

Vista Work Experience Journal

23rd – 27th June 2024



Valued * Innovative * Successful * Team * Ambitious

Name:

Tutor group:

Employer:

Role:

Working hours:

From:

To:

Things to prepare:

Lunchtime arrangements (e.g. packed lunch, provided by work, buying lunch yourself)

Workwear (e.g. are you required to wear particular clothing such as a suit, high visibility jacket, company clothing, or a uniform?)

Will this be provided for you? Yes / No

Travel arrangements:

Mode of travel (e.g. car, train, walk, bus)

Journey length

Cost of travel

Main contact:

Write the name of the person you are reporting to during your work experience:

What will I do if...

I wake up and feel too unwell to go to work?

I realise that I'm going to be late?

I'm concerned about part of my work experience?

Who should you talk to if you see a health and safety risk while on work experience?

Remember: You will be informed of any health and safety rules you must adhere to at work. 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.

2. Outcomes of your work experience

Overall, write down the main thing you hope to achieve from your work experience:

Write down two things you'll do to make the most of your work experience:

1.

2.

Write down two key skills you would like to develop during your work experience:

1.

2.

COMPLETE DURING WORK EXPERIENCE

3. Daily log

Complete each of the suggested tasks each day of your work experience.

Day one: What did you do?

Write at least **one** thing that went well today.

Write at least **one** thing you are looking forward to about tomorrow.

Day two: What are your tasks?

Explain at least **one** task you did today. Provide as much detail as possible.

Did you enjoy completing this task? Explain your answer.

Day three: Mid-week reflection

Write down **one** thing that's gone well so far this week.

Write down **one** thing you'd like to improve. Who could help you improve in this area?

Day four: What is your place of work like?

Describe what your workplace is like. Provide as much detail as possible.

Is this type of workplace suited to you? Explain your answer.

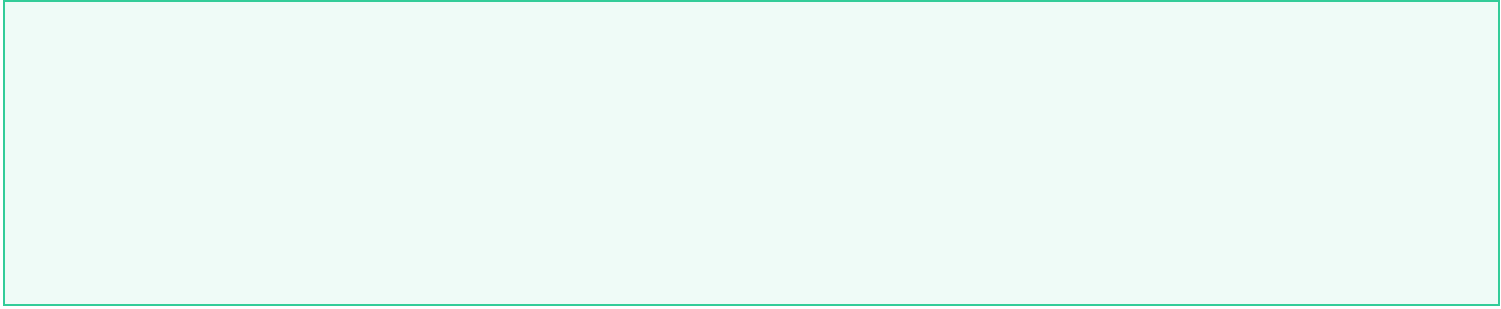
Day five: What did you learn?

Write down **three** things you learned this week.

1.

2.

3.



COMPLETE AFTER WORK EXPERIENCE

1. Did you manage to achieve the goal you set before your work experience

2. Did you do the three things you planned to do to make the most of your work experience?

3. Did you develop the three skills you wanted to improve during your work experience?

4. Did you gain any additional skills you didn't expect to develop during your work experience?

5. What was your favourite thing about work experience?

6. What was the most challenging thing about your work experience?

7. How has this work experience impacted your ideas for your future career journey?

