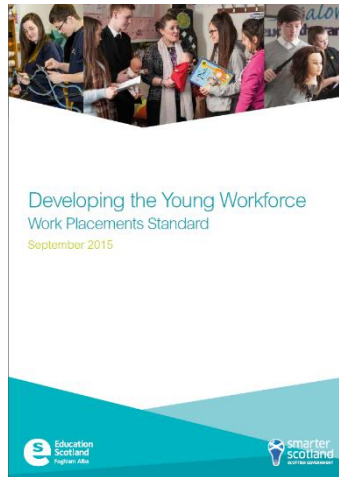


Work Placement

Workplace Logbook



Pupil Name: _____

Class: _____

Pastoral Teacher: _____

WORK PLACEMENT STUDENT CHECKLIST

Use the checklist below to make sure your placement is well planned and to get the most out of it.

Task/Process	Comments	Completed
Check you have received your Welcome email for the Workit programme.	Check the "other" option in your emails or search "Workit" if you cannot see it If you have joined the school since October your details may not be on Workit. Please let your Pastoral Teacher know as you will need to be added manually to the system.	
Log in to Workit using the details provided in your Welcome email. https://www.workit.info/Careers/default.aspx	Your password takes the form of	
To find and request an "approved" placement, choose: Find an Opportunity On Site Learning Flexible Placement	You can filter for opportunities. In drop down section for Area select Peebles If you use request placement option - this sits in our system for school to co-ordinate. It does not go direct to organisation Deadline date for this to be completed will be 20 February 2024	
To view Placement Details, click on the Opportunity/Job Title which reveals the Job Card and details of times, location etc		
To organise an "independent" placement If you want a placement with a provider who is not on Workit you need to contact them yourselves to make an initial agreement. The organisation need to complete the online Google link form which is in your Welcome email https://tinyurl.com/bordersplacement .	The placement company must have £10million Employers Liability Deadline date for this to be completed will be 20 February 2024	
When your placement booking is confirmed you need to return the Parental Permission letter that will be issued to you. A confirmation booking will also be sent to the organisation.	To be returned no later than 2 weeks before your placement starts.	
When placements are approved make contact in writing with placement provider to introduce yourself and outline your learning goal and skills you have identified you wish to develop during your placement.	No more than 2 weeks after your placement has been confirmed.	
Complete your Work Placement Logbook (3 sections, issued through Showbie) 1. Preparing for Placement 2. Placement Experience 3. Evaluating the Placement	You will be given some time in class to do this but will need to do some at home and while out on placement. You need to have completed section 1 before contacting the organisation to introduce yourself.	

Planning My Placement



Achievements (LO1a)













What have you done in your life that you are most proud of? Think about school, home, work and hobbies and write down at least 5 examples.

- 1.
- 2.
- 3.
- 4.
- 5.

Skills Development (LO1a)

Look at the Skills Framework on page 4/5. Reflect on your strengths and areas for development for each of the metaskills. Rate yourself using the following scale.

Really good at this 4 OK at this 2
 Good at this 3 Could be better at this 1

Skill	Rating	Skill	Rating	Skill	Rating
Initiative 		Communicating 		Curiosity 	
Integrity 		Feeling 		Creativity 	
Adapting 		Collaborating 		Sense-making 	
Focusing 		Leading 		Critical thinking 	

<p>Initiative </p> <p>Courage Manage and overcome fear in order to take action</p> <p>Independent Thinking think for one's self and trust one's own judgement</p> <p>Risk Taking Do something that involves danger or risk in order to achieve a goal</p> <p>Decision Making Making a considered choice after appropriately using intuition and careful thought</p> <p>Self-belief A feeling of trust in one's abilities, qualities and judgement</p> <p>Self motivation Act without influence or encouragement from others</p> <p>Responsibility Follow through on commitments, be proactive and take responsibility</p> <p>Enterprising Take risks, show initiative and undertake new ventures</p>	<p>Communicating </p> <p>Receiving Information Understanding and mentally processing verbal or written communication</p> <p>Listening actively understand information provided by the speaker, and display interest in the topic discussed</p> <p>Giving Information Written or verbal communication in a way that can be understood by those receiving the communication</p> <p>Storytelling Tell stories that persuade, motivate and/or inspire as well as bringing the sharing of knowledge to life through examples and illustrations</p>	<p>Curiosity </p> <p>Observation Notice behaviour or information and register it as being significant</p> <p>Questioning Ask questions in order to increase understanding about a subject or experience</p> <p>Information Sourcing Filter resources and information relevant to an issue or topic</p> <p>Problem Recognition Acknowledgement and definition of a problem/challenge</p>
<p>Integrity </p> <p>Self awareness Understand and manage emotions, strengths, belief systems and limitations, and the effects of these on behaviours and the way they impact on others</p> <p>Ethics Being aware of and acting upon personal values and principles</p> <p>Self Control Exercise control over your own impulses, emotions and desires</p>	<p>Feeling </p> <p>Empathy Take the perspective of others in order to understand their feelings and motivations</p> <p>Social Conscience Sense of responsibility and concern for wider society</p>	<p>Creativity </p> <p>Imagination Explore ideas of things that are not in our present environment, or perhaps not even real</p> <p>Idea Generation Proficiency at thinking and coming up with solutions and responses beyond that which is rote or rule-based</p> <p>Visualising Translating information and thought into accessible expressions, readable and recognisable images</p> <p>Maker Mentality Explore, through tinkering and making, in order to arrive at new ideas and solutions</p>

