



PLACE 21

Connections, Qualifications
and Character Strengths



PLACE 21

Work Experience Diary

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Student Name

Work Placement

Mentor/Manager

Start Date

With Strength of Character

- Resilience
- Self-Control
- Optimism
- Ambition
- Ownership
- Curiosity
- Respect
- Confidence



Useful Websites

What skills are employers looking for?

Job or training vacancies

National Apprenticeship Service - search and apply for apprenticeships in England
www.gov.uk/applyapprenticeship

Universal Jobmatch - search and apply for full or part-time jobs in the UK and abroad
www.gov.uk/jobsearch

The Source - find out what's available from local apprenticeship providers
www.thesource.me.uk/jobsandcareers/apply-for-anapprenticeship

Not Going to Uni - what could you do if you didn't go to university?
www.notgoingtouni.co.uk

jobs24 - find jobs and apprenticeships by keywords or location
www.jobs24.co.uk

Adzuna - discover UK job vacancies and labour market info
www.adzuna.co.uk

Searching for employers or recruitment agencies

Agencycentral - UK's leading recruitment agency directory
www.agencycentral.co.uk

Yell - online business directory
www.yell.com

Advice and your rights on starting work and job hunting

Gov.UK - go to 'Working, Jobs and Pensions'
www.gov.uk

icould - see the 'Getting a Job' section under the Articles tab
www.icould.com

Jobs and careers information

icanbea - find out about career opportunities in Suffolk and Norfolk
www.icanbea.org.uk

Start - find out more about jobs and if they're likely to grow. How well are you matched? www.startprofile.com

National Careers Service
<https://nationalcareersservice.direct.gov.uk>

Careersbox - case study films showing real people doing real jobs
www.careersbox.co.uk

Prospects - find information on different job sectors
www.prospects.ac.uk

Researching the job market

icanbea - learn about the industries and sectors across the region
www.icanbea.org.uk

Careers of the Future - 40 top jobs of the future
<http://bit.ly/1BKsMnu>

Unistats - what jobs have UK uni and college students gone on to do?
<http://unistats.direct.gov.uk>

What Do Graduates Do? - what are students doing six months after they finish their degree?
www.hecsu.ac.uk/current_projects_what_do_graduates_do.htm

Understanding your skills

National Careers Service - Use the Skills Health Check
<https://nationalcareersservice.direct.gov.uk>

The Skills Show - the nation's largest skills and careers event
www.theskillsshow.com

icould - take the Buzz Quiz
www.icould.com

Barclays Lifeskills - which skills do you need for the 21st Century?
www.barclayslifeskills.co.uk

Volunteering and work experience

The Source - click on the Volunteering tab
www.thesource.me.uk/leisureand-getting-involved

Community Action Suffolk - volunteering opportunities in Suffolk
www.communityactionsuffolk.org.uk/volunteering

National Citizenship Service - volunteering for 15-17 yr olds
<http://ncseast.co.uk>

Do-it - find volunteering opportunities
www.do-it.org

Prince's Trust - supports unemployed 16-25 year olds with skills and work experience
www.princes-trust.org.uk

What skills are employers looking for?

Here are some suggestions:

Communication and Literacy

What examples can you give that demonstrate your ability to communicate well? Are you a keen debater at home or with your friends?

Do you enjoy making presentations? How well do you write? Do you enjoy writing – perhaps keeping a diary or a blog? Think of all the different ways you can demonstrate your communication and literacy skills.

Team Working

Do you like working in groups? Are you a good team player or even a team leader? What evidence can you use to highlight your team working skills? This might be from home or work; in sports or hobbies; or perhaps in the classroom.

Problem Solving

Employers love problem solvers so it's worth thinking about what challenges you have overcome in the past and perhaps explaining how you go about solving problems. Are you a critical thinker? Do you have an eye for detail? Are you good at seeing the "wood from the trees" (the bigger picture)? Can you spot mistakes and know how to put them right? Can you "think on your feet"?

Business and Customer Awareness

What experience do you have of the business world and in particular customer care? At the very least you will have been a customer yourself in many different situations. What have you learned from this customer experience? How often are you delighted with the service you are given? What makes good customer service? It's a good idea to show employers that at least you have thought about this and that you appreciate the need for high quality customer service.

