



## Young Crossrail – Corporate Work Experience Scheme

### Work Experience Diary

**Name:**

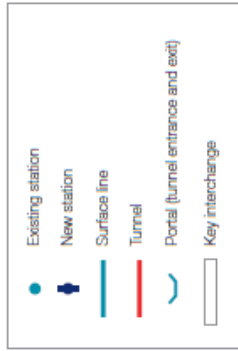
**School:**

**Start date:**..... **End date:** .....

**Supervisor:**

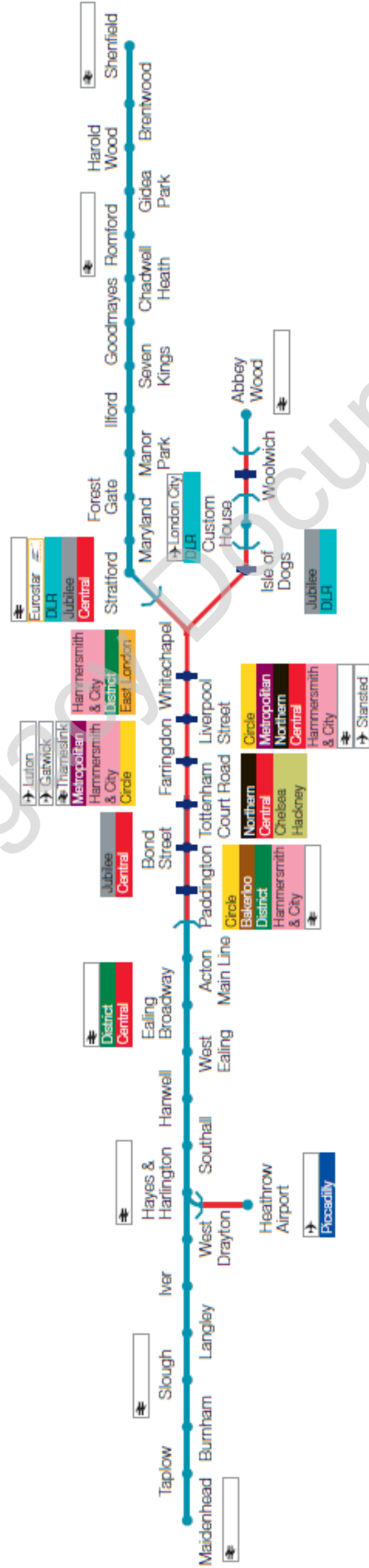
**Department:**

# The Crossrail route



**Crossrail**

Route Connections Map



## Welcome...

Welcome to Crossrail, it is our pleasure to host you on your work experience placement.

We know it's probably your first experience of the world of work and that you are likely to have lots of questions to ask. Please don't be afraid to ask questions - this is your chance to find out about Crossrail as well as learning about your colleagues experiences and the world of work.

During your work experience placement you will be working with a mentor who will be supervising you and answering any questions you have. Your mentor will also be responsible for setting you tasks and projects to work on whilst you are here.

Whilst you are working as Crossrail employees, we ask you to follow the Code of Conduct which you can see below. Please read the two boxes below to familiarise yourself with the expectations. If you can think of any we've missed off, please add them in at the bottom!

### Code of Conduct

#### What you can expect from us...

- To be treated with respect at all times
- To be made to feel welcome and part of the team
- To be kept engaged and given a variety of tasks to perform
- To be shown how our business works
- Answer any questions you may have
- Not to be left alone without anything to do for long periods
- We will ask for your feedback at the end of the placement

#### What we expect from you...

- To have a positive attitude and make the most of this opportunity
- To be on time
- Be presentable
- To inform us if you are running late or are ill by calling the Crossrail office
- To behave as if you were an employee of Crossrail: you are representing your school and the business at all times
- To inform us of any problems or issues quickly
- Appropriate use of phones and websites
- Be enthusiastic! And enjoy yourself

We hope you are going to have a great time with us and take part in some great activities. Young Crossrail have organised a site visit, an employability workshop and a de-brief day where you will share your experiences with your colleagues and peers.

*The Young Crossrail Team*

## Work Experience Diary

Whilst you are here on work experience, we would like you to complete a daily record of your activities, work tasks and personal development – don't forget to include any meetings or external visits you have attended!

For each day, think about...

- **What have you done?**
- **What have you enjoyed?**
- **What did you enjoy the least?**
- **How did you feel?**
- **What skills have you used and/ or developed?**
- **What knowledge have you acquired?**

Your diary will help you reflect on your placement once you have completed it!



## Week 1

### Monday

**Morning:**

**Afternoon:**

**What new skills did you learn today?**

**Did you learn anything new? (e.g. knowledge on Crossrail, working environment?)**

**What was the highlight of your day and why?**

**What part of the day did you find most challenging/ least enjoy?**

## Week 1

### Tuesday

**Morning:**

**Afternoon:**

**What new skills did you learn today?**

**Did you learn anything new? (e.g. knowledge on Crossrail, working environment?)**

**What was the highlight of your day and why?**

**What part of the day did you find most challenging/ least enjoy?**

## Week 1

### Wednesday

**Morning:**

**Afternoon:**

**What new skills did you learn today?**

**Did you learn anything new? (e.g. knowledge on Crossrail, working environment?)**

**What was the highlight of your day and why?**

**What part of the day did you find most challenging/ least enjoy?**

## Week 1

### Thursday

**Morning:**

**Afternoon:**

**What new skills did you learn today?**

**Did you learn anything new? (e.g. knowledge on Crossrail, working environment?)**

**What was the highlight of your day and why?**

**What part of the day did you find most challenging/ least enjoy?**



## Week 1

### Friday

**Morning:**

**Afternoon:**

**What new skills did you learn today?**

**Did you learn anything new? (e.g. knowledge on Crossrail, working environment?)**

**What was the highlight of your day and why?**

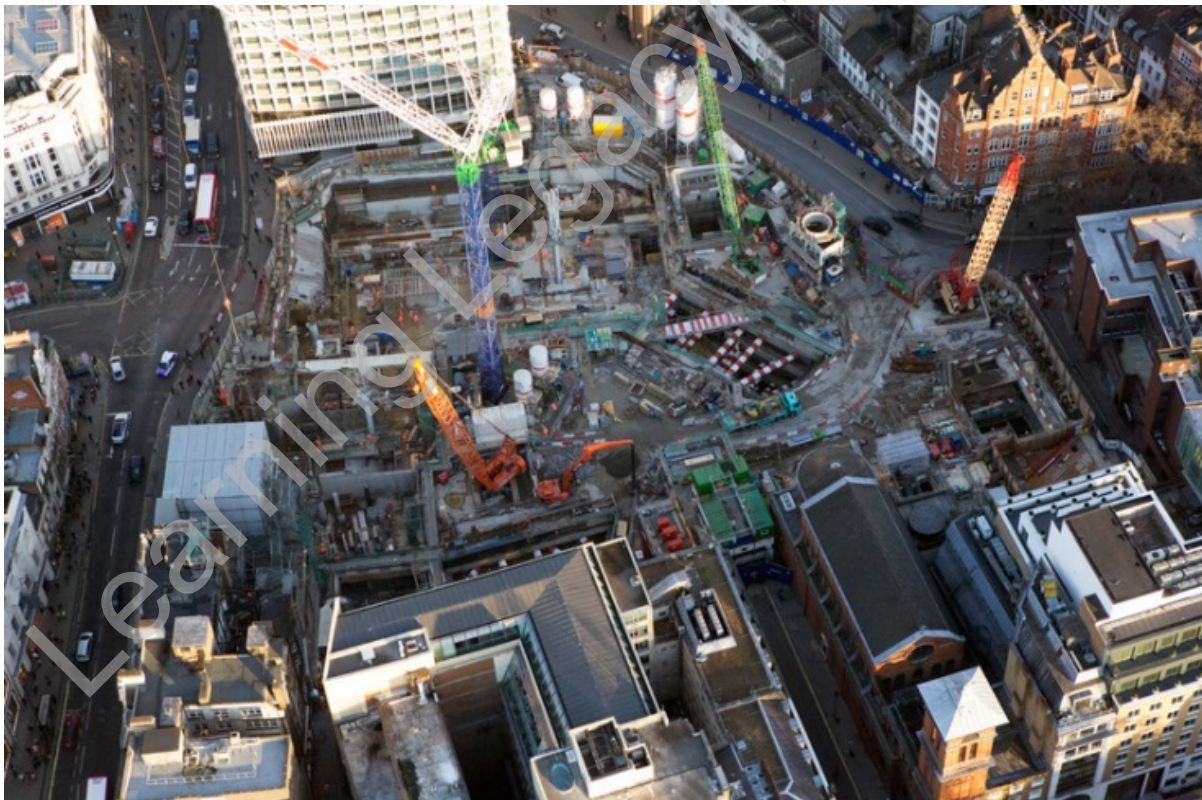
**What part of the day did you find most challenging/ least enjoy?**

## Summary of Week 1

What were your biggest challenges during the first week, and how did you overcome these? (think about what skills you used)

