

WORK EXPERIENCE LOGBOOK

ACHIEVE MORE THAN YOU THINK POSSIBLE

GROW YOUR SKILLS AND CONFIDENCE

DISCOVER YOUR POTENTIAL

NAME

PERSONAL INFORMATION

First Name:

School Name:

Middle Name or Initial:

School Address:

Last Name:

Mobile:

School Postcode:

Email:

Allergies:

WELCOME

Welcome to your Army Work Experience. Are you ready to be challenged? To dig deep and discover what you are capable of? To achieve more than you think you can?

During your Work Experience you will develop important skills and personal qualities, like discipline, determination, teamwork and cooperation. You will grow in confidence and discover your full potential.

To fully benefit from your time with us, it is important that you follow the orders and instructions given to you, uphold the Values and Standards of the British Army, and fully commit to each day and activity.

This Logbook will help you. Complete the entries before, during and after your Work Experience. Set goals for yourself, reflect on your thoughts before and after, and capture what you discover about yourself each day.

Its usefulness does not end when your Work Experience ends. Think of it as a starting point: We hope that what you learn and discover will inspire you to take on new goals and challenges and realise your full potential.

Remember: what you do on your Army Work Experience is up to us. What you take from it is up to you.

VALUES AND STANDARDS OF THE BRITISH ARMY

While you are on Army Work Experience, our Values and Standards define how you are expected to behave towards your Army instructors and towards other work experience participants.

Our Values are the moral principles that define how British soldiers are expected to behave:

- **Courage**
I resolve to show courage and to always do what is right, to challenge any behaviour that falls short of these Values and Standards, and to overcome any fear or fatigue.
- **Discipline**
I will always follow any rules or orders given to me and always be responsible for my own behaviour.
- **Respect for Others**
I will treat everyone fairly and with dignity and respect. I understand that there is no place in the British Army for prejudice or discrimination.
- **Integrity**
I will always be honest and reliable. I will do the right thing, not the easy option.
- **Loyalty**
I will support and help those who lead me and those in my team, even when the going gets tough.
- **Selfless Commitment**
I will always put the needs of others and my team before my own needs.

Our Standards are the benchmarks against which we judge our conduct:

- **Lawful**
I will obey the law, including all Health and Safety signs and instructions.
- **Acceptable Behaviour**
I will avoid any form of unacceptable or risky behaviour towards others.
- **Professional**
I will always conduct myself at the highest standard.

I agree that I will always uphold the British Army's Values and Standards during my Army Work Experience.

Signature: _____

Date: _____

SKILLS AND PERSONAL QUALITIES

Your Army Work Experience will help you to understand and develop the following skills and positive personal qualities, in addition to the Values and Standards of the British Army.

Personal appearance

Be smartly dressed in the right clothes for the activity, and be clean with neat hair.

Example: Trousers tucked correctly into boots, as demonstrated to you.

Attitude

Remain positive, enthusiastic and polite at all times.

Example: Respond positively to feedback and make the most of each day.

Determination

Always try your hardest to succeed, even when something is new or difficult.

Example: Never give up when a task gets hard and help your team to do the same.

Personal organisation and time management

Keep your kit neat and organised. Always be on time.

Example: Always have the right kit ready for the next activity.

Communication

Listen carefully and follow instructions properly. Be clear so others understand you.

Example: Listen carefully to your instructor and remember their instructions.

Teamwork and cooperation

Work well with others, give help and support, and always do your share of the work.

Example: Work hard and encourage others during command tasks.

Problem-solving

Find solutions to difficult or complicated issues.

Example: Think of different ways to solve a physical challenge during command tasks.

Decision-making

Examine different alternatives to identify the best choice.

Example: Identify the pros and cons of different choices while on patrol.

Numeracy

Understand, work with and solve problems involving numbers.

Example: Work accurately with times, distances or compass bearings while on patrol.

Literacy

Read, write, speak and listen well.

Example: Read and complete this Work Experience Logbook to the best of your ability.

