

Whilst On Work Experience

On your first day remember that you have to take your health and safety form and your work experience journal. Also remember anything you have been asked to wear like overalls. When you get there someone will meet you.

Dos and Don'ts

Do

- Remember everyone is nervous on the first day
- Arrive on time everyday
- Have lunch for the allocated amount of time eg don't have an hour when you should have 30 minutes
- Wear correct and appropriate clothing
- Enjoy your time on work experience
- Listen carefully to others
- Work hard at all times
- Be polite to others in the workplace
- Only use equipment your supervisor has given you permission to use
- Ask questions if you are unsure
- Fill in your work experience booklet

Don't

- Do things you are not supposed to eg play games on computers
- Be silly or a fool even if you are at school
- Touch any equipment you have not specifically been asked to
- Be cheeky, rude or offensive as it might get you sacked and sent back to school. It will also give your school a bad name and look bad on your CV
- Talk to friends about anything private or confidential

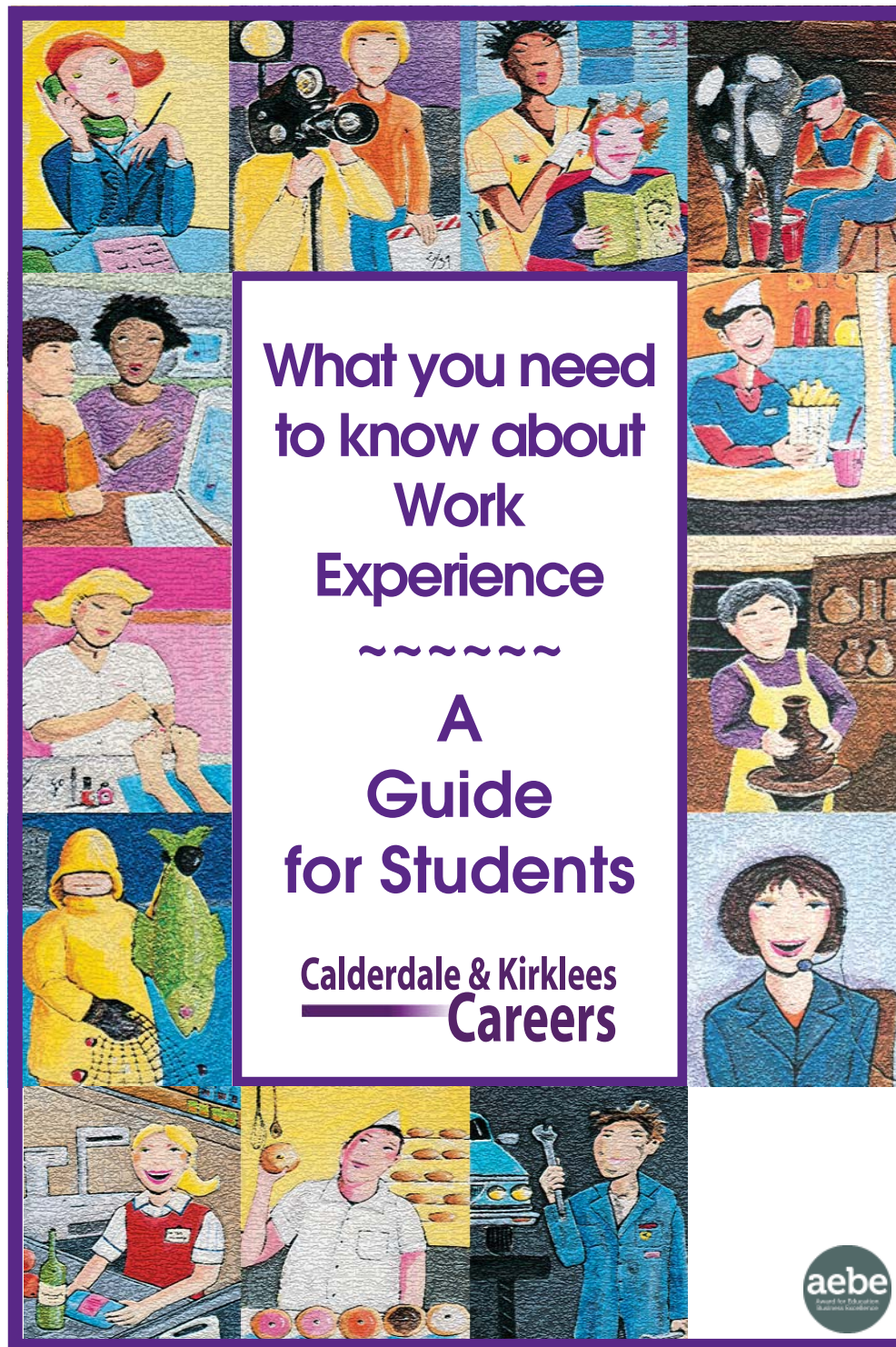
If you can do all of the above and stay out of trouble then you will have a pleasant work experience. Some people get job offers from work experience and receive a reference from their employer.

