

# Work Placement Diary

## Part 1: General Information

Name of student \_\_\_\_\_

Class \_\_\_\_\_

Date of Placement \_\_\_\_\_

Name of Employer \_\_\_\_\_

Address of Employer \_\_\_\_\_

1. Description of placement (size of company/business/ type of business/ number of employees etc)

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2. Why did you select this particular placement?

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3. How did you get the placement?

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### **Part 3: Evaluation.**

Overall evaluation of the experience (see attached photocopy of sample evaluation).

- 1. Would this career interest you in the future? Why/ why not?  
Would this type of working environment suit you (e.g office environment/  
outdoors/ classroom)?**

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- 2. What was the most important skill acquired/ learning made (even if the work did not suit you)?**

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- 3. How did you relate to staff/ customers?**

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- 4. Challenges/ problems you encountered and how you responded to them.**

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- 5. What feedback did you receive from your employer or other staff (comments/  
praise/ suggestions on work done/ comments at the end of the placement)?**

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**6. Overall comments on your week.**

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