



THE INSTITUTE OF THE MOTOR INDUSTRY

Understanding the motor industry and the world of work:

A guide for students on
work experience placements

Version 1: Draft 1; July 2012

Student's name:	
Programme/qualification title and level	
School/college/provider name	
Dates of placement:	
Placement company name	

The Institute of Motor Industry, Fanshaws, Brickenden
Hertford SG13 8PQ. Tel: 01992511521

Email: imi@motor.org.uk;

www.motor.org.uk and www.autocity.org.uk

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Dear Student

Welcome to your work experience placement for the Motor Industry.

This workbook is designed for students undertaking programmes such as Autostart, or a range of motor industry qualifications at any level across the UK.

Work Experience allows you to apply the knowledge and skills learned at college/school or with a training provider, to a real working environment and gain an appreciation of the world of work.

Working in the motor industry can offer many exciting and rewarding challenges. This workbook will help you find out about your work experience placement company and the jobs within it.

Enjoy

The IMI

PS don't forget to visit www.autocity.org.uk

Preparing for my work experience placement

	Preparation	Yes ✓
1.	<p>The work experience placement organiser (school, college or training provider) has explained the following to me before I went on my placement:</p> <ul style="list-style-type: none"> • my rights and general responsibilities; • why health and safety is important; • what hazard and risk means, including some examples and the best ways to control risks; • the duties of the employer; • my own personal responsibilities to work and behave safely; • the importance of reporting accidents, ill health and obtaining first aid treatment; • types of emergencies that can occur and the importance of observing emergency procedures in the workplace; • the main types of safety signs and notices; • what personal protective equipment or clothing I might use and why this is necessary; • the fact that there may be activities I am not allowed to do equipment I am not allowed to use and areas where I am not allowed to go; • That I will receive a full health and safety induction when I start my placement; • who I or my parent/carer can contact if I have any urgent concerns about the work experience; • any additional support I need for the placement.. 	
2.	I have gone through my workbook with the organiser and I know what I will cover during my placement and how to record it in the daily diary sheet.	
3.	I understand how to behave and dress for the placement, what time I should get there on the first day and who to ask for.	
4.	I have found out a little about the company – number of employees, sole trader, limited company, how long it has been in business etc so that I am prepared for the placement.	
5.	I have completed the goal sheet setting out what I would like from my work placement and will talk this over with the supervisor at the beginning of the placement.	
6.	I understand the work experience agreement and have signed this and given it to my organiser to pass on to the company. If I am under 18 my parent/carer has also signed the agreement.	
6.	I understand the purpose of the end of placement sign off sheet and how to fill it in.	
	Optional:	
7.	A pre placement visit has been organised for me and I know what to expect, how to prepare and how to behave .	
8.	An interview has been arranged for me and I know what to expect, how to prepare and how to behave.	

How I'm feeling at this stage about my placement: Circle which one applies to you.

Confident

OK

A bit unsure

Not very confident
(talk your concerns over with the teacher/tutor)

During my placement

	Activities	Yes ✓
1.	I have received an induction to the company which includes: <ul style="list-style-type: none"> • welcome to the company introduced to their supervisor; • guided tour of the premises and introduced to key members of staff with whom they will come into contact with; • health and safety, risk, hazards, fire and emergency procedures have been explained and any personal protective clothing/equipment is provided; • details of any prohibited or restricted tasks, activities, areas or work equipment; • explanation about the history of the company and type (sole trader, limited company, franchise etc); • how many employees work here/UK/elsewhere and in which jobs/levels; • the main services and/or products the employer provides; • who their main customers are e.g. members of the public, dealerships, fleet management companies; • working hours, breaks and absence procedures; • company rules and standards; • who to go to in the company if there are any problems; • data protection policies and procedures; • the rights and responsibilities of paid employees e.g. holiday entitlement, complaints/disciplinary procedures, grievance, protection of wages, dismissal, redundancy, employee representation (trade unions). 	
2.	The supervisor has been through my work experience workbook with me at the start of the placement, so that they understand what I have to learn during my placement.	
3.	I am observing staff undertaking a range of activities related to my programme/qualifications.	
4.	I am practicing what I am learning under supervision.	
5.	I am getting opportunities to talk to staff at agreed times to ask them questions about the company and/or motor industry and working life.	
6.	My supervisor and I are reviewing my learning at regular intervals during the placement (recommend at least twice during the placement)	
7.	My placement organiser has visited me at least once during the placement.	
8.	I feel safe during their placement and have: <ul style="list-style-type: none"> • not been asked to do anything which I feel is dangerous • been completing my diary, activity and goal setting sheets 	

At the end of my placement

	Activities	Yes ✓
1.	I have met with my supervisor and we have completed the work experience sign off sheet before the end of my placement.	
2.	I have a copy of my sign off sheet for myself as a record.	
3.	I have discussed my work placement, diary and goal setting sheets with my teacher/tutor	
4.	I have sent a letter to the employer thanking them for the work placement.	
5.	I have practiced writing a job application following my placement.	
6.	I have begun to put the lessons learned from the placement into action.	

