



**CAMS HILL
SCHOOL**

PLACEMENT

LOGBOOK

Name:

Tutor group:

Year 10 Work Experience Week

Monday 31st March-Friday 4th April 2025

My Placement Information:

Take a few minutes to think about, and complete, the details below to help you prepare for the first day of your placement.

“By failing to prepare, you are preparing to fail”- Benjamin Franklin

Company Name:	
What days and hours will I be working?	
How will I get there?	
How long will my journey take?	
What time will I need to wake up?	
What will I wear?	
Is there anything else I should bring?	
Additional notes to self	

Placement Expectations

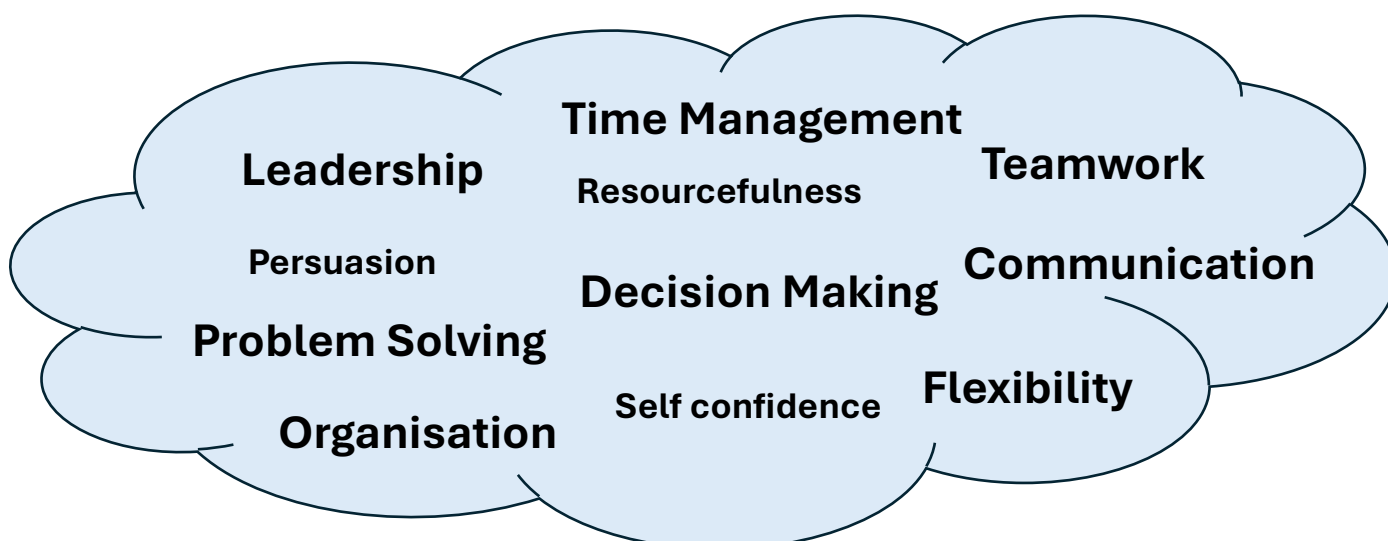
Think about what you hope to gain from your placement. Perhaps you are looking to improve some of your personal skills or maybe you are looking to gain some job specific knowledge.

Write two placement goals:

Goal 1
Goal 2

What specific skills would you like to develop during your placement? Select two skills from the word bank below and think about how your placement may provide an opportunity for you to grow these skills.

Skill	How could my placement develop this skill?



Daily Log:

Day 1:

What tasks did you complete today?

What did you find out about the business you are working for?

How confident did you feel in the workplace today?



Day 2:

What were you most proud of today?

On reflection, is there anything you could have done differently?

How confident did you feel in the workplace today?



Daily Log:

Day 3:

What was the most interesting thing you learnt?

What skills did you use today?

How confident did you feel in the workplace today?



Day 4:

What was your most difficult task today?

What is your favourite aspect of the job?

How confident did you feel in the workplace today?



Daily Log:

Day 5: Final Day

Did you achieve the placement goals you set yourself?

Have you improved the skills you set out to? Were there any additional skills you developed?

Where there any aspects of the job that surprised you?

How confident did you feel on your last day?



Feedback:

Your employer will be asked to provide feedback on your performance and conduct during the placement.

Take time to write a few sentences of thanks to your employer and share this with them either in person or via email. Explain what you enjoyed the most and what you feel you have achieved during the placement.