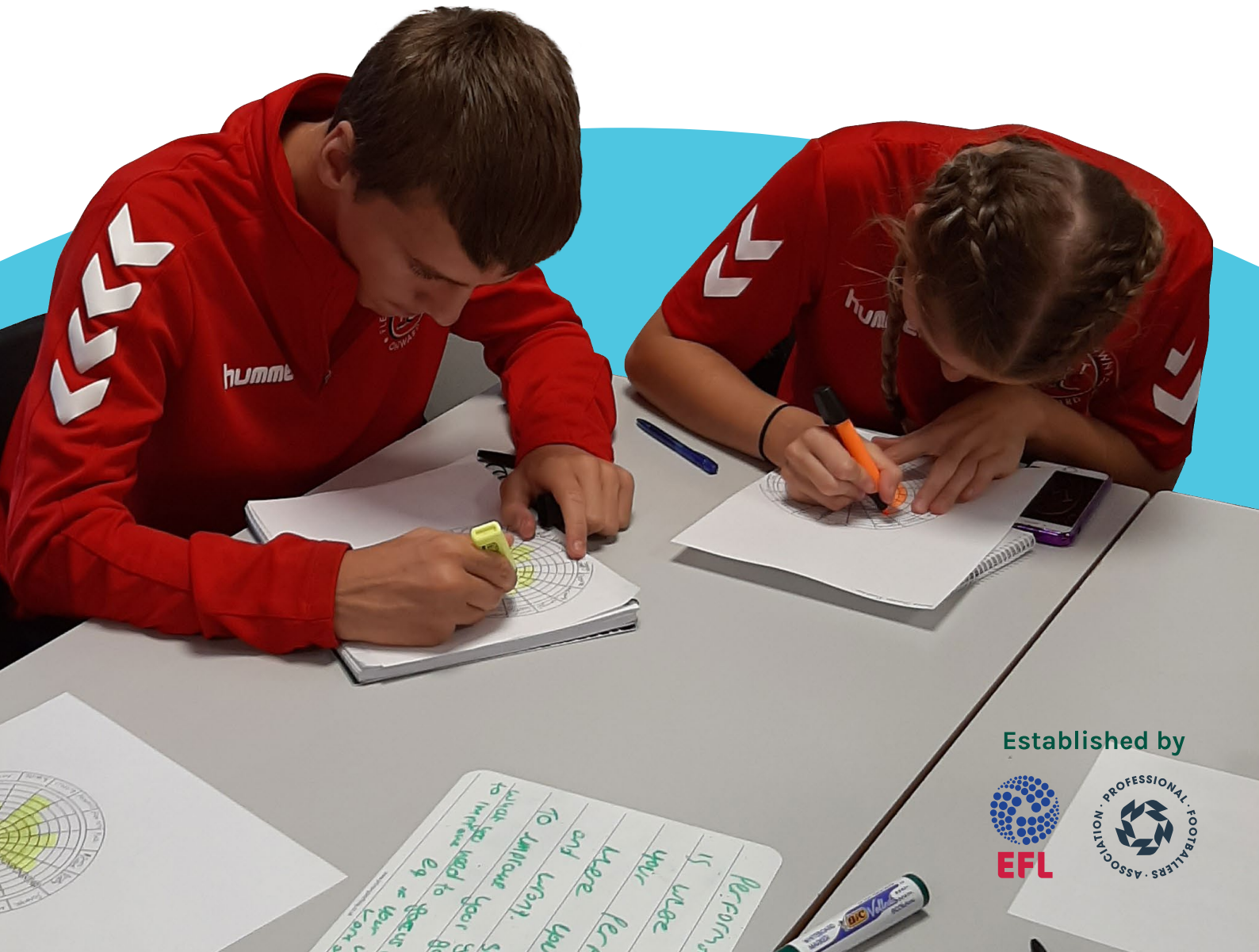




# Work Experience Log Book

## CT Study Programme

Student Name	
Club	
Academic Year	



Established by



# Work Experience

**As part of your Study Programme, it is expected that you will undertake a minimum of 30 hours work experience each academic year.**

Work experience can play a large role in helping you develop employability skills and provide you with an opportunity to develop work-related skills, in a job linked to your future career.

Ideally, your work experience will take place with an external employer, away from the place where you study, to enable you to experience the real demands of the working environment. Your time spent on placement will allow you to gain an insight into the organisation, carry out allocated tasks and learn more about yourself, what you like and how you get on with people.

Work experience placements could follow a pattern of once a week for the duration of the term, longer block placements, or a rotation of shorter placements at different employers. It is best to liaise with your intended employer and agree on a model between you.

It is important that you reflect on all work experience, to identify what you have learned and discover more about your skills and interests.

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# Employability Skills

Employability skills are transferable skills needed to make you more 'employable'. Along with good technical understanding and subject knowledge, employers will often outline a set of skills that they want from you as an employee. These are the skills they believe will equip you to perform the role to the best of your ability. The table below lists 10 examples of employability skills which employers may look for in potential employees – that means you!

