## **Work Placement Diary**

## Part 1: General Information

Name of student
Class
Date of Placement
Name of Employer
Address of Employer
<ol> <li>Description of placement (size of company/business/ type of business/ number of employees etc)</li> </ol>
2. Why did you select this particular placement?
3. How did you get the placement?

## Part 2: Diary of Work Experience.

Write at least three daily entries during the week of your work experience. The following headings may be used (see sample entry at back of this handout)

- Day and date
- Starting and finishing times
- Training/instruction given
- Duties performed
- Interaction with staff or public
- Observations (your viewpoint on the work, what you learnt and say, things that surprised you)
- What you learnt or skills you developed.
- Possible skills: People skills (openness, respect, speaking, listening), Leadership skills, Team work skills, Organisational Skills, Time Management Skills, Computer Skills, Communication Skills, Personal Skills (Adaptability, initiative, goal setting, motivation, professionalism)
- When describing a skill explain how that skill was developed e.g. My computer skills improved as I was shown how to use Excel.

Day 1			

Day 2		
		 <u></u>
		 <u></u>

Day 3	

## Part 3: Evaluation.

Overall evaluation of the experience (see attached photocopy of sample evaluation).

1.	Would this career interest you in the future? Why/ why not? Would this type of working environment suit you (e.g office environment/ outdoors/ classroom)?
2.	What was the most important skill acquired/learning made (even if the work did not suit you)?
3.	How did you relate to staff/ customers?
4.	Challenges/ problems you encountered and how you responded to them.

5. What feedback did you receive from your employer or other staff (comments/praise/ suggestions on work done/ comments at the end of the placement)?

6. Overall comments on you	ır week.		