PERSONAL, LEARNING AND THINKING SKILLS (PLTS)

If you are on a BTEC course your Army Work Experience will help you to understand and develop the following Personal, Learning and Thinking Skills (PLTS), in addition to the Values and Standards of the British Army. Take the care and time to fully complete this Logbook – it is an important part of your assessment evidence for your course.

Independent enquirers

- identify questions to answer and problems to resolve
- analyse and evaluate information, judging its relevance and value
- consider the influence of circumstances, beliefs and feelings on decisions and events.

Creative thinkers

- ask questions and question their assumptions
- connect ideas and experiences in inventive ways
- try out alternatives or new solutions and follow ideas through.

Reflective learners

- set goals with success criteria
- assess themselves, identifying opportunities and achievements
- review progress and invite feedback, dealing positively with praise, setbacks and criticism.

Team workers

- collaborate with others to work towards common goals
- show fairness and consideration to others
- take responsibility and show confidence in themselves.

Self managers

- seek out challenges or new responsibilities
- show initiative, commitment and perseverance
- organise their time and kit, prioritising their actions.

Effective participants

- play a full part in all aspects of their Army Work Experience
- propose practical ways forward during activities, breaking these down into manageable steps
- discuss any issues of concern, seeking resolution where needed.

MY ARMY WORK EXPERIENCE GOALS

Set three goals to make the most of your Army Work Experience.

Goal 1

What I will achieve:

Skills or qualities I will use:

What I will do to achieve this goal:

Why I will benefit from achieving this goal:

Goal 2

What I will achieve:

Skills or qualities I will use:

What I will do to achieve this goal:

Why I will benefit from achieving this goal:

PRE-WORK EXPERIENCE REFLECTION

Goal 3

What I will achieve:

Skills or qualities I will use:

What I will do to achieve this goal:

Why I will benefit from achieving this goal:

Example

What I will achieve:

I will be dressed and ready on time every morning.

Skills or qualities I will use:

Attitude, determination, and personal organisation.

What I will do to achieve this goal:

Get my kit ready the night before. Go to bed on time. Get up when the alarm goes off.

Why I will benefit from achieving this goal:

I will improve my confidence and be more positive about the rest of each day.

Write down your thoughts before you begin your Army Work Experience. Compare this with your reflection at the end of your Work Experience to see how you have developed and how your confidence has grown.

What I want to get out of my Army Work Experience

What I am expecting it to be like

What I am concerned about (if anything)

What I am looking forward to

While on Army Work Experience you have a duty to take care of your own health and safety and that of others who may be affected by your actions.

Your agreement to uphold the British Army's Values and Standards at all times during your Army Work Experience includes your agreement to obey the law, including all Health and Safety signs and instructions.

You must:

- Cooperate with your Army instructors
- listen carefully to all Health and Safety briefings and ask if you do not understand
- follow all Health and Safety instructions in full, including any instructions on your social media use while on Army Work Experience
- follow all Health and Safety signs you may see and ask if you are unsure what they mean
- act responsibly and do not do anything that might endanger others
- report anything you think might be dangerous to your Army instructor as soon as possible.

DAY 1 WORK EXPERIENCE LOG

DAY

DATE

Personal admin tasks I completed today

Activities I completed today

How I worked towards my goals today

Goal 1

Goal 2

Goal 3

Army Values, Skills and Qualities I used today (tick all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> Courage | <input type="checkbox"/> Personal organisation and time management | <input type="checkbox"/> Personal appearance |
| <input type="checkbox"/> Discipline | <input type="checkbox"/> Teamwork and cooperation | <input type="checkbox"/> Attitude |
| <input type="checkbox"/> Respect for others | <input type="checkbox"/> Problem-solving | <input type="checkbox"/> Determination |
| <input type="checkbox"/> Integrity | <input type="checkbox"/> Decision-making | <input type="checkbox"/> Communication |
| <input type="checkbox"/> Loyalty | | <input type="checkbox"/> Numeracy |
| <input type="checkbox"/> Selfless commitment | | <input type="checkbox"/> Literacy |