<p>Adapting </p> <p>Openness Open to new ideas and approaches - having a growth mindset</p> <p>Critical Reflection Critically reflect on new knowledge and experiences in order to gain a deeper understanding, embed and extend learning</p> <p>Adaptability Flexibility when handling the unexpected, adapting to circumstances as they arise</p> <p>Self-learning Self educate without the guidance of others</p> <p>Resilience respond positively and constructively to constantly evolving challenges and complexity</p>	<p>Collaborating </p> <p>Relationship Building Identify and initiate connections and to develop and maintain them in a way that is of mutual benefit to both one's self and others</p> <p>Teamworking and Collaboration Working with others toward shared goals. Creating group synergy in pursuing collective goals</p> <p>Social Perceptiveness Being aware of others' reactions and understanding why they react as they do</p> <p>Global and cross cultural competence Operate in different cultural settings</p>	<p>Sense-making </p> <p>Pattern Recognition Classifying information into objects or classes based on key features</p> <p>Holistic Thinking See the big picture and understand subtle nuances of complex situations</p> <p>Synthesis Organise, manipulate, prune and filter gathered data into cohesive structures for information building</p> <p>Opportunity Recognition Identify areas of opportunity for innovation</p> <p>Analysis A systematic examination and evaluation of data or information, by breaking it into its component parts to uncover their interrelationships</p>
<p>Focusing </p> <p>Sorting information into categories to understand the relationship between information</p> <p>Attention focus on the present and deflect/avoid distractions</p> <p>Filtering out non-essential information and focus on the essential problem at hand</p>	<p>Leading </p> <p>Inspiring Others Energise and create a sense of direction, purpose, excitement and momentum</p> <p>Influencing Working to gain the agreement of others to a particular course of Action</p> <p>Motivating Others Encouraging others to achieve goals, accomplish tasks, and complete Objectives</p> <p>Developing Others Coach and constructively review the work of others to improve and advance their skills, knowledge and performance level</p> <p>Change catalyst Having the ability to ignite change</p>	<p>Critical thinking </p> <p>Deconstruction Breaking down a complex problem or system into smaller, more manageable parts before developing a new way of addressing the problem</p> <p>Logical thinking The ability to identify, analyse and evaluate situations, ideas and information in order to formulate responses to problems</p> <p>Judgement The act or process of forming an opinion after careful thought</p> <p>Computational Thinking The ability to translate vast amounts of data into abstract concepts and to understand data-based reasoning</p>



Skills Development (LO1a)

From the list of skills on the Metaskills Framework choose the 5 you feel you would like or need to develop during your placement. Give a reason why you feel you need to work on this aspect/skill. An example is given. **These should be included in your introductory email to your placement provider.**

Skill I Need to Develop	Why I think I Need to Develop This Skill
<i>Communication (giving information)</i>	<i>Sometimes I lack confidence giving answers in class and sharing information. I know that when I leave school there will be times when I need to give instructions or make presentations to colleagues/clients</i>



My Strengths (LO1a)

In this activity you should consider what your biggest strengths are. Your strengths can be what you are skilled at or can be your personal qualities and characteristics. For example, you might be considerate, imaginative or trustworthy (or all three!) Think about the good things that people say about you. As well as adding your strengths you'll have to say why you think they are strengths.

From the Metaskills Framework illustrated above or the list of personal qualities below what would you rate as being your strengths? Select 5 and give a reason.

