**My Own Work Experience/Voluntary Placement Report**

*This report can be handwritten or typed. Please use full sentences and give as much detail as you can under the following headings in bold. Aim to write at least a paragraph under each* ***bold*** *heading.*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_\_

1. **Before Work Experience/Voluntary Placement**: what work experience did you have before you started? What travel arrangements did you have to make for this work placement? What time did you leave your house in the morning? What were your break times and lunch arrangements?
2. **Myself and this Work Experience/Voluntary Placement**: why did you choose this placement? In what part of the organization were you placed? What skills and qualities do you think you possess that would make this area of work suitable for you? What did you hope to learn from this placement?
3. **Conditions of work**: what equipment did you use? Did you have to wear protective clothing or a particular uniform? Did you have to take special health and/or safety precautions? Did you make an effort to get to know the people you were working with?
4. **Most enjoyable part of the experience**
5. **Least enjoyable part of the experience**
6. **Describe a typical day’s work for you**
7. **Main difference between this Work Experience/Voluntary Placement and being in school**
8. **My progression in this Work Experience/Voluntary Placement**: think about how you felt on your first day and how you felt when leaving. What did you learn in terms of skills?
9. **What have I learned about myself on this Work Experience/Voluntary Placement:** think about your dealings with others and how you coped when things got a bit stressful.