



# WORK EXPERIENCE LOG BOOK

## LOG BOOK DETAILS

**NAME**

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**WORK EXPERIENCE DATES**

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**BUSINESS/ORGANIZATION**

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## **LOG BOOK**

THIS LOG BOOK IS A

### **MAJOR WORK REQUIREMENT**

FOR YOUR WORK EXPERIENCE

#### **IT IS DIVIDED INTO THREE SECTIONS:**

- **WORK EXPERIENCE PREPARATION**

\*Before you start your work experience, you must read and follow all the guidelines and complete the work experience details on page **3**.

- **ON THE JOB**

\*Take your learner log book to work every day and have your work supervisor sign it at the end of every day. You must complete the type of business details on page **12 to 13**. You will need to ask your supervisor for assistance with this.

- **WORK EXPERIENCE EVALUATION AND FOLLOW-UP**

\*What to do after your work experience

\*Evaluating my work experience (**your** evaluation of your work experience)

### **REMEMBER!!**

**YOU NEED TO TAKE YOUR LOG BOOK TO WORK EVERY DAY.**

**YOU WILL NEED TO ASK YOUR WORK SUPERVISOR TO SIGN**

**YOUR LOG BOOK AT THE END OF EVERY DAY.**

## **WORK EXPERIENCE PREPARATION:**

Before you start your work experience you must read and follow all the guidelines in this section of your booklet and complete the work experience details on the next page.

## **THIS SECTION OF YOUR LOG BOOK CONTAINS:**

- Work experience details
- What is work experience
- What to do before your work experience
- What employers expect
- What to do if.....?
- Agreement-Code of Conduct

## **WORK EXPERIENCE DETAILS:**

PLEASE COMPLETE THIS PAGE **BEFORE** YOUR WORK EXPERIENCE STARTS

<b>BUSINESS NAME:</b>		
<b>BUSINESS ADDRESS:</b>		
<b>BUSINESS TELEPHONE:</b>		
<b>CONTACT PERSON:</b>		
<b>TITLE(E.G. MANAGER):</b>		
<b>TYPE OF WORK:</b>		
<b>WORK HOURS:</b>	<b>START:</b>	<b>FINISH:</b>
<b>DATE FROM:</b>	<b>START:</b>	<b>FINISH:</b>

## WHAT IS WORK EXPERIENCE?

### WORK EXPERIENCE AIMS TO PROVIDE:

- An improved understanding of the world of work
- Increased self-awareness, especially of your strengths and abilities in relation to the work experience
- Improved self-confidence
- Learning which skills and competencies are required in the workplace
- Work experience can be used to improve further study, or job or apprenticeship opportunities

### WHAT ARE EMPLOYABILITY SKILLS?

*These are skills which you use over and over again in your life. They are tools which help you to be effective in the workplace.*

**COMMUNICATION:** helps build positive relations across employees and customers. Examples include listening and understanding, speaking clearly and directly, writing, reading and understanding.

**TEAMWORK:** helps create productive working relationships and outcomes. Examples include working as a member of a team, applying team work to a range of situations.

**PROBLEM SOLVING:** finds & solutions to problems or issues. Examples including identifying problems, developing solutions and solving problems in teams.

**SELF MANAGEMENT:** helps employee satisfaction and growth. Examples include taking responsibility and evaluating and monitoring your own performance.

**PLANNING AND ORGANIZING:** gets things done on time. Examples include time management, setting priorities, making decisions, setting goals, collecting, analyzing and organizing information.

**TECHNOLOGY:** is used in many ways to make us more effective. Examples include having a wide range of basic IT skills, using IT to organize information, being willing to learn new IT skills.

**LEARNING:** never stops and helps us to stay up to date & effective in our jobs. Examples include being enthusiastic about learning, being willing to learn, being open to new ideas and techniques.

**INITIATIVE AND ENTERPRISE:** leads to innovative outcomes. Examples include adapting to new situation, being creative, turning ideas into action, coming up with a range of options.

**WHEN YOU ARE ON WORK EXPERIENCE YOU WILL BE USING EACH OF THE ABOVE**

**COMPETENCIES IN MANY DIFFERENT WAYS. KEEP A RECORD**

**OF YOUR MAJOR DUTIES AT WORK AND OF THE COMPETENCIES YOU HAVE**

**DEMONSTRATED IN THE WORKPLACE.**

## **WHAT TO DO BEFORE YOUR WORK EXPERIENCE**

### **YOU SHOULD ALREADY KNOW BASIC DETAILS ABOUT YOUR WORKPLACE**

- The name of your employer
- The address of your employer
- The business phone number
- The name of the contact person

There are still some things that you have to do in the week before you begin your work experience and these are:

### **CONTACT AND/OR MEET YOUR EMPLOYER**

If you haven't already met your employer, you **MUST** try to do so before work experience starts. If a meeting is not possible (or you have already met your employer), then you must speak to your employer by phone during the week before you start your work experience.

### **CHECK THE NECESSARY DETAILS WITH YOUR EMPLOYER**

Find out (or make a final check on) the following details:

- Your start and finish times for each day.
- What you should wear? What is appropriate in that particular workplace?
- What lunch arrangements you will need to make? What is expected? What is available?
- Any other special requirements or arrangements you need to be aware of?

What will you be doing during the week at work? Discuss with the employer the types of tasks that you might be given and the possible program you could be following. This step is very important. It is one way that you can show some interest in the workplace and impress your employer even before you arrive at work!

### **ORGANISE YOUR TRANSPORT**

Organise in advance how you will get to and from work each day. Travel arrangements are your responsibility.

### **GET ALL YOUR QUESTIONS ANSWERED**

Discuss with your employer, or trainers and family any other concerns or questions you might have regarding your work experience.

**WORK EXPERIENCE IS AN OPPORTUNITY FOR YOU TO BECOME INDEPENDENT AND  
CONFIDENT IN YOUR ABILITIES TO COMMUNICATE EFFECTIVELY IN A WORK ENVIRONMENT.**

## WHAT EMPLOYERS EXPECT

### YOUR EMPLOYER WILL EXPECT YOU TO:

- Be **punctual**-someone who always arrives at work on time.
- Take care of your **personal appearance**.
- Be **keen** about the work. Show an **interest** in the job and in the business.
- Be **prepared** to do a job well and perform **all** duties carefully.
- **Volunteer** to perform duties which you know you can do well.
- Expect **no favors** from your employer.
- Find out when the tea breaks are and the length of the break and **always be back on time**.
- **Make notes** about what you have to do if you are given a number of tasks at once.
- **Ask questions** about the job, the business and the industry.
- Be **careful** using machinery. **Don't use any machinery which requires a special license if you don't have a license**. Make sure you understand exactly how to use a machine before you begin, and never use a machine unsupervised.
- Be **discreet**. If you overhear or see anything **private** or **confidential** even by accident, keep it to yourself. Never pass on any unfavorable comments about other workers. If you feel uncomfortable about something, talk to your careers advisor/YouthNow learning coordinator or to your employer.
- **Be prepared to do small tasks before expecting anything major**. Don't expect too much. Most people will expect you to show your abilities in fairly small tasks before giving you a more complicated job.
- **Work without distracting** other employees.
- Be prepared to **act as an observer** sometimes and watch what is going on. But don't use this as a way of getting out of something else you should be doing.
- **Be positive. A positive attitude is the best thing you can take with you to your work experience**. Your employer is spending time and money to help you. They will appreciate it if you make a positive contribution.
- **Follow the guidelines** in this booklet and those recommended by your employer.
- **Smile and enjoy yourself!**

**The more you put into your work experience – The more you will get out of it!**

## **WHAT TO DO IF...**

### **YOU ARE GOING TO BE LATE FOR WORK:**

THIS SHOULDN'T HAPPEN! However, if something happens to make you late you should phone your employer or supervisor at the workplace to make them aware that you are on the way. Provided you get there as soon as possible, and your reason is genuine and unavoidable, your employer will understand. However, do not make this a habit save their phone number in your mobile.

