



**CAMS HILL
SCHOOL**

Year 10 Work Experience Placement Logbook

Name:

Tutor Group:

Monday 9 March - Friday 13 March 2026

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Things to remember

For many this will be your first experience of the world of work, here are some tips for getting the most out the opportunity:

1

You may not have secured a placement similar to your dream job, it is rare that this happens. However, it is still experiencing the world of work and what it has to offer.

2

Do not worry if you feel anxious or nervous about your work placement. This is totally normal, even adults starting a new job will experience these feelings.

3

Ask questions. There's no shame in asking for clarification if you're not sure what you're doing – in fact, employers will respect that you have the guts to ask.

4

Get to know people. Greet everyone you meet with a smile and try and introduce yourself to everybody you'll be working with. Don't be afraid to ask people about their roles and how they got to where they are now – they'll be flattered!

5

You will gain transferable and soft skills. These are skills which you will be able to apply not only in future employment but also in school, college and at home.

6

Get involved. It might sound obvious, but the more you get stuck in, the more experience you'll gain. Be enthusiastic about any task – big or small – and use your initiative to go above and beyond what's asked of you.

7

Be organised. While you'll have guidance during your work experience, you can't expect to be spoon-fed the whole time. Listen carefully to instructions and note down important information.

8

Reflect on your work experience. It is important to be honest with yourself when reflecting on your placement. If you didn't particularly enjoy it, it doesn't mean it's been a massive waste of your time. Even if the only thing you take away from the experience is knowing you don't want to work in that industry, it has been useful!



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.

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	

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Placement Expectations:

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

Write two placement goals

Goal 1:
Goal 2:

4

Skills:

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 and how could my placement develop this?
Skill and how could my placement develop this?





Daily Log:

Use this section to keep a record of your time on placement

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?



Day 3:

What different type of jobs are at my work placement?

What have I learnt about the world of work?

How confident did you feel in the workplace today?



Day 4:

What was your most difficult task today?

What is your favourite part of the experience so far?

How confident did you feel in the workplace today?



Day 5:

Did you achieve the placement goals you set yourself?

Did you improve the skills you set out to? Did you develop any other skills?

What is the most important thing you have learnt?

What are you most proud of?

How confident do 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 most and what you think you have achieved.