



DALZIEL HIGH SCHOOL
Work Experience Diary



Name: _____

Wednesday Afternoon

About my placement

1. Name of Placement _____

2. Type of organisation - is it a?

- Government department
- Local Authority department
- A shop
- A small company (under 100 employees)
- A large company (over 100 employees)
- A branch of a big company
- A hospital
- Other _____

Write a few lines about the placement and what it does

Day 1

On my first day I reported to

at _____ as arranged.

Perhaps I was told a bit of what my duties are going to be.

Here is a list of the duties I've been told about.
Please add as the placement goes on!

First Impressions?

Write a few lines about what you will be doing at your placement.

Work Experience

S.W.O.T Analysis

This is an example of a technique that you can use to explain your strengths and limitations. Think about the vocational project you will be involved in and use the template below to explain the strengths and limitations in your task management skills in preparation for that project.

| | |
|----------------------|-------------------|
| <p>Strengths</p> | <p>Weaknesses</p> |
| <p>Opportunities</p> | <p>Threats</p> |

Targets

Now that you have identified the strengths and limitations in your task management skills you must identify targets for the development of these skills. Your targets must be based on what you have found out as a result of using the SWOT Analysis.

Targets I want to achieve.

1.

2.

Plan

Now that you have identified your personal targets you must produce a plan to help you to meet those targets. Your plan should indicate the tasks you will need to carry out. You must identify a minimum of two tasks for each target. These must be detailed tasks, ie consisting of a part which is unfamiliar to you, for example, an action, a place or a person new to you. The tasks must enable progress towards your targets and be able to be carried out within the vocational project. You should discuss your tasks with your teacher so that you can be sure that the tasks you have chosen are suitable.

| Target 1 | | | |
|---------------------------------|------------|--------------------------------|----------------|
| The tasks I will carry out are: | Timescales | Resources I have selected are: | Task completed |
| | | | |
| | | | |

| Target 2 | | | |
|---------------------------------|------------|--------------------------------|----------------|
| The tasks I will carry out are: | Timescales | Resources I have selected are: | Task completed |
| | | | |
| | | | |

Weekly Tasks

In the area provided below write up, in short notes, what you do each week at your work experience placement. For example this could focus on how you used new computer software like CAD, a new skill that you have learned or simply leading a new group of children through a task given to you by the classroom teacher. This area will help also help you monitor the progress you are making towards your project targets.

| Task | Date |
|------|------|
| | |

| Task | Date |
|------|------|
| | |
| Task | Date |

| | |
|--|--|
| | |
|--|--|

Monitoring

Now you are ready to carry out your project and complete the tasks which will enable you to meet your personal targets. As you complete tasks you should monitor your progress and make changes if you need to. You must keep a record of monitoring your progress and any changes you make as a result. You must also keep a record of completing your tasks.

Use the table below to record your monitoring. Your teacher or assessor will confirm that you have completed your tasks.

| Monitoring (checking my progress and making changes if required) | Date |
|---|------|
| | |

| Monitoring (checking my progress and making changes if required) | Date |
|---|------|
| | |

Assessor Comment

Tasks completed? Yes No (Please tick)

Assessor signature _____ Date _____

Review

Now that you have completed your vocational project and carried out your plan you are ready to carry out a review of your progress. This means describing the progress you have made towards achieving your personal targets. Based on this progress, you will then describe any areas for the future development of your task management skills. You will also review your plan. To do this think about:

- The tasks you carried out
- What went well
- What could have gone better

Progress

Use the space below to give examples and explain the progress you have made towards achieving your targets.

Did I achieve target 1?

Yes

No

Partially

Examples and Explanation

Did I achieve target 2?

Yes

No

Partially

Examples and Explanation

Conclusions with justification

Explain Areas for further development

Assessor Comment

Assessor signature _____ **Date** _____

Details of Placement

Name _____

Placement Contact _____

Telephone _____

Term 1 Term 2 Term 3 Term 4

20/8/14
22/10/14

7/1/15
19/4/15

27/8/14
29/10/14

14/1/15
26/4/15

3/9/14
5/11/14

21/1/15
3/5/15

10/9/14
12/11/14

28/1/15
10/5/15

17/9/14
19/11/14

4/2/15
17/5/15

24/9/14
26/11/14

18/2/15
23/5/15

1/10/14
3/12/14

25/2/15
31/6/15

8/10/14
10/12/14

4/3/15
7/6/15