My Strengths	Why I think this is one of my strengths

My Personal Qualities

Hard working	Reliable
Fit and healthy	Finishing what I start
Take on responsibility	Co-operate with others
Show initiative	Like to be friendly
Usually helpful and kind	I'm a cheerful person
I usually feel confident	I'm enthusiastic
I'm always honest	Can be patient
Usually behave sensibly	I'm usually a calm person



What I would like from my placement

Before choosing a work placement you should give some thought to the type of work that would suit you. Circle/highlight the things you prefer. You can add your own ideas or notes in the text boxes below.

Place of Work (LO1a)

Working inside	
Working outside	
Travelling around	
Other	

Workplace Conditions (LO1a)

A safe workplace	
Clean and tidy	
Danger and uncertainty	
Regular hours	
Shiftwork	
Opportunities for training and promotion	

Types of Work (LO1a)

Working with my hands	
Working with machinery or computers	
Working with numbers	
Working with animals or plants	
Work involving lots of reading and writing	
Serving the public	
Keeping the community safe	
Creating and designing things	
Caring for people	

Other - give examples	
-----------------------	--

People I Would Like to Work With (LO1a)

Children	
The general public	
Elderly people	
Ill people	
Small group or team	
Lots of people	
Alone	
Disadvantaged Groups	

Amount of Responsibility - I'd like: (LO1a)

Someone to tell me what to do

Someone to advise me what to do

To make decisions by myself

To be in charge of people eventually

School Subjects (LO1a)

Make a list of the school subject(s) you'd like to use in your job.





Leisure Interests (LO1a)

Make a list of any leisure interests that you'd like to use in a job:

My Work Summary (LO1a)

Write a short statement that summarises what you want from work

My Placement Learning Goal (LO1b)

Now that you have reviewed your skills and areas you want to develop you should consider a learning goal for this placement i.e. what will you learn on this placement that you can use in a future career? An example is given:

"I would like to develop my confidence in working in a larger team of pupil, so that I can improve my communication skills."

Get your Pastoral Teacher to sign it off. You need to include this in your introductory email to your placement provider.

My learning goal is:



Tutor Signature: _____ Date: _____

Researching Placements

When you have assessed all your skills and considered what you want from a place of work you should investigate the types of careers that may suit you and the placement you may want.

You can access useful websites such as:

www.careers-scotland.org.uk

This site provides services, information and support to individuals at all ages and stages of career planning

www.planitplus.net

This site contains information on careers and courses as well as a range of interactive activities including games, quizzes and an electronic portfolio.

Workit: [Workit Careers - Workit](#)

There are many resources available on the Resources section to support our research.

WorkIT Database

The WorkIt database has a list of preapproved placement providers. Your Pastoral Teacher will show you how to access this. Your login details have been sent in your Welcome Email.

Requests for preapproved providers should be submitted on Workit. The School Co-ordinator will advise you when your request has been approved.

If you want a placement that is not on the list, the placement provider will need to complete a H & S/Insurance check. This can take up to 6-8 weeks so get your request in early. The provider will need to complete a Form which is processed by Gateway on behalf of Scottish Borders Council.



Student Profile (LO1c)

Name	
Class	
Pastoral Teacher	
Career Aspirations (what I would like to do as a job/career)	
Who have you discussed Work Experience with?	<ol style="list-style-type: none">1. Parents2. Pastoral Teacher3. Class Teachers4. Other: say who
Skills to be developed during Work Placement (copy these across from P6 in logbook)	<ol style="list-style-type: none">1.2.3.4.5.
Additional Knowledge/experience you would like to gain/develop during Work Placement	<ol style="list-style-type: none">1.2.3.4.

Record of Work Placement (LO1d)

Name and Address of Placement (take copy of the information from the Workit Job Card)	
Placement Telephone Number	
Placement Supervisor	
Placement Duration <ul style="list-style-type: none">• Dates of Placement• Start and finish times	
Dress Code (What do I need to wear?)	
How will I travel to and from my Placement?	
Specific Health and Safety considerations. Will you be using: <ul style="list-style-type: none">• Machinery• Dangerous Substances• Heavy Lifting• Safety Precautions	
Emergency Contact Name & Phone Numbers	Work Placement Tel. _____ School Tel. 01721 720291

Things to Remember

1. Make sure you have planned and know how you are going to travel to your Work Placement.
2. Make sure you arrive at your Work Placement on time.
3. If you are late, apologise and explain why.
4. If you are ill, ring your employer early and tell your supervisor. Also ring the school to let the Office and your Pastoral Teacher know.
5. Pay close attention to instructions you are given in the workplace.
6. Always obey safety instructions.
7. If you are unsure about anything - ASK. People will expect this.
8. Be polite to members of staff and the public. Your attitude to the job is very important.



