

Work Experience Log Book



Name: _____

Placement Details

Workplace Name: _____

Address: _____

Telephone: _____

Transport Arrangements: _____



Pre-Visit Questions

What do I need to bring with me each day?

What should I wear each day?

Who do I need to ask for when I arrive?

What are my working times each day?

Fire Safety at Work

On your first day, you must find out:

Where are the nearest fire alarms?

What should you do if the fire alarm sounds?

Where are the fire exits?

Where are the fire assembly points?

Safety Signs

Find three safety signs in your workplace. Draw them below and find out what they mean.

Safety Sign 1

Meaning

Safety Sign 2

Meaning

Safety Sign 3

Meaning

Placement Diary

Date: _____

What jobs did I do today?

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Evaluation

What did you learn from your work experience placement?

Tutor Comments:
