**Work Experience Placement**

**REFLECTIVE LOG/JOURNAL**

**Guidance**

You should keep a daily note about the work you have undertaken at ELTC, and your log/journal should include a comment about your work experience overall. However, you shouldn’t simply *describe* what you did at work - you should ***reflect***. This means that you should think about and comment on what you did. Aim to write an average of 130 words per day – of course, you can write more if you wish!

You should submit your final log to your ELTC supervisor on your last working day, or as soon as possible after wards. ELTC will not submit a report to your school/college unless we have received your Reflective Log.

Examples of thinking about and commenting are below. You can do all or some of these. Whatever you write about, it must be related to working at ELTC.

**Examples**

* consider what you have done and whether you enjoyed it, found it easy, interesting (or not), and why;
* consider what skills you have learned or improved
* comment on your ***rate*** of progress and ***why*** you are progressing at this rate (i.e. are you picking skills and understanding up quickly, or not?);
* are you happy with your performance? **Why/why not**?
* comment on your confidence levels; are they changing? **Why/why not?**
* comment on your strengths and weaknesses; **how** can you improve?
* comment on what you find difficult and **how** you will try to overcome your difficulties;
* comment on your successes! **Why** were you successful?
* comment on how you think you fit into the team and whether this was easy or hard.
* etc….

Your Log should include what you enjoyed, what you learned, and suggestions of what you think ELTC could change to make the Work Experience process better for future young people.

Most of all, writing the Reflective Log should help you understand yourself better, giving you some insight into the type of work you like (or not) or are good at (or not).

There are different styles for a Reflective Log/Journal; below are two examples.

**Example 1. Daily entry template**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Task** | **Enjoyment level** | **Difficulty level** | **Skill(s) learned/**  **improved** | **Learning success/**  **performance** |
| **02.07.2018** | 1. |  |  |  |  |
|  | 2. |  |  |  |  |
|  | 3. |  |  |  |  |
| **03.07.18** |  |  |  |  |  |
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|  | *Overall Summary of Experience* | | | | |
|  | *What I have learned about myself* | | | | |
|  | *Suggestions for ELTC* | | | | |

**Example 2: Narrative Reflective Journal** (written in July 2017)

**ELTC REFLECTION**

1. **What I enjoyed the most:**

* I thoroughly enjoyed the fact that my timetable was so varied as it helped me get an insight into every part of what the ELTC does and how you all achieve it.
  + On my first day I looked at the admin side of things which included seeing how to apply for the different courses, what they entailed and entry requirements etc. […] I took down phone messages and also had a chance to talk to students over the desk […] making it a lot more stressful but a lot more realistic as well. I really enjoyed seeing this part of the process as it showed me how complicated the steps before the actual schooling are.
  + The actual teaching side of things was the bulk of my experience which was very good for me as I would like to be a teacher and this helped give me an insight into what it’s really like. I loved interacting with the students in lessons […] All of the teachers I saw were highly enthusiastic and keen to involve me in their lessons and I really enjoyed the speaking element of the learning as well as seeing how keen the students also were to learn. […] I also sat in on one of the lectures (after doing the barcode scanning!!) about the medicinal uses of plants and I would recommend for future work experience people that they do go to a lecture as it was very interesting.

1. **What I would change for someone else:**

* For me the timetable was perfect:

Personally the balance between the teaching I did and everything else was perfect as I wanted teaching to be my main focus and it was, but I also got to see everything else that happened which I also would want to see again if I could do it all again. […]

* Varied timetable based on placement’s desire:

I think that for future reference with another work experience placement person I would say that you should ask them which area they are most interested in for example; teaching, welfare or admin, and then base the amount of time spent in each area around that.

* U-Card:

The only fault I would be able to mention would be that unfortunately my U-card never worked or let me enter buildings, it never really mattered but for next year maybe someone could look into that. It was quite funny trying every morning to get in to the building and failing, and I enjoyed the fact I had one as it made me feel part of the team, regardless of the fact that it never worked.

**3. What I learnt:**

* One big thing I learnt was the fact that there are so many parts to this well-oiled machine, most of which the students never even get to see and I was very fortunate to be able to see and experience most of them
* […]
* Teaching skills (things I learnt within lessons):

I obviously learnt so much within the class rooms (looking beyond the English grammar I’d never heard of) and the teaching experience and confidence that I have gained will always be valuable in my life. I was shown the whole Cambridge system of the books, the online resources and everything used here and it really helped me understand the entire system that I’m sure I will also find very valuable in the future.

* I now know about ELTC students […] they all have such amazing personalities and stories that most people never get to hear. Now when I’m walking around Sheffield and I see a group of foreign students I will now not just ignore them but want to know where they’re from, what their masters are in and all about their brilliant personalities, because for someone that never gets to work in a place like this, things like that brush straight past them, so I’m very glad that I have had a chance to spend a couple of weeks here as I think it has changed part of my attitude drastically and for the better.

THANK YOU!