when you return to school
- Reflect about what you learned and enjoyed during your Work Shadowing

Please take the time to complete each section accurately and with as much detail as possible. This information will be crucial to your university application and to update your CV.

1. BEFORE YOUR WORK PLACEMENT

Placement Details Checklist

Name, address and telephone number of Employer	
Name of my Supervisor	
My agreed hour of work are	
My agreed dates for my Work Experience are	
I must be at my work station by	
To get to work on time, I must leave home at	
I will travel to work by	
Break and Lunch times are	
I have notified my host organisation of any medical issues / allergies	
Work Wear – Is there a dress code? Are there things I should NOT wear?	

Overview of your host company

Explain what you know about the organisation you are going to for your placement? e.g. number of employees, product / service provided, job roles

Have you returned the following documents to your teacher? (Remember you need return these forms for each placement).

Signed Parent Consent Form

Placement Details Form

Indemnity Form

Student Evaluation (post work experience)

Work Shadowing – Dos and Don'ts

- Work out your travel arrangements carefully, leaving a bit of extra time in case there are delays. Try to arrive a few minutes early each day to avoid being flustered on arrival
- Dress smartly and appropriately, making sure you comply with any Health and Safety regulations by wearing required Personal Protective Equipment (PPE)
- When you arrive, explain who you are and who you are there to meet
- Turn off your mobile phone or put it on silent and out of sight
- Be polite. Say 'please' and 'thank you' where appropriate and smile!
- Shake hands with people you are introduced to
- Give full answers to questions, not just 'yes' or 'no'
- Don't be afraid to ask lots of questions and write down any information you are given rather than just relying on memory
- Avoid making routine medical / dental appointments during your placement

Things to Remember

- Give your employer a copy of your student indemnity form
- **If you are ill, ring your employer and the school to let them know**
- If you are going to be late, ring your employer and let them know as soon as possible
- If you are going to be unexpectedly late, apologise when you arrive and give a valid reason
- If you do not understand something, ask your supervisor
- On your last day, make sure you thank your Supervisor / Team for hosting your placement

Personal Objectives for Work Shadowing

These are suggestions to help you set your personal learning objectives for your work experience.

<input type="radio"/>	Plan and undertake tasks in the workplace
<input type="radio"/>	Learn about the job roles and structure of my placement organisation
<input type="radio"/>	Work to a high standard
<input type="radio"/>	Learn about the responsibilities of employers in the world of work
<input type="radio"/>	Work effectively with other to complete my tasks / projects
<input type="radio"/>	Take responsibility and gain confidence in my ability to work effectively
<input type="radio"/>	Show initiative, commitment and perseverance
<input type="radio"/>	Organise my time on placement effectively
<input type="radio"/>	Encourage feedback from my supervisor and co-workers, dealing positively with praise, setbacks and constructive criticism
<input type="radio"/>	Evaluate my work experiences and learn from them

What do you wish to gain from this experience? Please list your own personal objectives for your Work Shadowing e.g. identify training and qualifications necessary for a particular job.

1	
2	
3	
4	
5	

Circle which of these employability skills are most valued by employers in your chosen profession?

Communication

Numerically Literate

Self-Management

Teamwork

Problem Solving

Leadership Skills

Time Management

ICT Skills

Which of these personal attributes are most valued in your chosen profession?

Resourcefulness

Enthusiasm

Ambition

Self-Motivation

Flexibility

Persistence

Diplomacy

Honesty

Risk Taker

Positive Attitude

Competitive

Entrepreneurial



You can do these exercises by putting a circle around your choices using a different colour to show what you believed before your work experience and what you think afterwards to see if your opinion has changed following your time in business / industry.