### **YOU ARE SICK AND CANNOT GO TO WORK:**

Make two phone calls, one to your employer and one to the school:

- Phone your employer or supervisor before normal starting time and explain why you will be absent. Give your employer an idea of the length of time you think you will be absent. Ask if you need a doctor's certificate. If so make a doctor's appointment.
- Either you or your parent/guardian should contact the school to explain that you are unwell and unable to attend work. This will be treated as an "explained absence" from Al Taqwa College.

### **YOU ARE INJURED AT WORK:**

There are specific procedures for employers to follow if someone is injured. However, no matter how trivial you think the injury is, you should report it to your employer immediately. Depending of the extent of your injury, the employer will contact either you parent/guardian or the school, or possibly both. The college has Public Liability cover for up to \$20million and Personal Accident Voluntary Workers Vic Cover. **The work experience participant named above is covered by these QBE Policies forms will have to be completed. HOWEVER, IF YOUR WORK EXPERIENCE ARRANGEMENT FORM IS NOT COMPLETED, YOU WILL NOT BE COVERED.**

**All paperwork should be signed with the college and your host employer.**

**YOU HAVE A PART TIME JOB WHICH CLASHES WITH YOUR WORK EXPERIENCE:** Discuss this in advance with your regular employer. Try to arrange your regular roster to fit it with your work experience. If there is a problem, see your careers advisor who can help you to arrange something suitable.

## **WHAT TO DO IF...**

### **YOU FEEL YOU ARE BEING HARASSED AT WORK:**

Harassment at work may fall into a number of categories. It is essential that, if you are not comfortable with your workmates or supervisor, you discuss this with someone immediately. This may be someone from your family or from the school. If necessary, the school may need to act on your behalf.

**PHONE THE SCHOOL IF YOU HAVE ANY PROBLEMS YOU CAN'T DEAL  
WITH DURING YOUR TIME AT WORK. YOU'RE CAREERS ADVISOR WILL BE AVAILABLE TOO  
HELP YOU.**

## **AGREEMENT-CODE OF CONDUCT**

This agreement- code of conduct is for **you to sign** ....signing it shows that you accept and honor the following principles of work experience.

**1. I RECOGNISE:**

- On the work experience training is a privilege
- I have responsibilities to my host employer and the school.
- Work experience is an important part of my career pathway.

**2. I KNOW:**

- What my employer may expect of me
- My likely starting and finishing times

**3. DURING MY WORK EXPERIENCE I WILL:**

- Maintain a positive and enthusiastic attitude
- Be courteous and respectful
- Try to communicate effectively
- Apply and develop my employability skills.
- Observe rules, regulations and instructions in the workplace
- Meet the workplace dress standards

**4. I AM PREPARED TO:**

- Telephone my host employer at least a week before starting
- Be interviewed by my host employer before the vocational work experience (if possible)
- Be responsible of my log book
- Familiarize myself with, and know the competencies to be met before starting
- Notify my host employer, Work Experience coordinator of any absences
- Attend a feedback session during my work experience

I understand that during my work experience I may have access to information which is private and confidential. I agree that I will not convey to any person outside the host employer's workplace and knowledge or information of a confidential nature which is gained in the course of this work experience. I understand the seriousness of any breach of this agreement.

If you are unsure about any of the above please see your career advisor before signing this form.

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Applicant's signature

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Date

## ON THE JOB

TAKE YOUR BOOKLET TO WORK EVERY DAY AND HAVE YOUR WORK SUPERVISOR SIGN IT AT THE END OF EVERY DAY.

YOU MUST COMPLETE THE TYPE OF BUSINESS DETAILS ON PAGES (12-13).

YOU WILL NEED TO ASK YOUR SUPERVISOR FOR ASSISTANCE WITH THIS.

### THIS SECTION OF YOUR BOOKLET CONTAINS:

- Hints for your work experience
- Type of business( for you to complete)
- Daily record and employability skills

# HINTS...

IF YOU HAVE A MOBILE PHONE WITH YOU- TURN IT OFF BEFORE YOU ENTER YOUR PLACE OF EMPLOYMENT. ONLY CHECK YOUR MESSAGES DURING BREAKS AND LUNCH. ALSO PUT YOUR EMPLOYERS PHONE NUMBER INTO YOUR PHONEBOOK SO THAT YOU MAKE CONTACT WITH THEM IF NEED BE.

