

Work Experience

What do I need to know??

1/ Expectations of you as an employee.

2/ What to do if you have any concerns during your work experience placement.

3/ Any questions you have.

1. Expectations of you as an employee.

You should have already **contacted your employer** to arrange an interview. If you haven't done this already- you need to do this **ASAP (today)**, as you risk losing your placement.

If you are having difficulty getting hold of your employer, you can always contact them via email.

Read the job description carefully as this contains **vital information**, in relation to expectations, working hours, duties, clothing etc.

1. Expectations of you as an employee.

If you are running late or seriously ill, you must call and let your employer know!!!!

Add your employer's number to your mobile.

Making a good impression

Clothing

Wear appropriate clothing for the job- if this is not specified in the job description, then wear smart clothing (no hoodies or trainers).

Punctuality

It is important that you arrive EARLY to your placement. This will mean that you are required to plan your route in advance. Remember that it is likely that other people will be commuting to work at the same time, so you will have to make allowances for this.

Attendance

It is important that you attend EVERY DAY of your work experience placement, as attendance is something that employers take seriously.

Attitude

It is really important that you have the right attitude whilst on your work experience placement. This means being enthusiastic, well mannered and hard-working. The reference for this placement can be used in the future for college applications and jobs.

What should you do if there is a Serious Concern?

What is a serious Concern?

Examples of things that would be a serious concern - Unsafe building, aggressive or abusive employer, illegal activity. DON'T WORRY THIS IS VERY VERY UNLIKELY

If you or your parent has a Serious concern DO NOT to return to the work experience placement, or if you are calling from the work experience placement and do not feel safe, again, leave the placement. If it is an emergency call the emergency services!

This is however extremely unlikely as there have been checks carried out already.

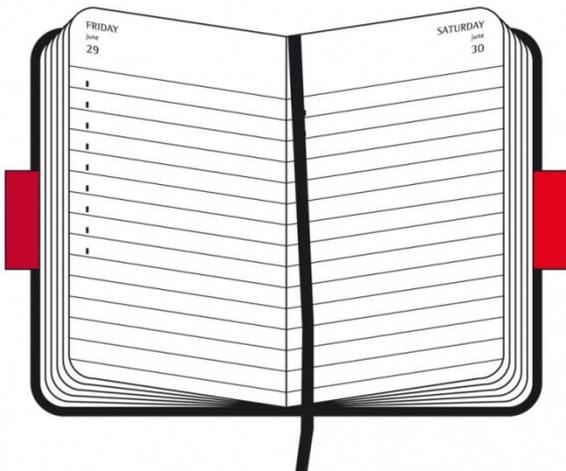
If you have a serious concern then you should contact the school and let us know on 0208 4712415. This should only be in a really serious situation and we do not expect anybody to need this but it is part of our procedures to make sure you are safe at all times which is really important to us!

It is not acceptable not to return to your work experience placement if you simply are not enjoying it, as this will immediately mean you get a bad reference (and work experience placements do cost money, it is a privilege that you have been selected for this opportunity)

Completing your diary

You have been provided with a work experience diary.... You need to fill this out throughout the week.

Keep this safe as this will need to be handed in September, and will provide the evidence for your work experience certificate.



Enjoy your work
experience placement!!!!

**YOU ONLY
GET OUT,
WHAT
YOU PUT
INTO IT**