Health and Safety

Hazards, Risks and Controls - Check it Out

Every year far too many people are injured at work. Over a third of all reported major accidents are caused by slipping and tripping. Your work experience placement will give you an ideal opportunity to see why health, hygiene and safety rules are important in every workplace.

Accidents and ill health can be avoided by identifying the hazard and reducing the risk.

Hazard	Risk	Control
<p>Hazards are all around us: A hazard is something with the potential to cause harm. This can include things, substances, machinery, ways of working and the workplace itself.</p>	<p>Risk is the likelihood of potential harm from the hazards. The extent of the risk will depend on:</p> <ul style="list-style-type: none"> • the likelihood of harm occurring • the potential severity of the harm • the number of people who might be affected 	<p>Control means reducing, removing, limiting, or eliminating hazards. Risk assessment means working out the measures necessary to control any given hazard</p>

At work

How do you avoid having an accident and reduce the risk to yourself and others?

- wear protective clothing
- check equipment is in good order
- train to do the task properly
- don't do it when you know it could be unsafe

On your placement (LO1c)

What you have to do;

- find out about the health and safety rules
- co-operate fully with the health and safety rules
- take care of your own health and safety by using protective clothing and equipment
- think how your actions could affect others for example, how an untidy workplace could cause accidents
- challenge unsafe practices and situations

When you go on your work placement, what dangers do you think you will come across?

For my placement I plan to go to a...

List some of the hazards that you might be exposed to when on placement.

What could happen to you?

What will you do about it?

Who else could be affected?

And remember...

If you see anything that could be a potential hazard to yourself or any of your colleagues... **alert your supervisor.**

If you are asked to do something for which you have not received proper training...**don't do it.**

Preparing for Placement - Handling Situations (LO1c)

You will face some difficult situations at work and should be prepared for how best to deal with them. Consider each of the following and how you would deal with it!

The mentor you have been assigned complains that they did not want a work placement student and virtually ignores you, giving you no instruction on what to do?

You were told that you would be doing office duty so you dress your best. When you arrive you are given the job of painting the floor. What would you do?

Your mentor asks you to use a piece of dangerous equipment you have not been trained to use?

A family problem arises which means you are required to stay at home?

You are on your way to work when you are caught in traffic and realise you will be late?

A few key things to remember while on placement...

- You are expected to act like an employee and follow REASONABLE instructions, but you must never accept tasks that will break health and safety rules or put you in danger.
- You should act professionally and courteously when dealing with colleagues and customers.
- You should follow agreed procedures on who to contact, when you are going to be late or unable to attend.
- You should expect to be treated with respect and given a meaningful work placement as agreed.

During My Placement

This section includes: (LO1d, LO2a-d)

- Company Profile
- Employee Profile
- Health and Safety
- Skills Development Progress
- Attendance Record

These sections should be completed **whilst** you are on your Work Placement.

Information can be obtained through speaking to employees in the Work Place.

The Record of Attendance should be signed by your Work Placement Supervisor and returned with the Supervisors report.

Company Profile

The following information should be obtained while on your placement:

Name of Company:	Name of Contact:
Name of Supervisor:	Telephone No:
Who welcomed you on arrival:	When was the company established:
To whom should you go if you need advice or help?	
Provide details of the product the company manufactures and sells or the service they provide/offer .	
Outline what is involved in your job/role:	
What Skills are Involved in the Job(s) you will do:	
1	
2	
3	

Employee Profile

Name of Employee:	
What is there Role/Position:	How long with the company?
Qualifications they hold: (Highers, 'O' Grades, Degree, HNC, HND etc)	
Did you apply for the job by letter?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Did you fill in an application form?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Did you receive an interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>
How long was training necessary in order to do the work:	
When they were at school did you plan to do this kind of work or something else?	
What advice would they give about a career in this job/industry/sector?	

Health & Safety (LO2b)

a. Machinery

Is there any equipment you should not use or only use under supervision?

If so please name.

b. Dangerous substances

Are there any substances in the workplace which require special care when handling?

Name below:

c. Lifting heavy and awkward objects

Do you know the correct way to lift heavy loads?

Describe below:

SAFETY PRECAUTIONS

a. Protective Clothing (where applicable)

What jobs are done which require you to wear safety clothing/harness?

Do you know how to make any necessary adjustments on this equipment?

Skills Development

- 1. List the Essential Skills that you planned to develop during your Work Placement.
- 2. Write down tasks that you have been asked to do on Placement that have helped you further develop each skill. This should be discussed with your Work Placement Supervisor, school staff and parents/carers.