2. DURING YOUR WORK PLACEMENT

Day 1 - Induction Training Health & Safety

You and your employer must complete this section of your logbook on your first day

	Student	Supervisor
Name and role of supervisor explained	<input type="checkbox"/>	<input type="checkbox"/>
Tour of work area including locations of toilets, canteen, vending machines	<input type="checkbox"/>	<input type="checkbox"/>
Fire alarm procedure and assembly point	<input type="checkbox"/>	<input type="checkbox"/>
First Aid contact and what to do in case of an accident	<input type="checkbox"/>	<input type="checkbox"/>
Shown manual handling techniques (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Provided with Personal Protective Equipment (if necessary) e.g lab coat, safety glasses, hi-vis vest, ear protectors	<input type="checkbox"/>	<input type="checkbox"/>
Explanation of company rules and regulations – to include security policies, confidentiality and use of company resources	<input type="checkbox"/>	<input type="checkbox"/>

Signature of Student:



Signature of Supervisor:


Reporting Accidents and Injuries

You will be required to work in a safe manner and follow instruction from your supervisor at all times. If you are involved in an accident, however slight, you will need to report it. Please follow the guidelines set out below:

- If I hurt myself or am injured at work, I will need to inform my Supervisor
- They will need to record the details in the Company Accident Book, the time, the date and how the accident occurred
- I will also need to inform my Careers Teacher in school

Daily Diary – Day 1

Please complete your daily diary with as much detail as possible. Maintaining an accurate record is the best way to document what you do each day. You will learn so much within a short period of time, and this log book will help you remember it all for when it comes to writing your personal statement.

Tasks and activities I completed today	
Skills I used today	
What did I do well today?	
On reflection, I would have done this differently	
Any other comments	

Daily Diary – Day 2

Tasks and activities I completed today	
Skills I used today	
What did I do well today?	
On reflection, I would have done this differently	
Any other comments	

Daily Diary – Day 3

Tasks and activities I completed today	
Skills I used today	
What did I do well today?	
On reflection, I would have done this differently	
Any other comments	

Daily Diary – Day 4

Tasks and activities I completed today	
Skills I used today	
What did I do well today?	
On reflection, I would have done this differently	
Any other comments	

Daily Diary – Day 5

Tasks and activities I completed today	
Skills I used today	
What did I do well today?	
On reflection, I would have done this differently	
Any other comments	

3. AFTER YOUR WORK PLACEMENT

Work Shadowing is crucial in helping you identify your key skills. Recognising them and demonstrating these skills will support your transition into university and the world of work, so it is useful to record how you used them during your placement.

You will have already done some work on this in class but refer to page 3 for a reminder of the Top 10 skills employers would most like their employees to have. It is very important that you take the time to reflect on what you have observed and learned from your Work Experience.

Self-Assessment

Please rate yourself against the following skills and attributes

	Excellent	Good	Acceptable	Needs Attention
Timekeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work in a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationships with others – Supervisor and colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regard for company rules and Health & Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to follow instructions and complete tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commitment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Now complete your OLSPCK online Work Experience Evaluation on Office 365.

My Work Shadowing Review

What have you most enjoyed about your Work Shadowing and why?

What have you least enjoyed about your Work Shadowing and why?

I am strong in these skills:



I need to work on the following skills:

Has your Work Shadowing influenced current thoughts about your future career?

What do you need to do now in terms of future career development? e.g. research, additional work experience

Would you recommend this host organisation to another student? Please explain your answer.

“Success is no accident. It is hard work, perseverance, learning, studying, sacrifice and most of all, love of what you are doing or learning to do.” - Pele

“Your work is going to fill a large part of your life, and the only way to be truly satisfied is to do what you believe is great work. And the only way to do great work is to love what you do. If you haven’t found it yet, keep looking. Don’t settle. As with all matters of the heart, you’ll know when you find it.” – Steve Jobs

“The one way to get me to work my hardest was to doubt me.” – Michelle Obama

“You have brains in your head. You have feet in your shoes. You can steer yourself in any direction you choose.” – Dr. Seuss

“Work gives you meaning and purpose and life is empty without it.” – Stephen Hawking

“I think it all comes down to motivation. If you really want to do something, you will work hard for it”. – Sir Edmund Hillary