Making the Most of Work Experience

Have you undertaken any work experience before? This might be some family connected work or a part-time paper round. Or it may be something you have done through the college. What did you learn and what aspects of your work experience do you think would most impress employers? If you haven't had any work experience to date, think about what you would like to gain from a trial job. And what skills can you bring to an employer willing to give you a chance? How enthusiastic will you be? You might think it's not worth saying these things, but how else will an employer know whether you are the person for the job?

Prepare a short sentence which encapsulates your approach to work and add this into your CV.

Unit 1 Tasks - Self and Work

Unit 1.1 CV Writing

Have you ever produced your own CV (Curriculum Vitae)? If not, now is the time to start! If you've already prepared one, you now need to update this as part of your work placement preparation. Ensure that your CV is relevant to the work you hope to be doing now. Attach your new CV to this workbook. The filename should contain your name, date of production, and 'CV' (e.g. Joe Bloggs CV Nov 2017).

Unit 1.2 Character Strengths

Take a look at the 8 character strengths below, and decide which ones you are most likely to develop in the next few months. You might also think about which character strengths will be most critical for a work placement. In the box below, explain why?

8 Character Strengths	Tick which ones you expect to develop in the next three months	Tick which ones are most critical for a work placement
Resilience		
Optimism		
Curiosity		
Confidence		
Ownership		
Self-control		
Ambition		
Respect		

**Explain why you have picked certain character strengths and not others.
How will you measure your development of these character strengths?**

Unit 1.3 Employer Perspectives

Employers value an employee who...	What you can do
shows initiative	Get a part-time job or do some voluntary work.
takes care in what they do	Fill in your application form clearly, look smart at the interview and always be on time.
is keen and enthusiastic	When applying for a job, think carefully about how you put yourself across. Once you're working, always appear willing.
has employability or transferable skills	Think about something you've done at school or in your spare time that shows how you've used a skill. This could include giving presentations or playing a team sport.
is adaptable	Show examples of how you've adapted to change, such as leaving school. Make it clear that you're willing to learn new skills.
can work well in a team	Use examples from school or out-of-school to show how you can get on with others.
is reliable	Once you've got a job or apprenticeship place turn up on time every day. Ring into work if you're unwell (but not just a sore throat) to let them know you won't be coming in.

Look at the table above and reflect on your progress in Unit 1 so far. To what extent are you meeting employer needs? You might want to go back over Unit 1.1 and 1.2 and make some changes which reinforce your employability skills.

You will be pleased to know it's not all one way! This isn't just about what you can do for employers but also about what employers can do for you.

It is important that you make the most of work experience and you find out as much about the organisation you are working for as possible.

Find out what different roles exist in the organisation. Create your own organisation chart (organogram) to reflect what you have learnt and show this to your supervisor for comment and feedback. Once you are satisfied with the organogram insert it in the box on the following page.

Insert your Organogram here

Identify six different skills or qualifications required for roles in the organisation (you can have more than one skill or qualification for a single position for example the owner of the

business may need good accounting skills as well as excellent human resource management skills.)

Job Role	Skills / Qualification

Unit 2 - Work Experience Diary

What do you want to realistically achieve from this work experience?

Week 1

Have you completed a workplace induction? _____

Who delivered this? _____

What did your induction cover? (e.g. specific training, health & safety, accident reporting, first aid, emergency procedures, a workplace tour, equipment).

What have you learned about this company's values, its priorities, or the way it conducts its business? How would you describe the business to a friend?

Date (this is the first day of the week)

What areas of the company have you worked in?

Effective communication in the workplace:
Reflecting on your 1st week can you give an example of good or bad communication? Was it effective? And what impression did it give you?

Date (this is the first day of the week)

Date (this is the first day of the week)

Date (this is the first day of the week)

Can you describe a specific problem you encountered while at work placement?

