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# ISAAC NEWTON ACADEMY

## Work Experience

Monday 2 July 2018 —  
Friday 6 July 2018

Name .....

Form group .....

# Pre work experience

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1. How will you get to your work place?

a. Will you take the tube or the bus or walk?

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b. How long will it take? What is the cost per day?

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c. What could go wrong?

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d. How long should you allow for things to go wrong?

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e. When will you complete your practice run to your placement

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f. What lessons did you learn from your practice run?

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2. What will you wear?

a. Is it smart professional office wear?

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b. Will you be expected to walk around a lot?

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c. Will you be on a building site/ somewhere with specialist/safety clothing?

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3. What will you do for lunch?

a. Are you coming to collect a packed lunch from school?

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b. Are you fasting? How will you explain that to your employers if they offer to take you out for lunch?

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4. What problems might arise and what will you do in each situation?

a. What if you're late?

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b. What if you are sick?

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c. What if you cannot find your placement?

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d. What if you get lost on your placement?

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5. What problems might arise and what will you do in each situation?

a. What if you cannot do a task you have been set?

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b. What if you are not given any tasks to do?

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c. What was it about the placement that appealed to you?

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d. What do you want to get out of your placement?

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e. How will you make a good first impression?

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f. How will you make it look like you are interested in what the company does/what each member of staff does?

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g. What kind of small talk could you make? What could you tell them about yourself that they might find interesting?

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h. Have you completed an interview and how did this experience benefit you?

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# Monday 2nd July

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What time did you get up for work today?.....

How long did it take you to get into work? .....

What time did you arrive at work? .....

Was there a reception when you arrived? **YES / NO**

Describe the first place you arrived at. Was it a lobby, a small desk, a waiting room or something different?

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Who greeted you when you arrived? .....

Does the office you are working in look the way you imagined it? **YES / NO**

Describe the room or area you will be working in for the next five days

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Write a short summary/ reflection about your first day at work

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# Tuesday 3rd July

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What time did you get up for work today? .....

How long did it take you to get into work? .....

What time did you arrive at work? .....

Did it take you more or less time to get to work today? **MORE / LESS**

What was the reason for this? .....

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What time do most employees arrive at work?

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What do most employees do when they arrive at work – does there seem to be a general routine?

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How do staff answer the phone – what do they say? What type of voice do they use?

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Write a short summary/ reflection about your first day at work

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# Wednesday 4th July

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Who have you offered to make tea or get coffee for today? Which did they want? Did they have any other requests?

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What do the employees at your company do for lunch each day? Is there a favourite cafe or shop they seem to go to or do they visit a canteen?

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Write a short summary about your day at work

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# Thursday 5th July

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How have you made yourself indispensable today?

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What could you have done better in?

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Write a short summary/ reflection about your first day at work

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# Friday 6th July

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Who do you need to thank at your work experience? What do you need to thank them for? How can you thank them?

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What have you learned from your work experience?

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What skills have you developed which you could take back to school with you?

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# Feedback

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## Supervisor feedback

What has the student done well this week?

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What should be their focus next time they do work experience?

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Supervisor signature: .....

