HEART College of Innovation & Technology

Work Study/Experience Journal



Student Name: _____

Skill Area: _____

Dates of Work Placement: From_____ To _____

TO THE STUDENT

This journal will provide you with the opportunity to record and reflect upon your Work Study/Experience placement. It is essential that all sections be completed as thoughtfully and in as much detail as possible. Remember that your journal will be read by your facilitator and your Work Study/Experience supervisor. Please note the following:

- **SECTIONS A and B** Must be completed **PRIOR** to your placement
- **SECTIONS C, D and E** Must be completed **DURING** your placement
- **SECTION F** Must be completed **AFTER** your placement
- Once completed, the journal will BE **ASSESSED** by your facilitator.

Your Work Study/Experience is also geared at developing critical employability skills. It will be placed on your permanent file as proof of work experience, along with a copy of your **Evaluation Form**, and **Final Report**. It will also form a part of your **Personal Career Portfolio**.

SECTION A:

WORK PLACEMENT PROVIDER'S DETAILS

(TO BE COMPLETED **PRIOR** TO COMMENCING YOUR PLACEMENT)

Name of Work Place Provider: _____

Name of Placement Supervisor: _____

Work Place Address: _____

_____

Postal Address (if different): _____

_____

Phone Number(s): _____ **Fax Number:** _____

Supervisor's Email Address: _____

SECTION B:

WORK PLACEMENT DETAILS

(To be completed **PRIOR** to commencing your placement)

Dates of Work Placement: **From**_____ **To:** _____

Break Times: _____

Special Conditions (such as attire, protective clothing/footwear etc)**:** _____

_____

Outline of Duties that you think you will perform: _____

_____

_____

_____

SECTION C:

SELF-CHECKLIST

(To be completed **DURING** your placement)

Responsibility	Check	Tick
To go to the **correct placement**, on the right day and ask for the right person	• Do I have the right address and phone number? • What is the name of my supervisor?	
To **arrive punctually** at placement	• Do I know the times of buses or how long it will take to walk? • Do I know who to contact if I am ill or unavoidably late	
To **wear appropriate clothing**	• Are there any particular requirements? • Will I need to wear a uniform? • Can I wear jewelry?	
To be **open, friendly and approachable** to staff, colleagues and customers	• Have I left any problems behind me when I arrive at placement? • Am I alert to the needs of the persons I am working with?	
To **be in attendance** for all shifts and complete each on time	• Do I know the exact times I am expected to arrive and leave?	
To **work within the routines and expectations** of the setting	• **Do I know what the routines and expectations are and how to find out about them if I don't?**	

Weekly Log of Placement Activities

Include information about duties performed, memorable moments (good and bad), problems encountered etc.

Week One (1)

Date: _____ **Number of Hours Worked: _____**

Describe the type of work you did and the tasks/duties that you performed.

_____

_____

_____

_____

Skills Developed (what have I learned to do?)

_____

_____

_____

Knowledge (What new knowledge have I gained?)

_____

_____

_____

What do I need to learn next?

_____

_____

_____

Weekly Log of Placement Activities

Include information about duties performed, memorable moments (good and bad), problems encountered etc.

Week Two (2)

Date: _____ **Number of Hours Worked: _____**

Describe the type of work you did and the tasks/duties that you performed.

_____

_____

_____

_____

Skills Developed (what have I learned to do?)

_____

_____

_____

Knowledge (What new knowledge have I gained?)

_____

_____

_____

What do I need to learn next?

_____

_____

_____

Weekly Log of Placement Activities

Include information about duties performed, memorable moments (good and bad), problems encountered etc.

Week Three (3)

Date: _____ **Number of Hours Worked: _____**

Describe the type of work you did and the tasks/duties that you performed.

_____

_____

_____

_____

Skills Developed (what have I learned to do?)

_____

_____

_____

Knowledge (What new knowledge have I gained?)

_____

_____

_____

What do I need to learn next?

_____

_____

_____

Weekly Log of Placement Activities

Include information about duties performed, memorable moments (good and bad), problems encountered etc.

Week Four (4)

Date: _____ **Number of Hours Worked: _____**

Describe the type of work you did and the tasks/duties that you performed.

_____

_____

_____

_____

Skills Developed (what have I learned to do?)