Work Experience Visit

This gives students a chance to meet with a member of staff from their school to discuss how things are going. This is also an opportunity for the employer to discuss the student's motivation, knowledge and skills they have learned, and students the chance to discuss the placements.

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What you need to know about Work Experience

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## A Guide for Students

Calderdale & Kirklees  
**Careers**



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## What is Work Experience?

- A placement at a local company or industry for up to two weeks
- Most students do this in Year 10 or 11
- It is part of the national curriculum so it is done during term time

## Why do Work Experience?

- It gives you the chance to see how a local company works
- To see how working with adults compares with working in school
- It may help focus your future
- To see if school skills help you on your work placement
- May help you develop new skills
- Work experience can look great on a CV when you go for an interview

## Prepare, support and debrief

To maintain a high standard for health and safety, students are:

- Prepared in the correct way before work experience begins
- Effectively supported
- Fully debriefed on return to school

## Check out the Workabout website for tips

[www.workabout.org.uk](http://www.workabout.org.uk)

- Click on 'Shoutabout' to contact a Personal Adviser, Manager or the Learningline
- Use 'Useful Links' to access websites to help 13-19s
- For details of college or school open days or local events click on 'News and Events'
- For the latest vacancies across Calderdale and Kirklees select 'Jobs and training'

## Hours of work

As a 14-16 year old you have one or two weeks of work experience and at least six hours of work per day. Most companies work Monday-Friday and a few work on Saturday and Sunday. It shows on your yellow sheet if you are working on Saturday or Sunday. If so you will have a day off in the week, either set down on your sheet or to be arranged with your employer.

## What you do when you have your placement

**As soon as you receive your placement** you should contact your employer. Contacting them will give you a chance to arrange an interview and build up your confidence for the first day. Also remember to take your sheet with you to your interview. If you don't contact them and leave it to the last minute then your employer might just cancel your placement.

**When making the call** you should not just expect your employer to pick up. A receptionist may pick up the phone so have a pen and paper at the ready just in case they give you a new number to ring or a different time to call. When the person picks up the phone explain you are phoning about work experience and then give your name and ask for the person on your form. Remember to write down when the interview is arranged for.

**How do I get there?** There are various ways to get there. Bus, train, walking and taxi (including parents). If you plan to walk to your placement make sure you know where it is and how long it takes and then set off in plenty of time. If you are catching the bus then make sure you know the times and the bus number. Get a bus timetable for your area and don't forget it is better to be early for the bus than late.

**Arriving at the interview** Your employer expects to see you on time and fairly smartly dressed. When you arrive a good piece of advice is to arrive 10 minutes before you are due for your appointment. Notify the receptionist of who you are and then they will let the employer know. You should also make a list of things you would like to learn on your work experience and questions you wish to ask and then talk these through at the interview.

**In the interview** First of all introduce yourself. Your employer will do the same. They will ask why you chose that type of work and then they might give you a brief tour and show you where to go on your first day. You should take your job description with you.

**If you are ill** Let your employer know if you are not going to be there. Tell your employer what is wrong and when you should be back. Then you should ring school and let them know as well. Do this for every day you are away.