

Work Experience

- Give yourself plenty of time to get organised, start the process early.
- Competitive placements such as Accountancy, Law, Healthcare, Pharmacies, Banks, Multinational businesses (IBM, Google) need a lot of notice and organisation.
- Xperience is the company that ensures each employer has a Health & Safety check and needs student work experience placements information 3 months before start date.

	Process	Done	Date	Comment
1.	Approach and use personal contacts, family, friends, neighbours.		Sept.	
2.	Write letters/ emails/ make phone calls requesting the dates you need. Just contacting a firm isn't enough! Something in writing is needed.		Sept. - Oct.	
3.	Inform school (Mrs Ahmed) of the placement name, contact name and phone number so that we can confirm this.		Oct. - Dec.	
4.	Check with Mrs Ahmed that the placement is on the Experience database; give Mrs Ahmed full details to process.		Dec.	
5.	Ensure a Job Description & Risk Assessment Form is signed by parent/carer, student and employer.		Jan	
6.	Returned Job Description and Risk Assessment Form to school prior to Work Experience starting.		by Feb ½ term	

Work experience arranged:	
Dates:	
Contact:	
Other:	

Work Experience

Why should you take part in Work Experience?

A carefully planned work experience placement can:

- Give you a chance to experience working life
- Help you discover more about your skills, abilities and talents
- Give you the chance to see how to develop your potential through your choice of job and vocational training
- Help to show you the link between your school learning and future employment
- Help you to learn about personal presentation skills for interview
- Help you to make better informed decisions about your future
- Provide you with opportunities to work alongside adults and to be treated as one.

What will your employer be looking for?

Personal skills and qualities are particularly important to employers.

Employers will always be interested in people who can display the following:

- The ability to work as part of a team
- Well-developed verbal and written communication skills.
- Initiative, self-motivation and independent working
- Loyalty and integrity
- Enthusiasm and a positive attitude
- Flexibility and adaptability, including ability to accept constructive feedback
- Punctuality and the ability to meet deadlines
- Customer awareness
- Honesty
- Reliability
- Responsibility



Get the Most Out of Work Experience

With some forward planning, your work experience placement can be really a useful step up to a rewarding career. Most employers value work experience, particularly as a way into competitive careers, so make sure that you make full use of your opportunity and can tell others about it afterwards!

1. Prepare in advance

You're working for free, so you have every right to establish what you're likely to get out of it. Find out who is supposed to be responsible for you, and consider discussing where and on which aspects of the job you will be working. If there are any areas that particularly interest you, ask in advance if you can sit in with them. It's good to make sure that there is a proper description of the job and that the people within the organisation know why you're there.



2. Big is good... small is better?

Work experience at larger companies looks good on your CV. But working at a big corporation can mean you'll do work that is less varied or meaningful. Working at a small company you can get very involved with all aspects and stages of the process of the work there. Your boss is also more likely to remember you later, so you may be able to use them as a reference.

3. Get stuck in



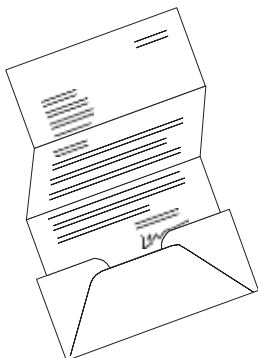
Even the best manager has a lot of demands on their time and only one of them is to organise work for you. It may be a case of finding work for yourself. So be proactive. It may not be good manners to listen into phone conversations, but you are there to learn and it can be good way of finding out who needs help and with what. Likewise, if you see a filing cabinet that no one's had time to sort out, take the initiative and pitch in.

4. It's all about the little things

You might not enjoy doing the photocopying and filing, but doing even the most boring tasks well will help you make the best impression. Most companies take on work experience staff regularly for short periods, so it's difficult for them to know if you're more competent than the last person. Show your interest and ambition by asking about more challenging tasks in the areas that interest you – after you have made the tea!



5. Call back



After your placement, continue to keep in contact with your employer. It's a basic courtesy to send a letter or email after the placement thanking them for taking you on. Perhaps ask if there are any other opportunities available with the company and if they would be willing to act as a referee for you in the future. In the world of work, networking is important, so make a good impression and make it last!

PROSPECTS

Prospects will help guide you through the process
www.prospects.ac.uk/jobs-and-work-experience