Remember to smile when you are introduced to people.

***Make sure you learn and use the names of the people you will be working with. Introduce yourself to workers as you meet them. Speak up and speak clearly, and always have eye to eye contact.***

***Find out if there any special occupational health and safety issues you need to be aware of at this type of workplace.***

**MAKE SURE YOU UNDERSTAND WHAT YOUR EMPLOYER WANTS YOU TO DO.**



Employer has received

**EMPLOYABILITY SKILLS REPORT!**

**YOUR EMPLOYER NEEDS TO COMPLETE THE EMPLOYABILITY EVALUATION FORM AND GIVE IT BACK TO YOU WHEN YOU HAVE FINISHED YOUR WORK EXPERIENCE, TO GIVE BACK TO YOUR CAREER ADVISOR.**

**TYPE OF BUSINESS**

What type of business are you working for?

(Circle one)

- Self employed
- Partnership
- Private company
- Public company
- Government department
- Other

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**WHAT DOES THE BUSINESS DO?**

**HOW MANY PEOPLE ARE EMPLOYED BY THE BUSINESS?**

**WHAT AREA/OCCUPATION ARE YOU DOING IN YOUR WORK EXPERIENCE?**

WHERE DOES THE BUSINESS OPERATE?

(PLEASE CIRCLE ONE)

- LOCAL AREA
- ACROSS THE STATE
- ACROSS AUSTRALIA
- INTERNATIONALLY
- EXPLAIN

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**DESCRIBE SOME OF THE MAIN TASKS YOU WOULD BE EXPECTED TO PERFORM IN THIS OCCUPATION:**

**HIGHLIGHT ANY OF THE TASKS IN THE ABOVE LIST YOU WOULD LIKE TO PERFORM DURING YOUR TIME OF WORK EXPERIENCE LEARNING.**

**DESCRIBE SOME OF THE PERSONAL REQUIREMENTS YOU WILL NEED FOR THIS TYPE OF WORK:**

**LIST THE OTHER OCCUPATIONS THAT EXIST IN THE BUSINESS:**

**DAILY RECORD-DAY ONE**

In the space below, list your major duties at work today. Date: \_\_\_\_\_

YOUR SIGNATURE: \_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_

COMMENTS (OPTIONAL): \_\_\_\_\_

## **EMPLOYABILITY SKILLS- DAY TWO**

Which of the following areas did you demonstrate ability in today?

<b>EMPLOYABILITY SKILLS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>EXAMPLE</b>
<b>COMMUNICATION</b>				
<b>TEAM WORK</b>				
<b>PROBLEM SOLVING</b>				
<b>SELF MANAGEMENT</b>				
<b>PLANNING AND ORGANISING</b>				
<b>TECHNOLOGY</b>				
<b>LEARNING</b>				
<b>INITIATIVE AND ENTERPRISE</b>				

YOUR SIGNATURE: \_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_

COMMENTS (OPTIONAL): \_\_\_\_\_

**DAILY RECORD-DAY THREE**

In the space below, list your major duties at work today. Date: \_\_\_\_\_

YOUR SIGNATURE: \_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_

COMMENTS (OPTIONAL): \_\_\_\_\_

## **EMPLOYABILITY SKILLS- DAY FOUR**

Which of the following areas did you demonstrate ability in today?

<b>EMPLOYABILITY SKILLS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>EXAMPLE</b>
<b>COMMUNICATION</b>				
<b>TEAM WORK</b>				
<b>PROBLEM SOLVING</b>				
<b>SELF MANAGEMENT</b>				
<b>PLANNING AND ORGANISING</b>				
<b>TECHNOLOGY</b>				
<b>LEARNING</b>				
<b>INITIATIVE AND ENTERPRISE</b>				

YOUR SIGNATURE: \_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_

COMMENTS (OPTIONAL): \_\_\_\_\_

**DAILY RECORD-DAY FIVE**

In the space below, list your major duties at work today. Date: \_\_\_\_\_

YOUR SIGNATURE: \_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_

COMMENTS (OPTIONAL): \_\_\_\_\_

## **EMPLOYABILITY SKILLS- DAY SIX**

Which of the following areas did you demonstrate ability in today?