1	<b>Communication and interpersonal skills</b>	The ability to explain what you mean in a clear and concise way through written and spoken means. To listen and relate to other people, and to act upon key information/instructions.
2	<b>Problem solving skills</b>	The ability to understand a problem by breaking it down into smaller parts, and identifying the key issues before finding solutions. To apply your knowledge from many different areas to solving a task.
3	<b>Using your initiative and being self-motivated</b>	Having new ideas of your own which can be made into a reality. Showing a strong personal drive and not waiting to be told to do things.
4	<b>Working under pressure and to deadlines</b>	Handling stress that comes with deadlines and ensuring that you meet them.
5	<b>Organisational skills</b>	Being organised and methodical. Able to plan work to meet deadlines and targets. Monitoring progress of work to ensure you are on track to meeting a deadline.
6	<b>Teamworking</b>	Working well with other people from different disciplines, backgrounds and expertise to accomplish a task or goal.
7	<b>Ability to learn and adapt</b>	To be enthusiastic about your work, and to identify ways to learn from your mistakes for the benefit of both you and your employer.
8	<b>Numeracy</b>	The ability to use data and mathematics to support evidence or demonstrate a point, i.e. manage your time well, use simple calculations (perhaps with money) and work with information in tables or charts.
9	<b>Valuing diversity and difference</b>	Knowing the value of diversity and what it can bring. Understanding and being considerate of the different needs of different individuals.
10	<b>Negotiation skills</b>	To take on board other people's feelings and express your own requirements in an unemotional clear fashion to achieve a win-win outcome.

# Employability Skills

From the list detailed on the previous page (or any others you may think of), please list three employability skills that you would like to improve during your work experience.

1	
2	
3	

# Career Aspirations

Your career aspiration is the path you would like your career to follow. For example, you may wish to become a:

- Physiotherapist
- Leisure Centre Manager
- Sports Journalist
- Sports Coach
- PE Teacher
- Referee
- Performance Analyst
- Nutritionist
- Fitness Instructor
- Ground Staff
- Sports Development Officer
- Talent Scout
- Strength and Conditioning Coach
- Lifestyle/Player Care Officer
- Sports Masseur

In the space below, please detail two career aspirations that you have.

1	
2	

# Placement Information 1

<b>Company Details</b>	<b>Company Name:</b>	
	<b>Address:</b>	
	<b>Contact Name (Supervisor):</b>	
	<b>Contact Number:</b>	
	<b>Email Address:</b>	

**What date will you be starting your placement?**

**What days and hours will you be working?**

**What will be your job title while on placement?**

**What will be your duties and responsibilities?**

**What is the dress code?**

**What are the rules about using your phone while at work?**

## Placement Information 2

Company Details	Company Name:	
	Address:	
	Contact Name (Supervisor):	
	Contact Number:	
	Email Address:	

What date will you be starting your placement?

What days and hours will you be working?

What will be your job title while on placement?

What will be your duties and responsibilities?

What is the dress code?

What are the rules about using your phone while at work?

## Placement Information 3

Company Details	Company Name:	
	Address:	
	Contact Name (Supervisor):	
	Contact Number:	
	Email Address:	

What date will you be starting your placement?

What days and hours will you be working?

What will be your job title while on placement?

What will be your duties and responsibilities?

What is the dress code?

What are the rules about using your phone while at work?

# Placement Information 4

Company Details	Company Name:	
	Address:	
	Contact Name (Supervisor):	
	Contact Number:	
	Email Address:	

What date will you be starting your placement?

What days and hours will you be working?

What will be your job title while on placement?

What will be your duties and responsibilities?

What is the dress code?

What are the rules about using your phone while at work?

## Placement Log

Date	Working Hours	Amount of Hours Worked	Review of Activity
Example 12/07/21	2pm until 5pm	2 hours	Today, I worked at the training ground with the club's Performance Analyst (Joanne). She showed me a piece of software they use (Dartfish) to look at the body positions players are in when they take a set piece, to check if it's correct or could be better. It was my job to watch the first team game from the weekend, and to clip all set pieces that were taken by the club. Joanne then looked at these individually to provide the players with feedback. I really enjoyed it because it was interesting watching the game and seeing just how many set pieces there are in a game. It took me a little while to become comfortable with the software and knowing which buttons to press, but after the first three clips, I was fine and did all the rest on my own.

# Placement Log

Date	Working Hours	Amount of Hours Worked	Review of Activity

# Placement Log

Date	Working Hours	Amount of Hours Worked	Review of Activity

# Placement Log

Date	Working Hours	Amount of Hours Worked	Review of Activity

# Placement Log

Date	Working Hours	Amount of Hours Worked	Review of Activity

# Placement Log

Date	Working Hours	Amount of Hours Worked	Review of Activity

# Placement Log

Date	Working Hours	Amount of Hours Worked	Review of Activity



# Reflection - Placement 1

Employer

Please provide feedback of the learner's performance while on placement with yourselves.  
Please discuss any employability skills you feel they have improved.

Name	
Signed	
Job Title	
Date	

Learner

Please reflect on the feedback above, the overall experience and the employability skills you planned to improve.

Signed	
Date	

# Reflection - Placement 2

Employer

Please provide feedback of the learner's performance while on placement with yourselves.  
Please discuss any employability skills you feel they have improved.

Name	
Signed	
Job Title	
Date	

Learner

Please reflect on the feedback above, the overall experience and the employability skills you planned to improve.

Signed	
Date	

# Reflection - Placement 3

Employer

Please provide feedback of the learner's performance while on placement with yourselves.  
Please discuss any employability skills you feel they have improved.

Name	
Signed	
Job Title	
Date	

Learner

Please reflect on the feedback above, the overall experience and the employability skills you planned to improve.

Signed	
Date	

# Reflection - Placement 4

Employer

Please provide feedback of the learner's performance while on placement with yourselves.  
Please discuss any employability skills you feel they have improved.

Name	
Signed	
Job Title	
Date	

Learner

Please reflect on the feedback above, the overall experience and the employability skills you planned to improve.

Signed	
Date	

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