

LCA Work Experience Journal

The aim of most work experience is to help LCA students prepare for the transition from school to work.

Work experience may also form part of a vocational course that counts towards the student's final grade.



Work experience can have a number of benefits for the student. It can help you to:

- gain a greater understanding of the world of work and how businesses operate
- learn what an employer will expect of you as an employee i.e. punctuality, dress code etc
- learn new skills such as sending an email, using a photocopier, speaking to customers on the phone, taking messages, working with others, following instructions etc.
- decide what kind of work you might choose when you leave school (or what you don't want to do!)

- understand more about the skills needed for different jobs in order to make a more informed decision about your choice of career
- develop self confidence - many students appreciate being treated as an adult and respond well to being given responsibility, sometimes even money!
- It is a very useful feature to include on your CV when you apply for a job after leaving school.

- Your work experience journal can be neatly handwritten or typed.
- It is to be between 600 and 800 words in total. Less than six hundred words will not be acceptable!
- The following are the headings under which you can compose your journal.
- Headings are only guidelines as not all headings are appropriate for every work experience.

Section One:

Myself and this Work Experience Placement

1. I have had previous work (paid or voluntary) in the following areas:
2. My forthcoming work experience placement will include the following type of work:
3. I have chosen the placement because:
5. My Personal Qualities, Skills and Talents include...
6. My Personal Qualities, Skills and Talents that should help me in this placement:
7. I hope to learn the following from this placement:
8. My work experience employer will expect me to:
9. Questions I should ask on my first day:

Section Two:

During the work experience placement

1. Who did you meet on your arrival?
2. How did you introduce yourself?

3. Were you assigned to a supervisor?
4. How many people did you work with?
5. What jobs were you given on your first day?
6. What times are your breaks at and how long are they?
7. Is there food available at this workplace?
8. What did you do at lunchtime?
9. What was the best thing about your first day?
10. Did you find anything difficult about the day?

Section Three:

1. How are your travel arrangements working out?
2. What new jobs were you given today?
3. Which job did you find easy?
4. Which job did you find difficult?
5. Describe the section you work in (Use words or pictures)
6. In what way is the job different to what you had expected?
7. What things surprised you?

Section Four:

1. What equipment have you used so far?
2. What health and safety precautions are necessary when using the equipment?
3. What other equipment is in use in this section or department?
4. What hours do people work in this organisation?
5. How is attendance and timekeeping checked?
6. What happens if workers are late?
7. What have you done to get to know people you are working with?

Section Five:

1. Hygiene is very important for people's comfort and health. How do you ensure that your personal hygiene is good every day?
2. How does this workplace keep up a good standard of hygiene?
3. List any protective clothing needed in this job e.g. (Overalls, Helmet, Earmuffs, Gloves, shoes, masks, safety glasses).

4. Describe any health and safety notices or signs displayed in this workplace (use words or diagrams or pictures).
5. What are the rules for evacuation of the building in case of a fire or other Emergency?

Section Six:

1. In a new situation, we often need to ask questions for information or to make things clearer. List some questions you have asked so far:
2. How did you feel about you asking questions?
3. How did you feel about the answers you were given?

Section Seven:

Looking back on your work experience and write about:

1. What was the most enjoyable part of the experience?
2. What was the least enjoyable part of the experience?
3. What skills have you used?
4. List the new skills you have learned:
5. List the skills you would like to develop:
6. List the personal qualities you want to develop:

Section Eight:

Questions for the remainder of the placement:

How did you feel starting the second week of your placement?

Have you had any problems? If yes, how have you dealt with them?

Describe the product or service of this organisation:

List the different sections or departments within this organisation:

Name some of the jobs which people do in this organisation:

How many people are employed in this organisation?

What jobs in this organisation do you think you are suited to?

What is expected of an employee who works in this organisation?

What do you think is expected of you while on work experience?

What have you learned about working conditions during this work?

What are the main differences between this work experience placements and work in school?

Look back at the jobs you were doing on the 1st and 2nd day. How have you progressed since then?

