

Sentence Starters

What was your task?

Write a brief summary of the task you completed.

During my work experience at...

My main tasks were

I also had the chance to...

This helped me understand...

How did you approach the task?

What steps did you take to complete the task? Did you make a plan? Did you use your initiative? How did your approach change as you became more confident?

I approached this task by...

I made sure to...

Over time I got better at...

If I wasn't sure about something I...

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What did you learn from this experience?

What knowledge did you gain about the job role or industry? Did you learn anything new about business or how teams work? What did you learn about yourself?

One of the biggest things I learnt was...

I found out that the industry / job role is...

I also realised....

What challenges did you face and how did you overcome them?

What was the most difficult part of your work experience task? How did you deal with any problems or mistakes? What did you learn from these challenges?

A challenge I faced was...

At first I founddifficult because...

I overcame this by..

This taught me...

What did you learn about the industry?

What did you find out about how people work in this industry? Did you discover any job roles that you didn't know about before? Did the experience make you more or less interested in working in this field?

I learned that the ... industry involves...

I was surprised by...

I discovered ... and it made me think...

Work Experience Reflection

What essential skills did you develop?

Refer to the skills listed at the start of this journal. Give an example of using them within the task. How might these skills help you in future careers or in school?

I developed my ability to...

The essential skill I used the most was...

I improved my ... skills by...

This helped me to...

I think this skill will help me in the future because...

Did you learn any technical or practical skills?

What specific skills did you develop that are used in this industry? E.g. did you learn about tools, software or equipment? How do these skills connect to real jobs in this field?

I developed technical skills in...

I learned how to use...

I gained a better understanding of...

I now know how ... works in the ... industry

How will this experience help you in the future?

How will what you have learned help you in your next steps (in education or work)? What would you like to learn more about next time?

This experience has helped me to realise that I would like to ... in the future.

I would like to develop my skills in ... because...

This has helped me to...

Next Steps.

What are your areas for improvement? What next steps will you take?

An area I need to continue to work on is...

I will do this by...

The next steps I will take are...