Army jobs that are linked to today's activities

What I'm most proud of today

Be my Best tomorrow – what I would like to improve

DAY 2 WORK EXPERIENCE LOG

DAY

DATE

Personal admin tasks I completed today

Activities I completed today

How I worked towards my goals today

Goal 1

Goal 2

Goal 3

Army Values, Skills and Qualities I used today (tick all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> Courage | <input type="checkbox"/> Personal organisation and time management | <input type="checkbox"/> Personal appearance |
| <input type="checkbox"/> Discipline | <input type="checkbox"/> Teamwork and cooperation | <input type="checkbox"/> Attitude |
| <input type="checkbox"/> Respect for others | <input type="checkbox"/> Problem-solving | <input type="checkbox"/> Determination |
| <input type="checkbox"/> Integrity | <input type="checkbox"/> Decision-making | <input type="checkbox"/> Communication |
| <input type="checkbox"/> Loyalty | | <input type="checkbox"/> Numeracy |
| <input type="checkbox"/> Selfless commitment | | <input type="checkbox"/> Literacy |

Army jobs that are linked to today's activities

What I'm most proud of today

Be my Best tomorrow – what I would like to improve

DAY 3 WORK EXPERIENCE LOG

DAY

DATE

Personal admin tasks I completed today

Activities I completed today

How I worked towards my goals today

Goal 1

Goal 2

Goal 3

Army Values, Skills and Qualities I used today (tick all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> Courage | <input type="checkbox"/> Personal organisation and time management | <input type="checkbox"/> Personal appearance |
| <input type="checkbox"/> Discipline | <input type="checkbox"/> Teamwork and cooperation | <input type="checkbox"/> Attitude |
| <input type="checkbox"/> Respect for others | <input type="checkbox"/> Problem-solving | <input type="checkbox"/> Determination |
| <input type="checkbox"/> Integrity | <input type="checkbox"/> Decision-making | <input type="checkbox"/> Communication |
| <input type="checkbox"/> Loyalty | | <input type="checkbox"/> Numeracy |
| <input type="checkbox"/> Selfless commitment | | <input type="checkbox"/> Literacy |

Army jobs that are linked to today's activities

What I'm most proud of today

Be my Best tomorrow – what I would like to improve

DAY 4 WORK EXPERIENCE LOG

DAY

DATE

Personal admin tasks I completed today

Activities I completed today

How I worked towards my goals today

Goal 1

Goal 2

Goal 3

Army Values, Skills and Qualities I used today (tick all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> Courage | <input type="checkbox"/> Personal organisation and time management | <input type="checkbox"/> Personal appearance |
| <input type="checkbox"/> Discipline | <input type="checkbox"/> Teamwork and cooperation | <input type="checkbox"/> Attitude |
| <input type="checkbox"/> Respect for others | <input type="checkbox"/> Problem-solving | <input type="checkbox"/> Determination |
| <input type="checkbox"/> Integrity | <input type="checkbox"/> Decision-making | <input type="checkbox"/> Communication |
| <input type="checkbox"/> Loyalty | | <input type="checkbox"/> Numeracy |
| <input type="checkbox"/> Selfless commitment | | <input type="checkbox"/> Literacy |

Army jobs that are linked to today's activities

What I'm most proud of today

Be my Best tomorrow – what I would like to improve

DAY 5 WORK EXPERIENCE LOG

DAY

DATE

Personal admin tasks I completed today

Activities I completed today

How I worked towards my goals today

Goal 1

Goal 2

Goal 3

Army Values, Skills and Qualities I used today (tick all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> Courage | <input type="checkbox"/> Personal organisation and time management | <input type="checkbox"/> Personal appearance |
| <input type="checkbox"/> Discipline | <input type="checkbox"/> Teamwork and cooperation | <input type="checkbox"/> Attitude |
| <input type="checkbox"/> Respect for others | <input type="checkbox"/> Problem-solving | <input type="checkbox"/> Determination |
| <input type="checkbox"/> Integrity | <input type="checkbox"/> Decision-making | <input type="checkbox"/> Communication |
| <input type="checkbox"/> Loyalty | | <input type="checkbox"/> Numeracy |
| <input type="checkbox"/> Selfless commitment | | <input type="checkbox"/> Literacy |

Army jobs that are linked to today's activities

What I'm most proud of today

Be my Best tomorrow – what I would like to improve

ARMY VALUES, SKILLS AND PERSONAL QUALITIES SELF-ASSESSMENT

How well did you demonstrate each Army Value, Skill or Personal Quality? Tick to show what you think. Be honest.

Army Values

	VERY WELL	QUITE WELL	NEED TO IMPROVE	EXAMPLE OR COMMENT
Courage				
Discipline				
Respect for others				
Integrity				
Loyalty				
Selfless commitment				

Skills and Personal Qualities

	VERY WELL	QUITE WELL	NEED TO IMPROVE	EXAMPLE OR COMMENT
Personal appearance				
Attitude				
Determination				
Personal organisation and time management				
Teamwork and cooperation				
Problem-solving				
Decision-making				
Communication				
Numeracy				
Literacy				

POST-WORK EXPERIENCE REFLECTION

Write down your thoughts now you have completed your Army Work Experience. Compare this with your reflection before you began, to see how you have developed and how your confidence has grown.

What I enjoyed the most

What I found most challenging

The most important lesson I learned was...

How well I achieved my three goals (tick)

GOAL	FULLY	MOSTLY	A LITTLE	NOT AT ALL
1				
2				
3				

What I am most proud of

Something positive I have learned about myself (you can write more than one example)

Use your ideas to help you write your Post-Work Experience Action Plan.

ARMY INSTRUCTOR'S ASSESSMENT

How well did the student demonstrate each Army Value, Skill or Personal Quality?

Army Values

	VERY WELL	QUITE WELL	NEED TO IMPROVE	EXAMPLE OR COMMENT
Courage				
Discipline				
Respect for others				
Integrity				
Loyalty				
Selfless commitment				

Skills and Personal Qualities

	VERY WELL	QUITE WELL	NEED TO IMPROVE	EXAMPLE OR COMMENT
Personal appearance				
Attitude				

Determination				
Personal organisation and time management				
Teamwork and cooperation				
Problem-solving				
Decision-making				
Communication				
Numeracy				
Literacy				

Comments (achievements, positive changes, suggestions for further development / goals)

Name: _____ Signature: _____

Date: _____

POST-WORK EXPERIENCE ACTION PLAN

Your Army Work Experience has helped you to discover more about yourself, build your skills and confidence and feel positive about your achievements. What new goals can you set to challenge yourself further?

Goal 1

What I will achieve:

Skills, qualities and Army Values I will use:

What I will do to achieve this goal:

Goal 2

What I will achieve:

Skills, qualities and Army Values I will use:

What I will do to achieve this goal:

Goal 3

What I will achieve:

Skills, qualities and Army Values I will use:

What I will do to achieve this goal:

Opportunities to develop myself at school or college

Opportunities to develop myself outside of learning

TEACHER COMMENTS

Please review the student’s goals, daily log entries and reflections before and after their Army Work Experience, and the Army Instructor’s comments.

Add any comments of your own below to help the student build on their experience and to guide their next steps to develop their skills and qualities ready for employment.

Name: _____ Signature: _____

Date: _____

THANK YOU LETTER TEMPLATE

Thank your Army Instructors for the help they have given you to develop your skills and experience.

Use your log entries and reflections to help you to complete the template letter below. Change the template so it includes what you want to say. Send your letter by post or email.

[Your Name]
[Your Address]

[Army Instructor’s Name and Rank]
[Their Address]

Dear [Name and Rank of Army Instructor]

Thank you for helping me to complete my Army Work Experience at [Name of Barracks]. I enjoyed [activity you enjoyed the most] and even though [activity you least enjoyed] was hard, I learned a lot by taking part.

The most important thing I learned about myself is that [something positive you learned about yourself]. I now know that I have good skills in [example skills or qualities] and that I need to develop my skills in [example skills or qualities].

Thank you for [add anything else you would like to say or thank the person for, such as any specific advice they gave you that helped you to learn about yourself or overcome a challenge.]

Yours sincerely

[Your Signature]
[Your Name]