Skills Being Developed (copy from Page 6)	Tasks That Have Contributed to Skills Development

Attendance Record (Paper copy will be given)

This record should be dated, ticked and signed by the member of staff in charge of the supervision of this student.

Date	✓	Signature	Date	✓	Signature
Date	✓	Signature	Date	✓	Signature
Date	✓	Signature	Date	✓	Signature
Date	✓	Signature	Date	✓	Signature
Date	✓	Signature	Date	✓	Signature
Date	✓	Signature	Date	✓	Signature
Date	✓	Signature	Date	✓	Signature
Date	✓	Signature	Date	✓	Signature
Date	✓	Signature	Date	✓	Signature

After My Placement

This section includes:

- Employee Placement Report
- Student Placement Report
- Review of Learning goal
- Skills Development Progress
- Future Planning
- Career Goals & Reflection



Final Tasks

To be completed at the end of your placement. Tick the box if the task is complete.

1	Have you checked that all your questions have been answered?	
2	Have you thanked your workmates?	
3	Have you had your Supervisor report form completed and returned?	
4	Have you thanked your Supervisor?	
5	What was the highlight of your placement?	
6	Is there anything you learned about the Company that may be interest to the wider school e.g. they offer apprenticeships, they have specialist equipment, would like to come in to school and talk to classes etc.	

After your placement you will:

- Reflect on the skills and knowledge you have gained from the placement and how this can be developed further and impact on your future learning
- Review your log book with school staff and parents reflecting on any feedback from employers and identifying next steps and further development and career goals
- Upload your Supervisor Form and Attendance Records to Showbie
- Complete all sections of the workbook for your Pastoral Teacher to review

Work Placement - Employer Report (LO3a)

Paper Copy will be provided when you go out on placement.

Name of Pupil	
Name of Work Placement Provider	
Name of Person Completing Report	
Date Report Completed	
Please Outline the tasks that were engaged in during the Work Placement	

Please indicate how the pupil performed in the areas below:

	Excellent	Good	Satisfactory	Unsatisfactory
Attendance				
Timekeeping				
Appearance				
Relationships with other staff				
Enthusiasm				
Initiative				
Ability to Communicate				
Overall Performance				
Potential for this type of work				

Specific comments regarding any of the above:

--

It would be helpful to the student when applying for future employment if you could provide a general comment based upon their time spent with you:

Signature: _____

Position: _____

Thank you for your participation in the Work Placement programme. The time you give is much appreciated by the school and can make a real contribution towards the selection of a possible career choice for the student concerned.

Work Placement- Student Report (LO3d)
To be completed by Student

Name of Pupil	
Name of Work Placement Provider	
Name of Work Mentor	
Date Report Completed	

	Yes	No	Comment
Was the work enjoyable?			
Was the Placement worthwhile?			
Did you learn anything new?			
Did you find the work challenging?			
Were you given enough to do throughout the placement?			
Would you consider a career in this type of work?			

What feedback can you give the employer around arranging suitable work placements in the future?

Learning Goal Review (LO3b)

Looking back to the learning goal you set for this placement:

Did you achieve your learning goal?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Partially <input type="checkbox"/>
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Skills Development Progress (LO3d)

Skills Developed (enter the skills you identified in LO1a Page 6. Do not add new ones here)	Tasks That Have Contributed to Skills Development	How confident do you feel using this skill now?	Where will using this skill benefit you in school/future employment etc?

Future Planning (LO3c)

Now that you have completed your Work Placement you should identify areas that you want to further develop and how you are going to do this.

Skills to be Developed (can be new ones or the ones from LO1a)	How you will develop those Skills <ul style="list-style-type: none">• Work Placement• Further Study• Volunteering• Reading Please try to give detailed answers eg say where you might volunteer.

Career Goals (LO3e)

Looking back at your initial review. Would you make any changes to your career goals now that you have been on work placement?

Would you make any changes to your career goals now that you have been on work placement? Yes No

If yes, please give details in the box below.

My career goals:

For Teacher Use

Learning Outcome	Achieved?
LO1a Strengths/Skills	
LO1b Learning Goal	
LO1c Student Profile and H & S	
LO1d Record of Work Placement checked	
LO2a Company & Employee Profiles	
LO2b Health and Safety Questions	
LO2c Dealing with Situations	
LO2d (covered in other reports)	
LO3a Employer Report	
LO3b Learning Goal Review	
LO3c Areas for Further Development	
LO3d Student Report	
LO3e Review of Career Aspirations	