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## Week 2

### Monday

**Morning:**

**Afternoon:**

**What new skills did you learn today?**

**Did you learn anything new? (e.g. knowledge on Crossrail, working environment?)**

**What was the highlight of your day and why?**

**What part of the day did you find most challenging/ least enjoy?**

## Week 2

### Tuesday

**Morning:**

**Afternoon:**

**What new skills did you learn today?**

**Did you learn anything new? (e.g. knowledge on Crossrail, working environment?)**

**What was the highlight of your day and why?**

**What part of the day did you find most challenging/ least enjoy?**

## Week 2

### Wednesday

**Morning:**

**Afternoon:**

**What new skills did you learn today?**

**Did you learn anything new? (e.g. knowledge on Crossrail, working environment?)**

**What was the highlight of your day and why?**

**What part of the day did you find most challenging/ least enjoy?**

## Week 2

### Thursday

**Morning:**

**Afternoon:**

**What new skills did you learn today?**

**Did you learn anything new? (e.g. knowledge on Crossrail, working environment?)**

**What was the highlight of your day and why?**

**What part of the day did you find most challenging/ least enjoy?**

## Week 2

### Friday

**Morning:**

**Afternoon:**

**What new skills did you learn today?**

**Did you learn anything new? (e.g. knowledge on Crossrail, working environment?)**

**What was the highlight of your day and why?**

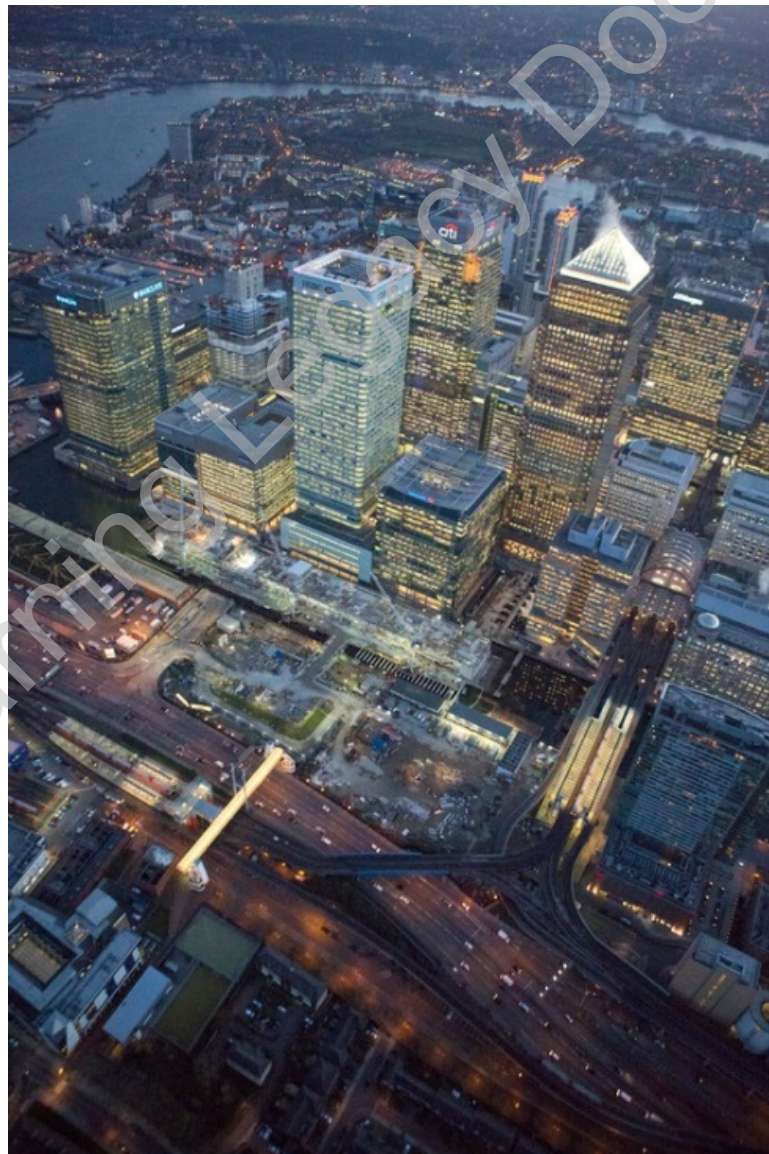
**What part of the day did you find most challenging/ least enjoy?**

## Summary of Week 2

What were your biggest challenges during the second week, and how did you overcome these? (think about what skills you used)

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## Reflection:

Have a look back at your Week 1 and Week 2 work experience diary logs.

Have a think about what you think could have been improved during the work experience placement. Think about the tasks that you enjoyed the least and how these could be made more exciting.

**If you were to take part in a work experience placement at Crossrail again, what improvements to the tasks/ daily activities could be made? Please give a brief explanation on your points.**

1.

2.

**Give examples of how the overall work experience placement could be improved. Please give a brief explanation on your points.**

1.

2.



## Setting Goals for your future career:



Think back to the work experience assessment day you attended. In the session you thought about the goals you would like to reach, and the skills you hoped to gain over the course of the placement.

If you have your work experience pack to hand, remind yourself on the goals and skills you wrote down.

Now it's time to think about how the work experience placement at Crossrail has helped you think about your future career and what steps you might now need to take in order to reach your goals and aspirations.

Describe ways in which your work experience placement has helped you plan for your future career

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Research the SMART model for setting goals, write your answers below

S

M

A

R

T



Think about what you have learnt during your work experience placement. Use the space below to list some of your own SMART goals for the future. These goals should build upon what you have already learnt during the work placement.

Short term goals:

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Long term goals:

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