

Year

10



ENERGY COAST  
UTC

EMPOWERING FUTURE GENERATIONS

# Work Experience Placement Diary

Energy Coast UTC  
Blackwood Road  
Lillyhall  
Workington  
CA14 4JW

Name: \_\_\_\_\_

Form: \_\_\_\_\_ Dates of Work Experience \_\_/\_\_/\_\_ - \_\_/\_\_/\_\_

Place of work experience: \_\_\_\_\_



# DAY 1:

Day: \_\_\_\_\_

Date: \_\_\_\_\_

How did you feel on your way to your placement the first time?



Who met you on arrival?



What did you do today?



How did you feel by the end of the day?



# DAY 1: Health & Safety

Where would you go if you needed first aid?

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Who should you tell if you have or cause an accident?

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What do you do if there is a fire or similar emergency?

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What safety rules do you know you have to follow in your work area?

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Put the 8 following Employability Skills in the order of importance to this job:

In this job, people need to be

Ambitious	Independent Workers	Team Workers	Good Communicators	Resilient	Good with Numbers	Leaders	Reflective

# DAY 2:

Day: \_\_\_\_\_

Date: \_\_\_\_\_

How did you feel this morning?



What were your tasks today?



How many different job roles have you noticed in your workplace? What are they?



Did you enjoy your job today? Why? Why not?



# DAY 2: Qualifications & Training

What qualifications are needed to do this job?

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How does someone get a job with this company/school/place of work?  
(Advert? CV? Letter of application? Application form? Interview? Test?)

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Once you are employed here, can you do further training?  
What sort of qualifications could you get

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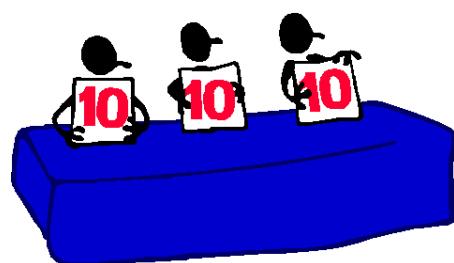
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How do people get promoted where you're working? Are there extra qualifications you need or is it just experience?

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# DAY 3:

Day: \_\_\_\_\_

Date: \_\_\_\_\_

What were your tasks today?

Did you learn about any new skills or job roles?

Did you enjoy your job today? Why? Why not?

Have you seen someone do a job that you'd like to have a go at?

Have you asked if you can? Are you allowed?

# DAY 3: Skills & Opportunities

What personal skills and characteristics do you need to be good at this job?

Do you need to be pleasant and polite on the phone? Do you need physical strength? Do you need to be practical? Do you need to be good at working in teams?

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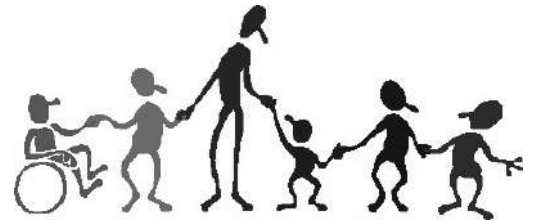
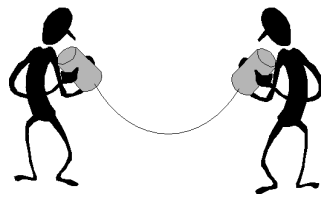
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What are the opportunities in the future for this business? Can it grow? Is it popular?

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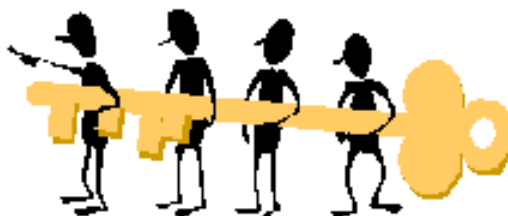
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# DAY 4:

Day: \_\_\_\_\_

Date: \_\_\_\_\_

What were your tasks today?

Did you learn about any new skills or job roles?

Did you enjoy your job today? Why? Why not?

Which has been the best task you've done so far? What made it better than the others?





# DAY 5:

Day: \_\_\_\_\_

Date: \_\_\_\_\_

What were your tasks today?

Did you learn about any new skills or job roles?

Did you enjoy your job today? Why? Why not?

If you could start the week again, what would you do differently?  
What would you like to do more or less of?

# Work experience: Review

The part of this work experience that I liked the most was \_\_\_\_\_  
because \_\_\_\_\_  
\_\_\_\_\_.

The biggest challenge I had to face and overcome was \_\_\_\_\_  
\_\_\_\_\_.

Was it anything different to how you expected? Yes/No because \_\_\_\_\_  
\_\_\_\_\_.

In what ways has this type of work affected your career hopes or aims? \_\_\_\_\_  
\_\_\_\_\_.

In what ways have your career hopes or aims changed or been reinforced? \_\_\_\_\_  
\_\_\_\_\_.

What new skills have you picked up during the course of your work placement? \_\_\_\_\_  
\_\_\_\_\_.

What new knowledge have you picked up during the course of your work placement? \_\_\_\_\_  
\_\_\_\_\_.

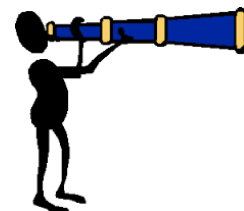
How will these new skills and this new knowledge help you when you return to the UTC? \_\_\_\_\_  
\_\_\_\_\_.

What one piece of advice would you give to someone thinking of applying to take part in a work placement at this company? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Please sum up your work experience placement in 3 words:

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***Remember to thank your employer before you leave - future successful work experiences could depend on you making a good impression!***



# Placement Details

Name of employer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post code: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Website: \_\_\_\_\_

On the first day, I have to report to \_\_\_\_\_ at \_\_\_\_\_ am

I'll start work at \_\_\_\_\_ am and finish at \_\_\_\_\_ pm.

For lunch I will \_\_\_\_\_

I need to wear \_\_\_\_\_

\_\_\_\_\_

To get to work I'll need to \_\_\_\_\_

\_\_\_\_\_

If I'm genuinely ill during my work experience and can't go, I'll need to contact;

\_\_\_\_\_ at my place of work (phone number \_\_\_\_\_)

**AND** Miss Coleman or anyone at reception at the UTC (phone number 01900 606446)

**(It is important you tell school if you are not in work because staff will sign up to come and visit you to check you're ok and to thank the employer - they don't want a wasted journey if you're not there.)**