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Work Experience Agreement for the Motor Industry

Placement organiser	
School, college or training provider name:	
Address	
Telephone	
Contact name:	

Student details	
Full name	
Date of birth	
Emergency contact name	
Emergency contact telephone number	

Placement information	
Company name:	
Company contact name and job title	
Address	
Telephone number	
Dates of placement	
Hours of work	
Dress code	

1. Student responsibility

- I agree to go on the work experience placement.
- I shall attend my placement for the full work experience period.
- I will ensure the organiser and the placement company are notified if I am unable to attend the placement.
- My dress and behaviour will follow the company rules.
- I shall perform my duties to the best of my ability.
- I will follow the health and safety, first aid and emergency procedures at all times.

Student signature		Date:	
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2. Parent/Guardian Consent: If student under 18.

I consent to the above named student participating in the work experience placement detailed.

Parent/guardian signature		Date:	
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3. Placement providers responsibility:

I agree for the named student to be placed with me for the purpose of work experience. I shall ensure the:

- Student is informed of health and safety arrangements in the workplace
- The organiser is informed of any accidents involving the student
- The organiser is informed of any unexplained absence by the student
- The student will not carry out any work which is prohibited by law.

Placement provider signature		Date:	
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4. Placement organiser

I agree for the above student to be placed for the purpose of work experience with the named placement for the period stated

Placement Organiser signature		Date:	
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5. Student goals

I would like to use the work experience placement to learn more about the following:

Goal 1	Goal 2	Goal 3

Work experience activity sheet

Student's name	Name of placement company	Dates of placement

- **The questions can be done in any order but try to answer all of them.**
- **If you are unsure about any question, ask for help.**
- **Answer in complete sentences unless constructing a list.**
- **Use additional material if you can e.g. photos (remember to ask permission first), brochures, company information sheets.**

1. Type of business

- | | | |
|---|--|--|
| <input type="checkbox"/> Private Owner | <input type="checkbox"/> Franchised Dealership | <input type="checkbox"/> Public body(Police, local authority) |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Non Franchised Garage | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Dealership Group | <input type="checkbox"/> Rapid Fit Outlet | |
-

2. Who owns the company and when was it started?

3. If the company has more than one site, how many and where are they?

4. How many people work for the company – as a whole and at your location?

5. Briefly describe the products and services the company provides and to whom.

6. Draw a chart showing the structure of your placement company starting with the lower level jobs such as technician and ending with the highest level jobs such as manager, owner, director.

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7. Describe any areas in the company you are not allowed to go unsupervised and why.

8. What is the procedure for checking in and out of the workplace?

9. What is the dress code at the workplace and why is this important?

10. If you have to wear protective clothing why is this important?

11. How many fire extinguishers are there, where are they located?

12. Where are the fire exits and what do you do if the fire alarm goes off?

13. List all the hazard signs you can find in the workplace and what they mean.

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14. How does the company recruit for jobs? (advert, job centre, CV etc)

15. What training does the company provide for new staff in jobs you are interested in?

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Name:

Company:



Record of my goals for the work experience placement

Goal 1:	How this has been achieved
Goal 2:	
Goal 2:	

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Name:

Company:



Work experience placement diary for the Motor Industry

Use this form to record the daily tasks and activities you carry out during your placement. Use one sheet for each day.

Day/date	Activities	The main things I learned today (examples) <ul style="list-style-type: none">• putting technical knowledge into practice• observing, listening and communicating at work• being part of a team• the differences between school/college and the workplace• jobs/careers in the motor industry

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Work experience sign off sheet

Student name:	
Title of qualification/programme and level	
Name of placement organiser:	
Name of placement company:	
Work experience provider name:	
Dates of placement:	

Feedback from the student:

How satisfied are you with the placement overall?		
Very satisfied	Satisfied	Not very satisfied

What I learned from the placement and what went well.

Things that I might have done differently, if anything.

How I will put what I have learned into practice

Feedback from the supervisor:

What has gone well about the placement and why

What has not gone so well and how it could have been improved

Signature of student	
Signature of supervisor	
Date:	