

Thank you for your support.
We would appreciate feedback, comments and suggestions about these materials.

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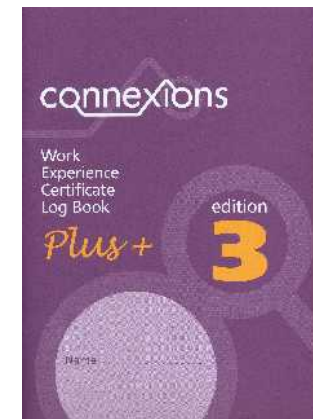
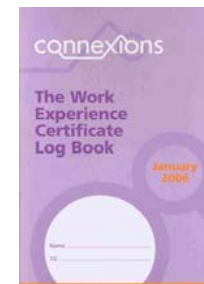


Leading learning and skills

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WEST OF ENGLAND

Work Experience Certificate Log Book and Work Experience Certificate Log Book Plus



A Guide for Employers

Introduction:

Thank you for agreeing to take a student on a work experience placement.

As you know work experience provides students with an excellent opportunity to develop their understanding of the working environment and also to practice and develop useful learning and employability skills.

Connexions West of England is working with local schools/colleges to ensure students make the most of the learning opportunities work experience placements can offer. In this context, teachers, tutors, mentors, employers and Connexions staff have designed a 'Work Experience Certificate Log Book' and a 'Work Experience Certificate Log Book Plus' (simplified version).

Students from _____ will be using one of these Log Books while on work experience with you.

What do the Log Books aim to do?

- The Log Books encourage students to take responsibility for deciding the personal targets they would like to work towards on work experience.
- The targets support the development of key skills and personal qualities and encourage students to complete tasks, which will extend their knowledge of the working environment.
- Students are encouraged to complete the process of planning, doing, reviewing and learning from work experience.

If students show evidence of completing all stages of this process they will receive a certificate endorsed by Connexions West of England and the Learning and Skills Council West of England.

How can employers/supervisors help?

It will be of great benefit to the students if you are able to support them completing their Log Book in the following ways:

Page 10/13: Sign, and agree (or help students to adapt) the work experience action plan they prepared before arriving at the work experience placement. Help students to find opportunities to achieve their targets and collect evidence.

Page 11: Give students a Health and Safety briefing on the first day, which answers all the questions on this page.

Page 12/14: At the end of the placement please tick the boxes if you feel the student has attended, been punctual and been safe to an acceptable level. Please sign at the bottom of the page.

Page 17: In the Employers box, please comment on the student's achievements on work experience (If you intend to provide a written report separate from the Log Book please write 'see attached' in this box).



If you would like to know more about the Log Book or express your opinions about it, see over.....