



Certificate of Work Readiness

Unit Code: H188 04 Practical Workplace Skills

Evidence Reference Number: 23

Work Experience Log

Name

Assessor

Date

What is an Work Experience Logbook?

Use this book to record your work experiences.

There is some information that you need to find out before you start your placement.

When you are at your work experience, you should write your daily task sheet every day.

Student's responsibilities

- Complete the work experience learning log
- Arrive at workplace on time
- Wear appropriate clothing
- Be polite, pleasant and willing to learn
- Take responsible care for your own Health and Safety and for anyone else who may be affected by your actions

Supervisor responsibilities

- Provide young person with a programme of induction e.g. fire drill, Health and Safety, staff facilities, first aider etc
- Support the young person with the tasks they have been asked to complete
- Treat the young person as part of the team

Employment staff responsibilities

- Provide advice and support to the young person and the supervisor in the workplace
- Give one-to-one support to the young person if necessary
- Review young person's progress in work place, this review involves both the student and supervisor.

During My Work Experience I will

1. Complete my work experience learning log
2. Be on time every day
3. Work hard at alltimes
4. Wear appropriate clothing
5. Be carefuland work safely
6. Be polite and friendly at all times
7. Listen to my supervisor/job coach or buddy

Student's signature

Supervisor's signature

Employment staff signuature

Health and Safety

Your work experience will be vetted for any potential Health and Safety risks.

You must be told about the risks of your job and how they are dealt with.

Important Facts

- Trips and falls are a major cause of accidents
- One moment without the protection of personal protective equipment could result in a serious injury
- Never cut corners to save time, accidents can happen in a second
- Vehicles and moving equipment in the workplace are as dangerous as traffic on a busy road
- Be smart think before you act!!!!

Student's responsibilities

- Learn how to work safely and obey safety rules
- Use all equipment and protective clothing provided
- Report things that seem dangerous, damaged or faulty
- Never play practical jokes, this could result in a serious accident
- Only use tools, machinery or substances after you have been trained and given permission to do so!

I agree to all of the above

Student's signature

Supervisor's signature

Employment staff signature

My Job Role

This is all the things that you will be asked to do when at your work experience.

A large area for writing, consisting of numerous horizontal dotted lines for input.

Daily Work Log

Fill out this sheet every day whilst on work experience

Today's date

Hours worked

What tasks did you complete today?

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Did you learn anything new?

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What went well?

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What could have gone better?

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Keep on... (things that I am doing well)

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Work on... (things I want to improve on)

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