

World of Work Careers Week



WEX Placement Journal 2026 Work placement 13th- 17th July

Read this booklet in advance of your placement.

Work Experience Journal

Work experience can be exciting and nerve-wracking at the same time. This journal will help you to plan your journey so it runs smoothly, and then navigate your way around the workplace to ensure you get the most out of the experience.

Enhancing Future Prospects

Student Name: _____

Mentor Group: _____

Employer: _____

Start Date: Monday 13th July 2026

End Date: Friday 17th July 2026

Start Time each day _____ **Finish Time each day** _____

Student agreement

- ✓ I agree to attend the workplace on the days and hours stated unless I become ill or for other good reasons
- ✓ I will contact the employer and my school as soon as possible if I cannot attend my workplace due to illness or other good reason
- ✓ I agree to respect any issues of confidentiality and will not discuss confidential information outside the workplace
- ✓ I agree to abide by the health and safety rules and regulations and ask if I am unclear on any of the rules
- ✓ I agree to follow instructions given to me by my employer/supervisor
- ✓ I understand that I am representing Oriol High School and will show respect and good manners throughout my placement

Student signature:	Date:
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School Information Sheet

People to contact in school:

Priority 1: Mr Thornton: 01293 880350
Email: rthornton@oriel.w-sussex.sch.uk

Priority 2: Mr Svoboda: 01293880350
Email: osvoboda@oriel.w-sussex.sch.uk

If you are ill and cannot go to work:

- Telephone your employer AND**
- Telephone the school and speak to Mr Thornton/ Mr Svoboda during school hours**

Any problems? Contact us immediately!

The first day can be daunting. It is a new experience and environment and you may well be 'outside of your comfort zone'. **DO NOT** decide on that first day that you do not like the place. Give yourself time to adjust to the new conditions!

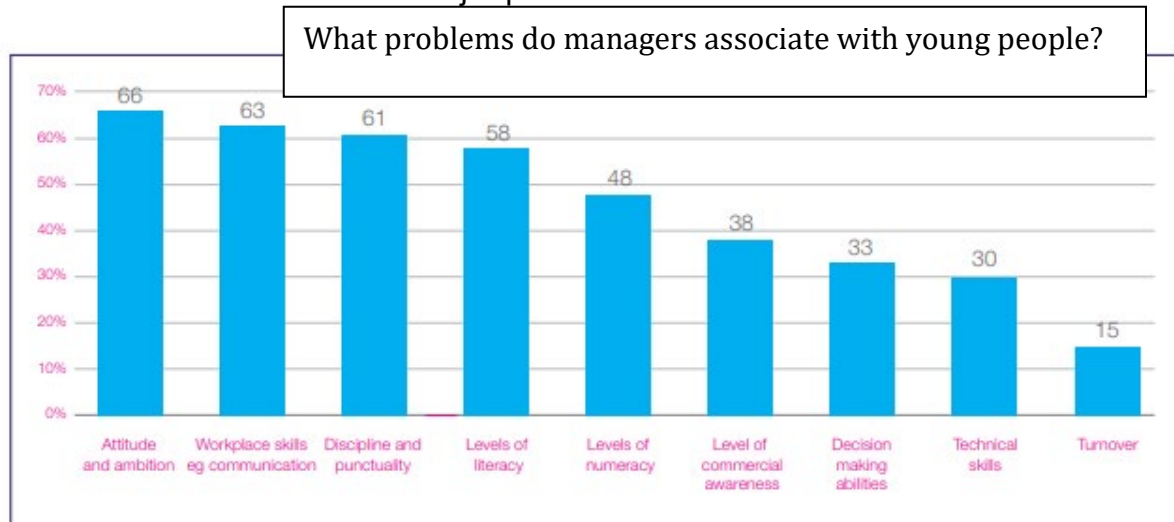
If you are worried, please telephone or email us!

What are Employers Looking For?

Employers are telling us that young people lack the skills required when first entering the workplace. Whilst it is true that prior experience is generally favourable, it is important to realise that even as a student, you are likely undertaking and developing many of the skills required without even realising. A work experience placement is a perfect opportunity to 'identify' these types of skills, as they will be more obvious and pronounced within a working environment as opposed to within the classroom setting.

