



**BIRKDALE SCHOOL  
WORK EXPERIENCE BOOKLET**

Name \_\_\_\_\_ Form \_\_\_\_\_

Host organisation \_\_\_\_\_

Dates \_\_\_\_\_

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### Organisation and Administrative Details

<b>Name of placement supervisor/contact</b>	
<b>Person's title or position</b>	
<b>Address of organisation (including post-code)</b>	
<b>Telephone no. of organisation (including extension)</b>	

Either arrange a preliminary visit or telephone and speak to the person who will be supervising you. Preliminary arrangements will help you with the following :

<b>Daily start time</b>	
<b>Daily finish time</b>	
<b>Transport arrangements</b>	
<b>Transport costs per day</b>	
<b>Meeting point at work place</b>	
<b>Suitable clothing/footwear</b>	
<b>Lunch arrangements/costs</b>	
<b>Other information</b>	

## Work experience – What's it all about ?

[1] Work experience is a unique opportunity for you to explore the world of work.

You will :

- find out more about the significance of work
- learn something of your own skills, preferences and talents
- investigate how to develop your own potential via job choice and academic and vocational training.

[2] During your week you will be treated as an employee. You will undertake normal duties and you will work normal working hours. You will be expected to help, to the best of your ability, with the daily work under the supervision of more senior employees. You will need to take note of and obey health and safety regulations and cooperate with all members of staff. Remember that, at times, you may well be expected to observe rather than become actively involved. Also remember that there will be a limit to the sorts of tasks you might be asked to do. You should not complain if some of the tasks seem mundane.

[3] Members of the public will probably think of you as an employee and will judge the organisation by what they see of you. You are also representing this school and your performance and attitude will reflect on Birkdale. Show interest, work hard and be friendly. Ask questions if you do not understand. Remember employers are asked to complete a report, and comments made may be used in writing school references.

[4] If you are unable to attend work because of illness, or are going to be late on any day, **make sure you notify the organisation and Mr Lidbury at school.** Phone and leave a message as soon as possible. If you are too poorly, ask a member of your family to do this. The Birkdale School telephone number is 0114 2668408.

[5] Work experience should be a valuable experience for you. It is made possible by the full co-operation of the organisation concerned and your responsible performance this year will help make it possible to offer something similar to next year's Lower Sixth.

## Work Experience Report

To enable your form tutor to write a reference for universities or employment, please complete the following **Work Experience Report** and hand in **on your return to school**. The following table is designed to make it relatively quick and easy for you to record your thoughts about your work experience placement.

<b>Describe the nature of the placement organisation (e.g. type and size of business)</b>	
<b>What tasks did you carry out?</b>	
<b>What new skills did you learn ?</b>	
<b>How good do you think your attendance and time-keeping were?</b>	
<b>Describe any problems you helped to solve, or how you demonstrated initiative.</b>	
<b>How did you fit in as part of a team ?</b>	
<b>How important is it to be able to communicate to your colleagues ?</b>	
<b>Outline any links with your AS subjects.</b>	
<b>List 3 key things you learned about the world of work</b>	<b>1.</b> <b>2.</b> <b>3.</b>
<b>Any other interesting/useful information?</b>	

Please remember to ask your supervisor to fill in their report at the end of this booklet.

## Employer's Assessment Form

(Please complete at the end of the work experience week)

We particularly value any comments you can make in assessing the student's character, abilities and career options. Your comments may be used to support references to universities and employers.

1.

<b>Name of student</b>		<b>Name of host organisation</b>	
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### 2. Personal organisation.

Please tick one column only per row. Write any additional comments at the end of each row.

	Level 4 (Excellent)	Level 3 (Good)	Level 2 (Average)	Level 1 (Poor)	Additional comments
<b>Attendance</b>					
<b>Time keeping</b>					
<b>Personal presentation</b>					

3.

Please **DO** comment here on the student's enthusiasm, initiative, co-operation, personality and abilities, along with anything else you wish to note about the student.

  
  
  
  
  
  
  
  
  
  

4.

<b>Name</b>		<b>Title/position</b>		<b>Date</b>	
<b>Signed</b>					

Please return this to Birkdale via the student concerned or, in confidence, through the post to:  
Mr Matthew Lidbury, Birkdale School, Oakholme Road, Sheffield, S10 3DH.