_____

_____

_____

Knowledge (What new knowledge have I gained?)

_____

_____

_____

What do I need to learn next?

_____

_____

_____

SECTION D:

OCCUPATIONAL HEALTH & SAFETY IN THE WORKPLACE

(To be completed **DURING** your placement)

*Please note that a response of "none" is **NOT** acceptable for questions 1 and 3.*

1. What safety rules/regulations did you have to abide by in the workplace?

_____

_____

_____

2. Are there any potential hazards at the workplace that you can identify?

_____

_____

_____

3. What evidence is there of the employer taking steps to improve workplace health and safety? Look for examples such as fire alarms/extinguishers, ergonomic workstations, first aid kit etc.

_____

_____

_____

SECTION E:

SIGNIFICANT PERSONS YOU MET WHILE ON WORK PLACEMENT

(To be completed **DURING** your placement)

1. Individual's Name & Title: _____

Occupation, Duties & Responsibilities: _____

_____

What did you learn from this person and how could it help you in the future?

_____

_____

2. Individual's Name & Title: _____

Occupation, Duties & Responsibilities: _____

_____

What did you learn from this person and how could it help you in the future?

_____

_____

3. Individual's Name & Title: _____

Occupation, Duties & Responsibilities: _____

_____

What did you learn from this person and how could it help you in the future?

_____

_____

4. Individual's Name & Title: _____

Occupation, Duties & Responsibilities: _____

_____

What did you learn from this person and how could it help you in the future?

_____

_____

5. Individual's Name & Title: _____

Occupation, Duties & Responsibilities: _____

_____

What did you learn from this person and how could it help you in the future?

_____

_____

6. Individual's Name & Title: _____

Occupation, Duties & Responsibilities: _____

_____

What did you learn from this person and how could it help you in the future?

_____

_____

7. Individual's Name & Title: _____

Occupation, Duties & Responsibilities: _____

_____

What did you learn from this person and how could it help you in the future?

_____

_____

SECTION F:

REFLECTION & EVALUATION OF YOUR WORK PLACEMENT

(To be completed **AFTER** your placement)

Complete this reflection and evaluation while your work placement is still fresh in your memory. Write a **500 to 700 words essay describing your Work Study/Experience training**. Be as fluent, detailed and thoughtful as possible. Use the following plan and **address each of the points in order**. This must be **typed and attached** to this document before submission.

1. Give brief details of your placement i.e. name, address, etc.

Then reflect upon the following:

2. a) Relate examples of how you were able to use your communication skills.

   b) Were there times when your communication skills let you down? What do you need to improve so that you will be better prepared for such situations in the future?

3. Refer to the employability skills including communication, teamwork, problem solving and work ethics). **Choose 3 or 4 tasks** that you performed. Describe the nature of the tasks and how they were evidence of your use of these skills.

4. Discuss how any of the people that you met during the week could possibly become mentors to you in your future life.

5. Do you now think that the job that you experienced during placement is the one that you want in the future? Give reasons for your answer.

6. In light of your work experience, what adjustments will you need to make to your future career goals?

INDIVIDUAL CANDIDATE SCORE SHEET

Candidate's Name: _____

Criteria	1	2	3	4	5	*Total*
Work Study/Experience Journal	• Little or no account of Work Study/Experience activities and events • Challenges and positive aspects of experience not clearly identified	• Minimal account of activities and events during work experience • Lists challenges and positive aspects of experience	• Factual account of activities and events during work experience • Lists challenges and positive aspects of experience • Lists learning which has taken place	• Factual and personalized account of activities and events during work experience • Describes challenges and positive aspects of experience • Identifies learning which has taken place	• Detailed, personalized and comprehensive account of activities and events during work experience • Detailed description of challenges and positive aspects of experience • Clearly identifies learning and shows ability to reflect on own performance	
Work Study/Experience Report/ Reflection	• Report/reflection shows no self-reflection on what was done, skills learned, or what was liked and disliked from work	• Report/reflection shows minimal self-reflection on what was done, skills learned, or what was liked and disliked from work experience • A weak connection made with future plans	• Report/reflection outlines tasks • Review is clear and descriptive • Demonstrates some ability to comment on the effectiveness of own participation in work experience	• Report/reflection is detailed • Review is descriptive and detailed • Demonstrates insight into own participation in work experience	• Report/reflection is focused and detailed • Review is considered and shows reflection on experiences • Demonstrates insight into and effectiveness of own participation progress during work experience • Shows ability to draw conclusions and make appropriate future plans	

