

Day to Work My Handbook

Name:
Form Group:
Date of Day to Work:

our Name:	
lame of Employer's Organisation:	
ddress of Employer:	
lame of Employer Contact:	
elephone Number:	
tart Time:	
inish Time:	
ravel Arrangements:	
unch Arrangements:	
School Emergency Contact: HGSS Office 01494 712 (if not available leave a message and someone will return yo	
nat should you do if:	
u are unwell and cannot go to work?	
are worried about anything at work?	
u have finished your work and have nothing to do?	

Things you may need to do.....

Now you are at your placement you should find out what skills and qualities the organisation wants from you. Tick the right boxes below for those things you can do and those the organisation may need you to do. Be honest. How do you know you can do something?

There is a space at the bottom for adding and other important skills you either have or will need.

	Things I can do	Things the business may want me to do	Things I am going to have to learn
Listen Carefully			
Make a phone call to a business contact or client			
Use a computer to word process			
Use a special computer programme			
Be pleasant and polite when faced with a difficulty			
Be pleasant and polite in general			
Follow instructions			
Be honest and trustworthy			
Keep a record of what you have done			
Make coffee/tea/refreshments			
Keep business information secret			
Make decisions			
Ask for help when you need it			
Other skill:			
Other skill:			

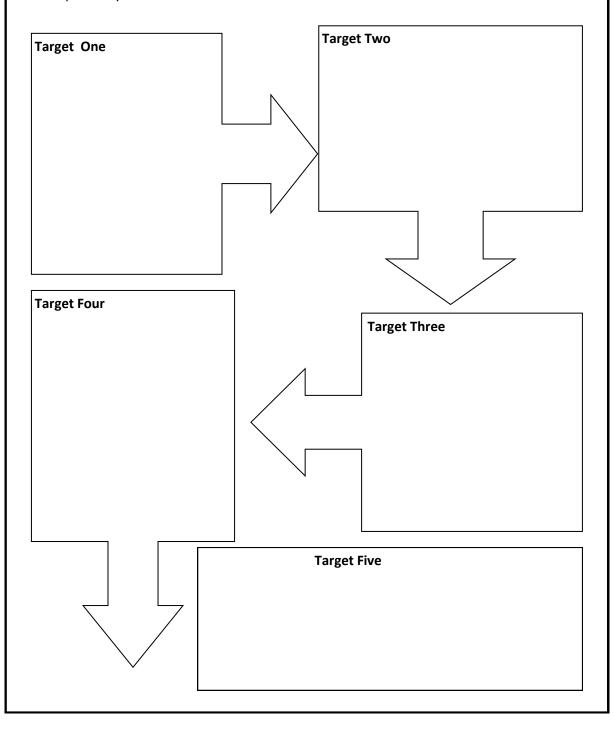
Personal Targets

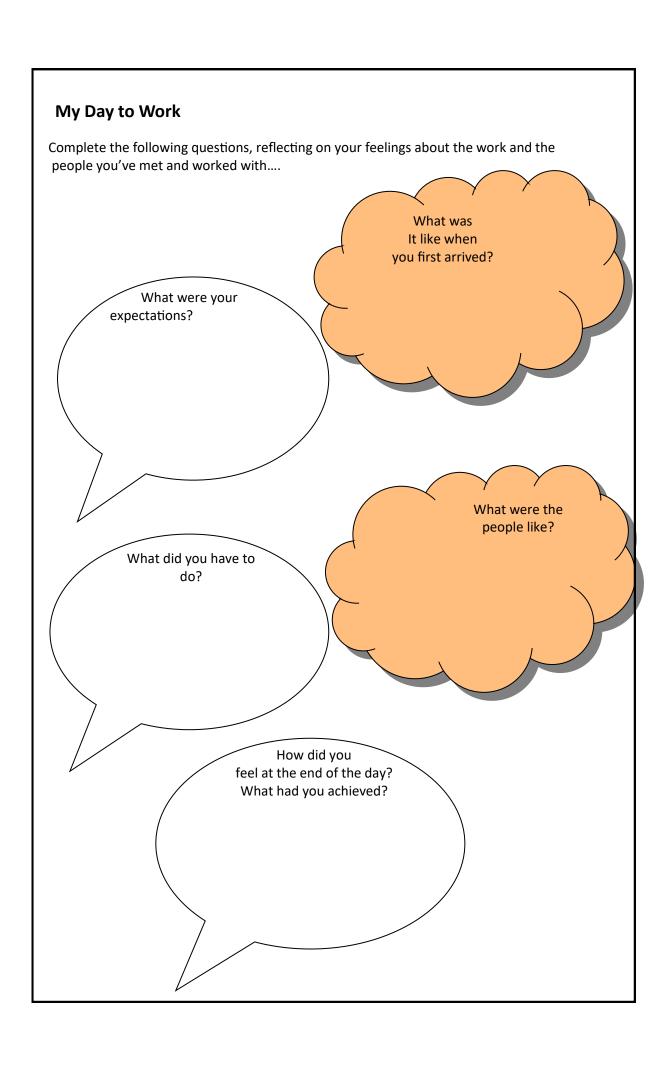
Think about the skills and qualities you would particularly like to improve on your placement.

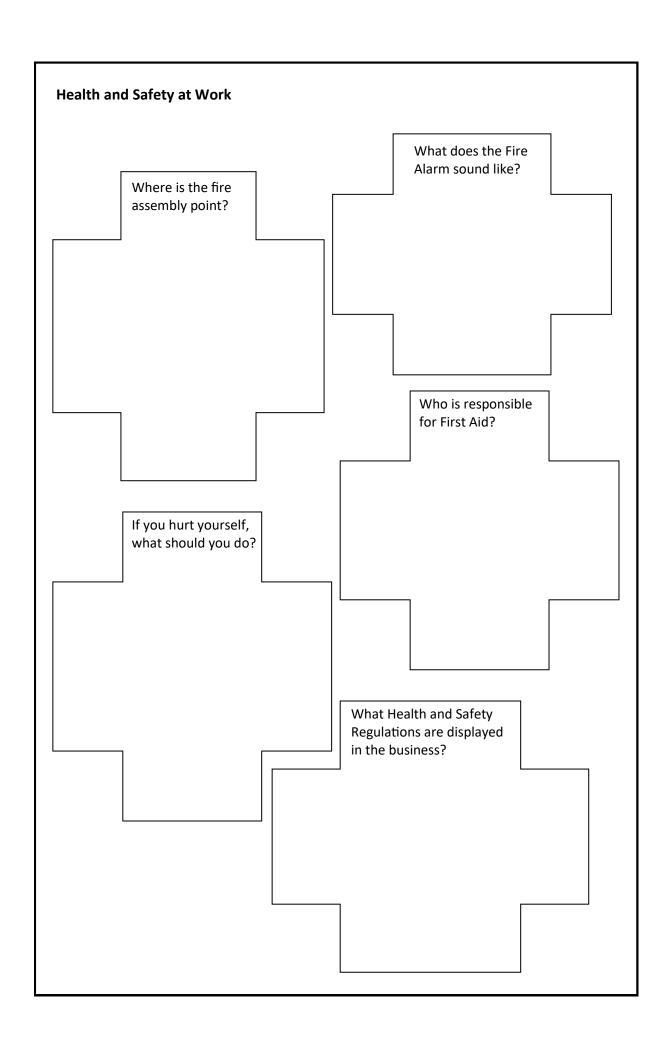
Complete the boxes below with your personal targets Make sure they relate to YOUR placement.

Examples:

- · to learn how to set out a business letter
- · to show interest in my job
- \cdot to improve my self-confidence







Health and Safety At Work

At the start of your 'Day to Work', investigate the things you need to remember.

