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**Work-Based Learning**

**S3 Workplace Logbook**

**Placement Tasks**



**Company Profile**

The following information should be obtained while on your placement:

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| --- | --- |
| 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? |
| Does the company manufacture a product/sell a product or offer a service? |
| Outline your job: |
| What Skills are Involved in the Job(s) you will do:123 |

**Employee Profile**

|  |
| --- |
| Name: |
| Position: | How long with the company? |
| Qualifications:(Highers, Standard Grades, Degree, HNC, HND etc) |
| Did you apply for the job by letter? Yes No Did you fill in an application form? Yes No Did you receive an interview? Yes No  |
| How long was training necessary in order to do the work: |
| When you were at school did you plan to do this kind of work? |
| Any advice about the career? |

**Health & Safety**

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| --- |
| a. MachineryIs there any equipment you should not use or only use under supervision?If so please name. |
| b. Dangerous substancesAre there any substances in the workplace which require special care when handling?Name below: |
| c. Lifting heavy and awkward objectsDo you know the correct way to lift heavy loads?Describe below: |
| SAFETY PRECAUTIONSa. 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 Skills that you planned to develop during your Work Placement.
2. Each day 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 each week.

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| --- | --- |
| **Skills Being Developed** | **Tasks That Have Contributed to Skills Development** |
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**Attendance Record**

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** |
|  |  |



**Work Placement - Employer Report**

|  |  |
| --- | --- |
| **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:

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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:

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|  |

**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.