Different jobs will require different combinations of skills. Some may have more focus on teamwork and communication whereas others might rely more on the ability to prioritise tasks and have strong organisational skills and the ability to work independently. These are typical skills that employers suggest need to be developed as demonstrated in the survey results displayed below.

This survey carried out by the CMI highlighted “managers often have concerns when recruiting young people. Attitude and ambition were the top concerns, with discipline and punctuality also common concerns. Meanwhile, a lack of workplace skills such as communication is another major problem.”



Why is this important?

Having this insight gives you the opportunity to consider your own skill set and identify where you could improve in order to make you more desirable to employers. Remember-it is unlikely you will ever be the only candidate applying for any given job. What will make you stand out from other candidates? How will you be able to convince the employer that you have the desired skills and attributes? Take this week’s opportunity to record the skills you develop with clear examples that you can draw on in future applications and interviews.

Globalbridge

To help you record your skills and experiences, we have a new digital platform for you to register on and begin recording what you do on your work experience. You can keep a record of skills learned or demonstrated, you can even take pictures or record videos of these skills or tasks you are completing and save them to your profile. These will stay on you profile and be useful to help you in the future when you come to look for a job.

To get started with Globalbridge, watch the video in the link provided here:

<https://youtu.be/oLOW1gSuPFY>

You will then need to download the app to your phone or create the profile online. We are using the Microsoft single sign on, as you do when at school. Watch the video to help you get set up and ready to keep track of what skills you develop:

<https://youtu.be/MnsbMgQX0rE>

There are three stages to this journal

- Step 1:** Preparation is key! Complete preliminary research tasks before your placement, finding out about the company, your travel time, work wear, and safety signs and expectations. You should have started this in PSHCE lessons.
- Step 2:** Complete your journal, the mini tasks and interview 2 staff members
- Step 3:** Reflect on your experience and log the skills you've gained and write a letter of thanks to the employer.

Your work experience journey starts here, good luck!

1. Begin your research of the company. Use the internet and research what the company does, the structure, where it operates and other aspects of the business. It is best to know a bit about the company you are going to work in. **Produce notes page of your research and include it in this booklet.** This can be completed as poster or a ppt slide, which can be printed off and stuck in.
2. From your research, come up with some questions you might have for the person looking after you about the company. This will demonstrate engagement in your placement and an interest in the company. Add this to the questions section to help you remember.
3. After the tasks above have been completed, your next job is to call the company or speak with whomever will oversee you on the placement.
4. Introduce yourself and tell them how much you are looking forward to working with them, or equally let them know if you are nervous- they will not mind if you are, because this is a natural feeling.
5. Ask them some details (from the next page) about their expectations for you.
6. Remember to thank them for this opportunity.

Placements profile

Reporting:

Who are you reporting to during your work experience?

Dates of experience:

Start date: ----- End date: -----

Working hours:

From: ----- am/pm To: ----- am/pm daily

Lunchtime arrangements:

Detail below what your lunchtime arrangements will be e.g. packed lunch, lunch provided by employer, buying lunch etc.

Work wear:

Detail below if you are required to wear particular clothing for your role. For example, a suit, high visibility jacket, company clothing etc.

Will this be provided for you? -----

Travel arrangements:

How will you get to your placement? -----

How long will this take? -----

How much will it cost? -----

Outcomes from your placement

Overall, what do you hope to achieve?

.....

What skills would you like to gain and improve?

.....

What knowledge you would like to gain?

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Who can help you to achieve the above?

.....

.....

Protocols when on site

What do you do if...

You're ill?

You're going to be late?

You're concerned about any aspect of your placement?




































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Health and Safety

First day

When you start your experience week, you will be informed of any health and safety rules you need to adhere to. You **must** inform your employer of any medical conditions or health issues you may have, especially if they could affect your ability to undertake certain tasks.

Some safety signs explained:

	MEANING	SHAPE & COLOUR	SYMBOLS	are put inside the safety shape. These are used in all EEC Countries
PROHIBITION	You must not. Do not do. Stop.	 RED means STOP	  	No admittance No smoking No dirty clothes
MANDATORY	You must do. Carry out the action given by the sign.	 BLUE means OBEY	  	Keep clear Head protection must be worn Wear gloves
WARNING	Caution. Risk of danger. Hazard ahead.	 YELLOW means risk of DANGER	  	Danger high voltage Danger mind your head Danger fork lifts in operation
SAFE CONDITION	The safe way. Where to go in an emergency	 GREEN means GO	  	First aid station Emergency phone Emergency exit
MULTI-PURPOSE SIGNS To be used when the hazard requires more than one of the 4 types to convey the safety message.	→	   	Acetylene Wear masks Warning flammable liquid Protective garments must be worn	
SUPPLEMENTARY TEXT If the safety sign needs additional information it may be added in words.	→	   	Fire alarm call point DANGER Highly flammable Protective gloves must be worn Electrical gloves	
FIRE EQUIPMENT SIGNS For indicating the location of fire fighting equipment and how they should be used.	→	   	Fire alarm call point Fire hose reel Fire extinguisher Fire phone	
WORKS TRAFFIC SIGNS Are the same design as public road signs.	→	     	DANGER IDENTIFICATION MARKING 	

WC2

Health and Safety Continued

Make sure you fill this in on your first day:

Where is the First Aid box kept?

Who is the First Aider or the person you should go to for help?

Where is the nearest Fire Exit?

What is the Fire Procedure?

What have you been told about chemicals, dangerous machinery or other hazards (if applicable)?

Do you have to wear any personal protective equipment? When are you required to use it? Why?

What written information on Health and Safety have you seen? (Notices, booklets, etc.)

Who did you meet?

.....

What was their role?

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Who did you work with?

.....

What did you do?

.....

.....

How did you feel?

.....

How do you feel about tomorrow?

.....

If you could change one thing you did today, what would it have been?

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Mini Tasks

Day 2

Ask a member of staff about their role. Find out one positive about the role, and one challenging part.

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Speak to a manager about their role. Find out the top 3 employability skills they would look for in a potential employee.

The top 3 skills are

.....

Day 2

Summarise your day in five words:

.....

Think of an area of your role you have found challenging so far this week. What could you do to tackle this challenge?

One area I have found challenging is

.....

I could tackle this by

Day 3

It's important to plan the possible steps to get to whatever destination you want to get to.

Using an A4 piece of paper, plan what your pathway might be to get from where you are now in your education and training journey, to one of the roles in the organization where you're doing work experience. Once you've done this, take a photograph and upload it to your Globalbridge.

Day 4

Interviews with employees

Find two members of staff, employed in different roles, and interview them to find out more about their responsibilities, daily challenges and skills required for that job.

Interview with employee 1

What is your job title?

What responsibilities do you have?

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What qualifications does someone need for this job?

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Did you have to do any further training for the role?

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Does this training lead to qualifications?

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How long have you been in this role?

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How did you apply for it?

.....

What skills are needed for it?

.....

What is the best part about your role?

.....

What do you find most challenging?

.....

If you were to give one piece of advice to someone looking to get into your industry, what would it be?

.....

.....

Interview with employee 2

What is your role in the company?

How long have you been in this role?

What responsibilities do you have?

.....

Have you been in similar roles previously?

.....

If I were to interview for a job here, what skills would I need?

.....

.....

How should I prepare for an interview?

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.....

.....

If you were to give one piece of advice to someone wanting to work in your company, what would it be?

.....

.....

Summary of week

What was your biggest success of the week?

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What did you find challenging?

.....

How did you deal with this challenge?

.....

What skills did you gain from this week?

.....

Log the skills you've gained and improved in the **Myglobalbridge app**, don't forget to add examples of how you applied that skill to your role!

List 5 job titles of employees within the company:

1:

2:

3:

4:

5:

.....

Reference request

Well done on reaching the final day of your placement. This next task is important for your records and can be used as evidence for your performance and participation in the work experience. It will be useful for you, should you want to apply for Saturday jobs in the near future year 10s. Year 12s, this could be used when applying for jobs at the end of year 13 (just check that would be okay).

