

BAE SYSTEMS

Work Experience

STUDENT'S PORTFOLIO

KEY SKILLS

Name:

Dates of Placement:

* Please complete your key skills during your placement, and on the last day send a copy to: Work Experience Coordinator- Employee Development, Xchanging HR Services, Fulwood Park, Caxton Road, Preston, PR2 9NZ. Retain your copy for your record of achievement.

WORK EXPERIENCE ATTENDANCE REGISTER

Week Commencing:	Day	AM	PM
Monday.....	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		

Week Commencing:	Day	AM	PM
Monday.....	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		

Please put a tick in the appropriate box for attendance or an A for absence

Supervisors Name:

Signature:

INTRODUCTION

What is Work experience all about?

Work experience is a unique opportunity for you, while still at school, to explore the world of work.

You Can:

- Find out about the significance of work.
- Discover something about your own skills, preferences and talents.
- Investigate how you can develop your potential through job choice and vocational training.
- Begin to adjust to the changed environment, routine and standards expected at work.

You will be treated during your work experience like an employee. You will carry out normal duties and, work normal Company hours. You will be expected to help, to the best of your ability, in the daily work under the supervision of older or more senior employees. You will need to take note of and obey Health and Safety regulations and co-operate with all members of the Company's staff.

You should, throughout the programme, discuss the work you do with people working in the company and note down important points.

YOU, AND YOUR FUTURE

Work experience can help you find the answers to some important questions:

What kind of person am I?

What am I good at?

What do I like doing?

What is important to me?

What am I looking for in adult and working life?

What can I contribute to the community through my work?

How can I make my plans come true?

Looking back at your work experience (and your other experiences of life) write down your answers to these questions. You may need help and practical advice on the last question - the careers guidance teacher can often help you make these plans, and so can other teachers, your family and the careers advisers:

HEALTH AND SAFETY AT WORK ACT 1974

The act requires that you take reasonable care of your Health and Safety as well as that of other persons who may be affected by your actions at work. It is illegal for you to intentionally or recklessly interfere with or misuse anything that has been provided in the interest of Health, Safety and Welfare.

Any failure to comply may lead to serious injury and the immediate termination of your work experience placement.

HEALTH AND SAFETY PROCEDURES

1. Safety glasses must be worn in any area designated as an eye protection zone and during any cutting operations.
2. Scarves, hooded shirts, rings, bracelets, earrings or necklaces must not be worn by pupils on engineering work placement.
3. Pupils working in a manual engineering environment wear strong shoes not trainers.
4. Hair must be tied back safely.
5. Great care must be taken when walking in and about the site, look and listen for electric trucks, fork lift trucks and overhead cranes or hoists.
6. You must use designated walkways at all times unless you have to enter a department as part of your programme.
7. All accidents including minor cuts must be reported to your supervisor.
8. Running within the site is prohibited.
9. You must inform your supervisor should you wish to leave the section or department.

If you are in any doubt about anything relating to Health and Safety, ask your supervisor.

THE COMPANY

Give an outline of the company's main products and services:

Give examples of the occupations carried out within the organisation:

THE BAE SYSTEMS FIVE VALUES

At BAE SYSTEMS we aim to be the best in all that we do. In order for us to achieve this benchmark position, BAE SYSTEMS has 5 key values that we operate to, known as BAE SYSTEMS values. They are detailed below with a brief description of what they mean.

CUSTOMERS

We will delight all our customers, both internal and external, by understanding and exceeding their expectations.

PEOPLE

All BAE SYSTEMS people will be encouraged to realise their full potential as valued members of the BAE SYSTEMS Team.

PERFORMANCE

We will set targets to be the best, continually measuring, challenging and improving the way we do things both as individuals and as members of our team.

PARTNERING

We will strive constantly to be our customers' preferred supplier; our supplier's preferred customer; a respected partner in our industrial alliances; and a source of pride to our government and local community.

INNOVATION & TECHNOLOGY

We will encourage a hunger for new ideas, new technologies, and new ways of working, to secure sustained competitive advantage for our company.

The following pages are provided for you to keep a diary of your activity over the week/s which will help you to complete the Key Skills part of the pack.

Date:

Activity:

Date:

Activity:

Date:

Activity:

Date:

Activity:

Date:

Activity:

Favourite activity and Key learning from the week:

Date:

Activity:

Date:

Activity:

Date:

Activity:

Date:

Activity:

Date:

Activity:

Favourite activity and Key learning from the week:

GUIDELINES FOR STUDENTS

Within the portfolio, there is a sheet that refers to one of the Key Skills Areas. These are:

Application of Number
Communication
Working with Others
Improving Own Learning & Performance
Information Technology

Within each of these Key Skills areas, a number of tasks have been identified which you might be expected to undertake during the length of your placement.