<b>EMPLOYABILITY SKILLS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>EXAMPLE</b>
<b>COMMUNICATION</b>				
<b>TEAM WORK</b>				
<b>PROBLEM SOLVING</b>				
<b>SELF MANAGEMENT</b>				
<b>PLANNING AND ORGANISING</b>				
<b>TECHNOLOGY</b>				
<b>LEARNING</b>				
<b>INITIATIVE AND ENTERPRISE</b>				

YOUR SIGNATURE: \_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_

COMMENTS (OPTIONAL): \_\_\_\_\_

**DAILY RECORD-DAY SEVEN**

In the space below, list your major duties at work today. Date: \_\_\_\_\_

YOUR SIGNATURE: \_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_

COMMENTS (OPTIONAL): \_\_\_\_\_

## **EMPLOYABILITY SKILLS- DAY EIGHT**

Which of the following areas did you demonstrate ability in today?

<b>EMPLOYABILITY SKILLS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>EXAMPLE</b>
<b>COMMUNICATION</b>				
<b>TEAM WORK</b>				
<b>PROBLEM SOLVING</b>				
<b>SELF MANAGEMENT</b>				
<b>PLANNING AND ORGANISING</b>				
<b>TECHNOLOGY</b>				
<b>LEARNING</b>				
<b>INITIATIVE AND ENTERPRISE</b>				

YOUR SIGNATURE: \_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_

COMMENTS (OPTIONAL): \_\_\_\_\_

**DAILY RECORD-DAY NINE**

In the space below, list your major duties at work today. Date: \_\_\_\_\_

YOUR SIGNATURE: \_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_

COMMENTS (OPTIONAL): \_\_\_\_\_

## **EMPLOYABILITY SKILLS- DAY TEN**

Which of the following areas did you demonstrate ability in today?

<b>EMPLOYABILITY SKILLS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>EXAMPLE</b>
<b>COMMUNICATION</b>				
<b>TEAM WORK</b>				
<b>PROBLEM SOLVING</b>				
<b>SELF MANAGEMENT</b>				
<b>PLANNING AND ORGANISING</b>				
<b>TECHNOLOGY</b>				
<b>LEARNING</b>				
<b>INITIATIVE AND ENTERPRISE</b>				

YOUR SIGNATURE: \_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_

COMMENTS (OPTIONAL): \_\_\_\_\_

## **EMPLOYABILITY SKILLS REPORT AND FOLLOW UP**

### **THIS SECTION OF YOUR LOGBOOK CONTAINS:**

- What to do after your work experience:
- **IN THIS WEEK AFTER YOUR WORK EXPERIENCE YOU ARE EXPECTED TO:**
- Follow the suggestions about things to do when the week is over
- Complete the evaluation sheet in the back of the book
- **Hand in your booklet to your careers advisor.**
- **Evaluating the placement (your evaluation!)**

### **ON YOUR LAST DAY.....**

**DO NOT LEAVE YOUR WORK TODAY UNTIL YOU HAVE FORMALLY THANKED THE PEOPLE YOU'VE BEEN WORKING WITH.**

Make sure your employer evaluation has been completed. IF NOT, ask for it to be forwarded to your careers advisor.

**Make sure your supervisor has signed each day's record in your log book.**

### **WHAT TO DO AFTER YOUR WORK EXPERIENCE:**

- If appropriate, send your employer a **thank you note or letter**.
- **Make sure you have seen a copy of your Employment Evaluation.**
- Your employer should have completed the **employability skills report** about you.
- This needs to be sent to your careers advisor.
- If you didn't get the chance to read it before you complete your work experience. Check with your careers advisor.
- Consider starting a career portfolio. In it you can store things like your Employability Skills Report and any references. This is the start of your resume and your future work.