Please speak with your employer contact and ask them to complete **a short reference for you by the end of your last day**. The reference will include many things the employer has observed of you throughout your experience. It could include:

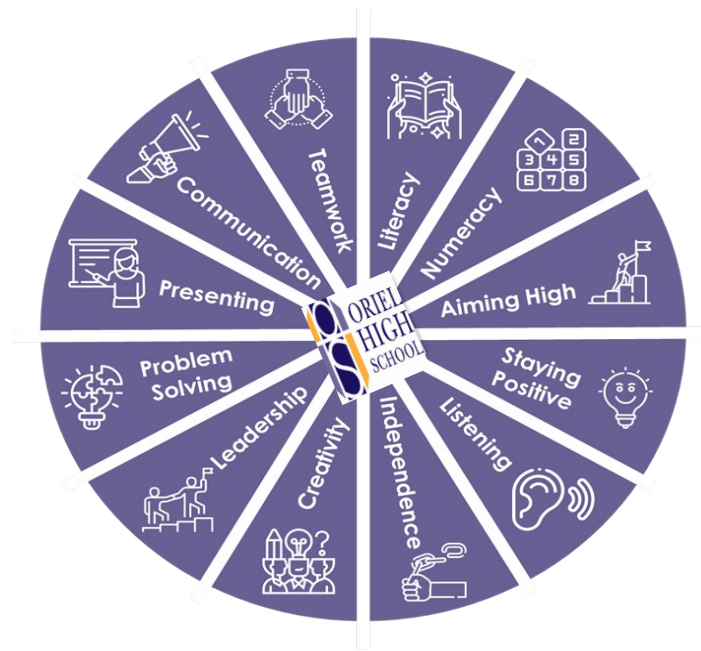
- an appraisal of how you have conducted yourself over the week
- how you came across and relations with colleagues
- your punctuality
- skills displayed
- character
- work effort
- trust worthiness
- reliability
- tasks, roles or activities you performed well in

Please ask your employer to email the reference to rthornton@oriel.w-sussex.sch.uk and to you and we will add it to your Unifrog account.

Evaluation

You have been at your work placement for three days now. Use this page to record all the skills you have used so far. How have your skills improved? Be honest – remember there is no right or wrong answers! 1 is low agreement or not at all, and 4 is high agreement with the statement.

Please circle a number (example: 1 (2) 3 4)	
➤ I am confident speaking to people in my workplace	1 2 3 4
➤ My time keeping has been good	1 2 3 4
➤ I have used my initiative (e.g.: decide for myself that a job needs doing)	1 2 3 4
➤ I am now confident to take responsibility for a task	1 2 3 4
➤ I now feel confident to travel on my own	1 2 3 4
➤ I have followed instructions properly	1 2 3 4
➤ I am now an organised person	1 2 3 4
➤ I can use a computer in a workplace	1 2 3 4
➤ I understand the health and safety procedures in the workplace	1 2 3 4
➤ I have coped with the long hours in the workplace	1 2 3 4
➤ I have asked help when needed	1 2 3 4
➤ I have worked as part of a team	1 2 3 4
<i>Now add up your scores</i>	<i>Total score</i>
<input type="text"/>	
Which 2 skills have I most improved on?	
1.	
2.	
Which 2 skills do I need to work on more?	
1.	
2.	
Is there anything else you would have liked to learn about or do on your experience, that maybe you could look to do in year 12 if you stay at Oriell?	



Using the list of skills above, please record which skills you have used the most by writing a 1-12 in each section. 1 is the least, 12 is the most. Once you have done this, describe instances in your experience where you demonstrated this skill. Do this for the top 3 on your list:

1.

2.

3.

Now make sure you log these skills on your Globalbridge platform if you haven't done so already!

Thank your employer!

This next task is one of the most important. Hopefully you have had a fantastic time and the employers will have been happy with your work. Remember that they have given up a lot of time to have you on work experience, and you want to leave a good impression of yourself.

Take time to write a letter or an email of thanks to the company and person responsible for looking after you. Let them know how much you enjoyed it and what you learned on your experience.

This letter/email should be written over the weekend following the placement and should arrive no later than a week after you have finished it. Remember, these people could be in a position to offer you a job in the future, and courtesy is important in building networks and relationships with local employers.

Congratulations, you have successfully completed the work experience.