For each of the tasks you will see brief details on how to complete the tasks.

You should identify what you did with relevant dates etc. in the box marked 'Evidence'.

You can also provide further evidence should you wish to do so. For each of the tasks, two or three pieces of 'Evidence' will suffice.

At the end of the day, you will be allocated some time to work on your portfolio. When you have completed each task you should get your supervisor to put his/her initials and ask him/her to date it in the relevant boxes.

You should try to complete as many tasks as possible as this will only improve your experiences. However, do not worry if you do not complete all the tasks or fail to obtain 'evidence' for all of them. You will probably cover most of them during your placement!

APPLICATION OF NUMBER

Key Skills	Specific Details	Evidence	Initials	Date
Gathering information and data	<p>Find out sources of information/data</p> <p>Select and analyse appropriate information and data</p> <p>Record data in an appropriate format</p>			
Interpret data (technical data)	<p>Use simple mathematical terms & techniques</p> <p>Use simple calculations to obtain results/conclusion</p> <p>Show results are accurate</p>			
Present data	<p>Select appropriate format for display of data</p> <p>Ensure displayed data is accurate and precise</p>			

COMMUNICATION

Tasks	Specific Details	Evidence	Initials	Date
Using a telephone	<p>Make a call</p> <p>Take a record</p> <p>Obtaining information</p> <p>Offering information</p>			
Working with others (customers/client)	<p>Greet customers</p> <p>Use appropriate language</p> <p>Understand customers needs</p>			
Gaining information as part of a group (e.g. in a meeting)	<p>Find out information</p> <p>Act upon information</p> <p>Ask questions</p> <p>Contribute to discussion</p>			
Following & carrying out instructions	<p>Listen to instructions</p> <p>Carry out instructions to complete tasks</p>			
Prepare written material	<p>Find out information</p> <p>Prepare information in appropriate format</p> <p>Ensure material is legible</p>			

WORKING WITH OTHERS

Tasks	Specific Details	Evidence	Initials	Date
Identify goals for the group you are working with	<p>Ask questions to understand the group's goals</p> <p>Gather and record information</p>			
Identify your own responsibilities	<p>List your responsibilities</p> <p>List your working arrangements</p> <p>Check these with your supervisor</p>			
Follow working methods accurately	<p>Record a range of tasks that have been successfully completed</p>			
Maintain effective relationship with work colleagues	<p>Contribute to discussions with team members</p> <p>Discuss tasks with supervisors</p> <p>Assist other team members with tasks</p>			
Identify problems in working methods	<p>Explain clearly why tasks cannot be completed to schedule</p>			

IMPROVING OWN LEARNING & PERFORMANCE

Tasks	Specific Details	Evidence	Initials	Date
Identify targets a) short term b) long term	Develop action plan for each target Review progress Record completion of targets			
Carry out identified tasks	Evidence of completion with dates			
Evaluate strengths & weaknesses	Give and receive effective feedback from others Students allocate team responsibilities appropriately Record own achievements			

INFORMATION TECHNOLOGY

Tasks	Specific Details	Evidence	Initials	Date
Investigate what IT is available and it's features	<p>Select appropriate packages</p> <p>Store files to ensure information is secure and accurate</p>			
Organise & Integrate information from different sources	<p>Ensure information is stored in suitable format</p> <p>Move & copy information within & between files</p> <p>Ensure correct information is retrieved</p> <p>Use different facilities within an application</p>			
Present information	<p>Use formats which display information clearly and accurately</p> <p>Produced hard copy of stored information</p>			

WORK EXPERIENCE EVALUATION FORM

*Please complete this evaluation form on the last day of your placement and send a photocopy in the envelope provided to the Site Work Experience Co-ordinator.

Name:

School:

Department:

Placement Date:

Key Skills/Attributes	Self Assessment	Supervisor
Time Keeping		
Dress Code		
Conduct		
Discussion i.e. 1 to 1, telephone use		
Use of I.T.		
Ability to collect & record data		
Working with others		
Initiative to work on own		
Receive & understanding instructions		
Enthusiasm & commitment to job role		

*Performance Rating: 1-Low

2-Satisfactory

3-Good

4-Excellent

Supervisor - Further Comments:

Student - How could your placement have been improved?

Supervisor Name:

Signed: (Supervisor)

Date:

Signed: (Pupil)

Date: