

Title	Work Experience Diary – Student Diary Guidance
Description	This is a tool to assist students to prepare for their work placement in the health service skills area and provides a template and guidance for students to complete their work experience diary
User	Completed by the student while preparing for their work placement, during the placement and at end of their placement experience.
Goal	To provide students with a clear picture of what is required to be documented in the work experience diary
Objective	Allows learners to keep a comprehensive work experience diary incorporating all the relevant areas.
Method	The template can be completed electronically or in hard-copy
Recommended Use	As part of the assessment of the work experience element of the programme/s students are required to keep a diary. This template assists students in keeping a comprehensive report.
When	Completed by students as part of the overall assessment of the work experience element of the programme. This will occur while planning, preparing and concluding the work placement
Language	English
Further links	

---

Health  
Services  
Skills

Work  
Experience  
Diary

---

Student Diary  
Guidance

---

Health Service Skills

---

## Students Guidance

As part of the assessment criteria students are required to complete a daily diary in two parts.

- Part one will discuss and summaries the tasks the student completed while on each day's placement
- Part two will reflect on the day's placement and how the student felt before, during and after the experience of the day in question.

## Student Requirements

Students are required to complete all sections of their '**Student Diary**' relevant to them.

Student will produce '**Student Diary**' document for *WORK EXPERIENCE* and photocopy the relevant sections for the relevant tutors as instructed.

- *Care Skills*
- *Care Support*
- *IPC*
- *Care of the Older Person*
- *Workplace Statuary Policies and Procedures*

**Induction to your Diary** (complete in spaces provide and/or word process)

1. Discuss what you hope to gain from completing your work experience

2. Identify your work experience hours, number of clients and numbers of staff etc.

**Identify the Safety, Health & Welfare Legislation & Regulations on your work experience by discussing the following** (complete in spaces provide and/or word process)

1. The Employers Duties to workers and others

2. The workers duties

3. Identify the requirement for records and reviews

4. Identify Safety Statement

5. Outline the roles of other members of the healthcare team you worked with on placement.

## **TEMPLATE - Work Experience Diary Layout**

Each student is required to complete a number of required days for work experience depending on their course of study. In regards to ***Health Service Skills*** learners are required to complete a **minimum of 20 days\*** for part of the assessment criteria of the Work Experience Module.

The attached template breaks the diary into two parts that must be completed by the learner for each day's placement.

1. Daily Account – (how the tasks/work was undertaken during the days placement)
2. Daily Reflections – (an account of the students thoughts and feeling before, during or after the days placement)

### **SAMPLE**

**Date:** \_\_\_\_\_

**Day Number:** \_\_\_\_\_

#### **Daily Account – (Write how work was undertaken)**

***Complete a written account in your own words of how work was undertaken/task completed during the day's placement.***

***Suggested question to follow will help you to complete this section.***

- Identify how the work experience day took place from start to finish
- Who did you meet when you arrived at your work experience?
- How many people were you working with today?
- Did you remember their names?
- Identify any new equipment/ technology today you used?
- What IPC procedures did you have to follow?
- Identify any IPC procedures that you observed
- Identify care skill tasks that you observed and/or complete
- Detailed notes on structures and procedures you observed while on your placement

#### **Daily Reflections – (Write an account of your thoughts and feelings about the day)**

***Complete a written account of how you felt and your overall thoughts about the day's placement.***

***Suggested question to follow will help you to complete this section.***

- Reflection on how comfortable you felt in the workplace
- Reflection on how you related to the clients, their relatives and members of the Healthcare team.
- Reflection on interpersonal issues that arise in Care work, such as recognising diversity and individuality in clients, families and workers.
- Reflection on interpersonal skills you have developed and your personal strengths and weaknesses.
- Reflections on giving and receiving criticism.
- Reflections on your effectiveness as a Caregiver.



- Reflections on challenges you faced in your work place and how you overcame them
- What will you do differently tomorrow?

## **Standard Identified Log Book**

In regards to the assessment criteria of **Workplace Statutory Policies and Procedures**, learners are required to complete 10 (ten) Logs to identify the National Standards that were met during their work placement.

Learners are required to use the attached template in order to complete the 10 Logs

Identify standard number	
Date you observed the standard in operation	
Details of the manner in which the standard was implemented: (max 100 words)	

## **Overall Reflection**

On completion of the learners work experience they are required to complete a written overall reflective account in their own words

***Complete a written account of how you felt overall in regards to your work experience.***

***Suggested question to follow will help you to complete this section.***

- What have you learnt about this type of work in the last \* days?
- Was the job the same as you were expecting?
- What was different?
- What surprised you about this job?
- List some skills you have demonstrated and/or improved over the last 10 days; ( Practical / Personal / Interpersonal)
- Identify, comment and evaluate how your interpersonal skills have developed and what you feel are your personal strengths in working with patients/clients.
- Give examples of where in your work experience these strengths have been shown to have been effective
- Did you learn anything about yourself while on work experience? (hard worker, can work well in team, work best on my own, organised, not as shy as previously thought, punctual, good motivator)
- What was the best thing about the last ten days?
- What was the hardest part of the last ten days?
- Is the kind of job you would like to do in the future?
- If so, how can they go about it (additional qualifications, more work experience etc.), if not, what would they like to do and how can they go about it.

