
Year 12 Work Experience Reference

Blessed George Napier
Catholic School and Sixth Form
Compassion, Truth, Service, Forgiveness, Respect



Student Name: _____

Tutor group: _____

Skills for the 21st Century

One of the reasons for going out for work experience is to help our students to identify their skills. Recognising, developing and demonstrating these skills will support their transition into higher education and work, and it will be useful for students to reflect on how to use them during their placement with you.

- **Problem solving skills** are about using a structured process to analyse tricky problems, consider logical solutions, and then evaluate the result. This can be done alone or in collaboration with other people.
- **Creativity** is the ability to produce inventive ideas that will help to complete a task or solve a problem in a new and interesting way.
- **Communication** and **interpersonal skills** are the verbal, listening and physical skills that we use every day to explain what we are thinking and feeling to other people.
- **Leadership** is the ability to get the best out of a team of people who collectively work to tackle a task or reach an objective.
- Being **proactive** is about thinking ahead, taking the initiative and making things happen, instead of always reacting to what happens around you.
- **Resilience** is the ability to cope with challenges or setback and turn them into positive, valuable learning experiences.

Employer Assessment

Your co-operation in completing this assessment is much appreciated. The information you provide will be important in helping students assess how they did on work experience. Please could you complete this before the end of the placement and give it back to the student.

| |
|---------------------------|
| Name of student: |
| Company name: |
| Dates of work experience: |

Please rate the student on the following statements:

| Statement | Excellent | Very good | Good | Satisfactory | Needs improvement |
|---------------------------|-----------|-----------|------|--------------|-------------------|
| Timekeeping | | | | | |
| Attendance | | | | | |
| Enthusiasm | | | | | |
| Personal presentation | | | | | |
| Communication | | | | | |
| Teamwork | | | | | |
| Ability to solve problems | | | | | |

Employer Reference

Please expand on your feedback, mentioning any particular strengths and weaknesses to aid the student's employability and career development.

Name of Referee: _____

Job Title: _____

Date: _____

Signature: _____

Alternatively, please email your reference to:

Margaret Ellul

Careers Guidance KS5

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