

HOW THE STUDENTS CAN HELP?



- Decide what you might like to do and where?
- Think about “Can I get there?” “Have I got transport?” “What local transport is there?”
- **YOU MUST** complete all the appropriate forms; organise and manage your time to ensure that you meet any deadlines without being reminded.
- If you are unsure about anything to do with work experience, don't be afraid to ask. You can talk to your parents/guardians, PSHE Tutor or the Work Experience Co-ordinator.
- Look at work experience positively, you may be surprised and if you do well, it could open

opportunities for part time work, possible contacts for the future and help in your career choices.

- **DO NOT FORGET TO** ring your placement to arrange an interview (generally the week after your mock interview). You can ask a parent/guardian to help you but you should make the phone call; it is all part of your preparation and will help you. Your employer may not know you and this will be your opportunity of finding out your hours of work, what you need to wear, your lunch and break arrangements, etc. Some employers like you to write to them or ring them before they agree to you on Work Experience – be prepared for this and contact them well in advance.



- Do not forget to introduce yourself to your visiting teacher, they may not know or teach you! They will either visit or ring you over the fortnight and complete an evaluation sheet on your performance – you will receive a copy.
- You must take your diary to your placement, complete it daily and get all required signatures.
- Work experience will help you to understand the discipline of a work place i.e. be punctual, have a positive attitude as well being honest and trustworthy.
- Undertake all tasks or instructions given to you by your employer with a strong emphasis on learning.
- Abide by safety and security arrangements given by your employer not only for your healthy but those working around you. Do not use mobile phones and do not take any photos whilst at your placement unless they give you permission.
- Most of all, enjoy the experience and finding out about the world of work. See this as an opportunity to learn new skills and to enhance those you have already obtained. Any problems, please contact the school.