General Advice

- Wear any protective clothing or equipment even if others don't!
- Look for signs and ask questions if you don't understand
- Don't take any risks
- Walk, don't run
- Take care when lifting or carrying objects
- Most accidents hannon hecause of silly hehaviour or carelessness so he sensible and

•	careful
•	You are responsible for your safety as well as taking care of others
•	Ask about Health and Safety rules
•	Follow any rules
•	Report anything that looks dangerous
•	Don't leave anything around that could be a hazard
Draw	, any warning signs that you have seen and explain what they mean
Diaw	any warning signs that you have seen and explain what they mean

Job Interviews	
Interview one person in your how they feel about it	workplace and find out as much as you can about their job and
What is your job title/position?	
What qualifications does your job require?	
What kind of training have you had in the past three years?	
What career opportunities exist for you in your company?	
Is your present career the one you chose as a school leave? If not, what changed your mind?	
What are the most important skills used in your job?	
What three things do you enjoy the most about your work?	

Your Work	
Use this section to write about your v	vork and what you are doing today
Who is your boss at work?	
How many people work in the department you are in?	
What jobs are done in the area of business you are working in?	
Describe the jobs that you have done during your 'Day to Work'	
What help have you been given with your work?	
Have you worked as part of a team?	
Give an example of a task you have done with other employees	

Reviewing your Day to Work

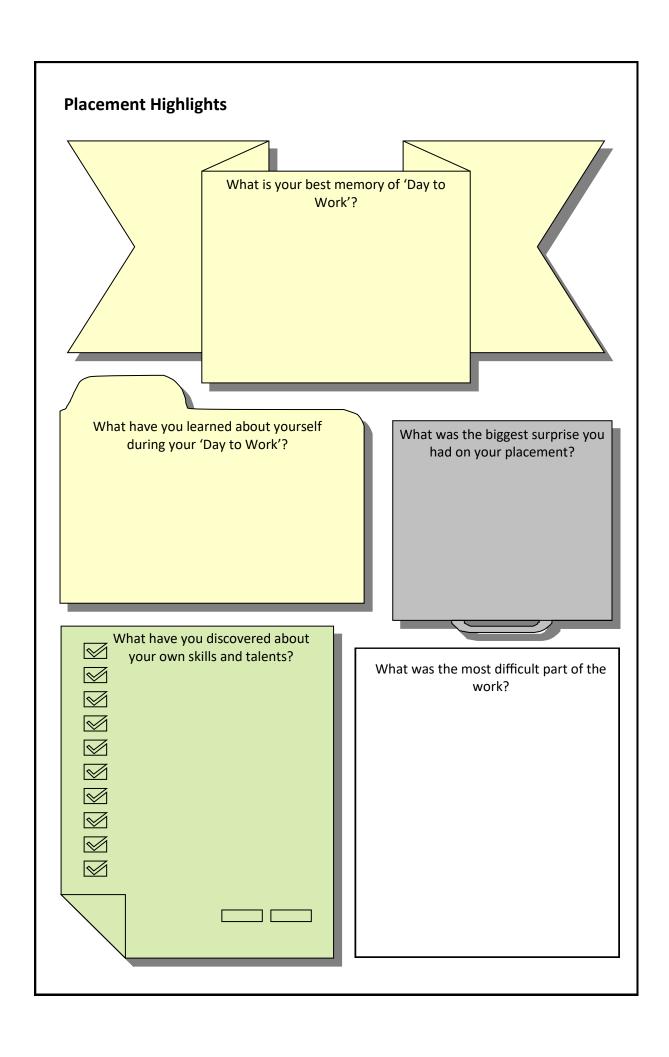
Look back at the list of targets and consider all the things that you hoped to get out of your experience.....

1.	Have you gained what you wanted from your placement? Explain why

2. Would you be interested in this type of work in the future? Why? If not, what job would you be interested in?

3. Has your placement helped you to decide what kind of job/area of work you would like to do in the future?

4. Think about the skills that you have learned during your placement.
Will these skills be useful to you at school? Could they be useful to you in the future?





If misplaced please return to:

The Office
Holmer Green Senior School
Parish Piece
Holmer Green
Buckinghamshire
HP15 6SP

Thank you