Criteria	1	2	3	4	5	*Total*
	experience • No connection made with future plans					
Work Study/Experience Evaluation	• Partial completion of Work Experience • Candidate is given "**Poor"** in all categories by the Workplace supervisor and the Assessor	• Successful completion of Work Experience • Candidate is given "**Fair"** in all categories by the Workplace supervisor and the Assessor	• Successful completion of Work Experience • Candidate is given "**Good"** in all categories by the Workplace supervisor and the Assessor	• Successful completion of Work Experience • Candidate is given "**Very Good**" in work performance category, "**Good**" in: attendance, punctuality, ability to follow instructions, completion of assigned work and "**Fair"** in all other categories by the Workplace supervisor and the Assessor	• Successful completion of Work Experience • Candidate is given "**Excellent**" in all categories by the Workplace supervisor and the Assessor	

Comments:

_____

_____

Programme Coordinator's Signature: _____ **Date: _____**

Student's Signature: _____ **Date: _____**

HEART College of Innovation & Technology

Employers' Evaluation of Work Study/Experience Form

(Work Study/ Work Experience)

Name of Student: _____

Programme: _____

Work Study/Experience Organization:

_____

Name of Work Study/Experience Evaluator / Supervisor:

_____

Work Period: _____

INSTRUCTIONS:

This instrument is to be used by the supervisor at the organization where the Work Study/Experience or work/study is being conducted or by the programme coordinator at an on-site visit. It is designed to evaluate the levels of competencies displayed by the student in areas relative to the work performance as well as personal and professional qualities. For each description in the left column, place a check mark in the box that most closely corresponds in your opinion to the student's level of competency. In section two of the form, the evaluator is required to add comments about the student's work and potential for improvement. The evaluator may give an overall assessment of the skills, knowledge and attitude or may base the evaluation on the performance of a specific activity. If there are any specific points under each indicator where you feel the student needs improvement, please note those by commenting in the appropriate area. The evaluation is based on the following 5-point scale.

1 = Poor
2 = Fair
3 = Good
4 = Very Good
5 = Excellent

SECTION ONE

	Excellent	Very Good	Good	Fair	Poor
ATTENDANCE & PUNCTUALITY	**5**	**4**	**3**	**2**	**1**
1 Attends Work Regularly					
2 Attends Work On time					

WORK PERFORMANCE	**5**	**4**	**3**	**2**	**1**
3 Quality of work performed					
4 Quantity of work performed					
5 Time management skills					
6 Use of tools and equipment					
7 Adherence to safety procedures					

PERSONAL & PROFESSIONAL QUALITIES	**5**	**4**	**3**	**2**	**1**
7 Ability to follow instructions / directions					
8 Ability to communicate - WRITTEN					
9 Ability to communicate - ORAL					
10 Grooming & Personal Hygiene					
11 Adaptability – adjusting to new problems/situations					
12 Dependability					
13 Teamwork – ability to work well with others					
14 Self-Control – ability to control one's emotions					
15 Willingness to accept advice and constructive criticism					

Would you be willing to employ this student at the end of his/her training at the HEART College of Innovation & Technology if there is a vacancy? YES [ ] NO [ ]

If no, why not? _____

_____

_____

SECTION TWO

COMMENTS ON WORK:

OTHER DESIRABLE WORK QUALITIES OF THIS STUDENT ARE:

SUGGESTIONS FOR IMPROVEMENT ARE:

OTHER COMMENTS:

Has this evaluation been discussed with the student? _ Yes _ No

Student Signature _____ Date _____

Work Study/Experience Evaluator / Supervisor Signature _____ Date _____

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HEART College of
INNOVATION & TECHNOLOGY

NAME :_____ NAME OF SUPERVISOR: _____

COMPANY:_____ PERIOD:_____

DATE	TIME IN	TIME OUT	TOTAL HOURS	SIGNATURE

VERIFIED BY: _____ Date: _____ Total Hours: _____

Workstation Supervisor