[illegible]

Please offer a reflection of the students' performance to date:

Date (this is the first day of the week)

Student self-assessment of performance to date (Consider character strengths)

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

(not good) 1 2 3 4 5 6 7 8 9 10 (very good)

Date (this is the first day of the week)

Resilience Self-Control Optimism Ambition Ownership Curiosity Respect Confidence

Consider; Which Character strengths you have used so far and how they have helped you during your working experience.

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☐ 
☐ 
☐ 

(not good) 1 2 3 4 5 6 7 8 9 10 (very good)

Date (this is the first day of the week)

Consider their key objectives, attitudes and behaviours that are expected of you and company values which you are aware of since being part of the company.

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(not good) 1 2 3 4 5 6 7 8 9 10 (very good)

Date (this is the first day of the week)

Week 5

Diary entry: What have you achieved this week and how does this relate to your values?

Consider team working, communication, honesty, trust, creativity, helping others, problem solving or any others the company may have.

Resilience Self-Control Optimism Ambition Ownership Curiosity Respect Confidence

Which characters strength could you link to your own values?

Please explain why and how:

Rate your week from 1 – 10 (Please circle)

(not good) **1 2 3 4 5 6 7 8 9 10** (very good)

Date (this is the first day of the week)

Week 6

Diary entry

Now you are more experienced and confident with your work experience set a smart target to achieve within the remaining weeks.

Consider; your own personal goals and aspirations.

What is your goal? Be specific:

How will this be measured?

How will you achieve your goal?

Explain how your goal is relevant to your work placement?

Date (this is the first day of the week)

What time limit has been set to achieve the outcome?

Rate your week from 1 – 10 (Please circle)

(not good) 1 2 3 4 5 6 7 8 9 10 (very good)

 Date (this is the first day of the week)

Week 7

Employer coments:

Please offer a reflection of the students’ performance to date:

Effective communication in the workplace:

Student self-assessment of performance to date (Consider character strengths)

Rate your week from 1 – 10 (Please circle)

(not good) 1 2 3 4 5 6 7 8 9 10 (very good)

 Date (this is the first day of the week)

Consider the comments from your employer and reflect on your experiences so far.

Rate your week from 1 – 10 (Please circle)

(not good) 1 2 3 4 5 6 7 8 9 10 (very good)

Date (this is the first day of the week)

Week 8

Diary entry: Make notes which explain your wishes for the end of your placement
(e.g. an apprenticeship, further learning, employment)

What action have you taken? Who have you spoken to?

Rate your week from 1 – 10 (Please circle)

(not good) 1 2 3 4 5 6 7 8 9 10 (very good)

Date (this is the first day of the week)

Resilience Self-Control Optimism Ambition Ownership Curiosity Respect Confidence

(Consider which ones have improved through new skills gained)

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(not good) 1 2 3 4 5 6 7 8 9 10 (very good)

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Employer appraisal of student performance overall during the work placement and support given from the Traineeship staff.

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(not good) 1 2 3 4 5 6 7 8 9 10 (very good)

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Unit 3 - Evaluation (self and work)

Now that you have almost completed your work experience, you are required to evaluate the progress you made:

questions

your answers

What have you learned and how have you developed during this work experience?

Which character strengths have been most useful during this work placement?

Which character strengths have you most improved during this period?

What has been your greatest achievement in relation to this work placement?

Explain what contribution you made to the business overall

Identify three 'transferable skills' which you have developed and will be useful for future jobs.

Work Placement Assessment

Please complete this graph by colouring the blocks 1-10 to indicate your overall experiences in these areas. 1=not good 10=very good

10						
9						
8						
7						
6						
5						
4						
3						
2						
1						
	Experience	Confidence	New Skills Gained	Enjoyment	Character Strengths	Attendance

Did you achieve your goal?

What next?

Please hand this completed diary back to your tutor.

 Date (this is the first day of the week)

continued

Please show total number of daily hours carried out at work placement

[illegible]

Date (this is the first day of the week)

[illegible]

Please hand this completed diary back to the Traineeship office A0.13

Date (this is the first day of the week)



PLACE 21 is a pilot project, part-funded by the European Social Fund. It aims to put West Suffolk College at the heart of the community, reaching out to businesses and inspiring people to learn through special initiatives.

