

## Work Experience



## Student Booklet



**Personal Details**

Name:	
Address:	
Telephone (H) Telephone (M)	
Email:	

**My School Details**

Name:	
Address:	
Telephone:	
E.mail	
Contact:	



**My Work Placement**

Name of company/organisation	
Address:	
Telephone:	
Email	
Contact/Supervisor	
Dates of placement:	
Hours of work:	

Job Description
-----------------





### **Personal Targets**

Set yourself some targets so that you know what you are trying to get out of your time on work experience.

**Here are six examples:**

- 1. Go to work agreed**
- 2. Be on time**
- 3. Work safely**
- 4. Be enthusiastic**
- 5. Get on with other people at work**
- 6. Follow instructions**

**Now add four more of your own**

<b>1.</b>	
<b>2</b>	
<b>3</b>	
<b>4</b>	

Why is it important to have personal targets?

### Preparing for your interview

You will need to attend an interview with your employer before your placement is confirmed.

The interview is needed so that:

- you can meet your employer and make sure that you want to try working there
- the employer can make sure that you will be suitable for the work you will be doing
- you know where you will be working and who you will be working with

Don't be worried about the interview.

Interviews are usually quite informal and friendly, but you need to be prepared and remember that first impressions count!

Don't worry or panic! Everybody has to do this for the first time and employers who offer work experience will do their best to help you succeed.



### Preparing for your interview



**Make sure that:**

- you look clean and tidy
- wear smart clothes
- plan your route (know your travel arrangements)
- arrive on time

At an interview your body language says a lot about you. Everything from the way you walk into a room to the expression on your face is important.

**What will they ask me?**

It is important to prepare for the questions you are likely to be asked at an interview. They do not want to hear your life history, but they will be interested in why you want to work with them. Your strengths and aims in life and your interests, along with subjects you enjoy at school.

Write down the four key things you should do at interview to create a good impression.

1.	
2	
3	
4	

What questions will you ask the employer?

1.	
2	
3	
4	

### My Interview

Make notes here about what happened at the interview

The person who interviewed me was:

Their job title is

Did you arrive on time?

Did you shake hands before the interview?

Did you look at the person when you were talking?

Did you listen and understand what you were told?

Did the people you met understand you?

Did you say you were looking forward to working there?

Did you shake hands and say thank you at the end of the interview?







### My First Day at Work

You should find out the following information about your work placement during your interview.

Who will I report to?	
Where will I report to?	
What is my start time?	
What is my finish time?	
What is lunch time?	
What I will do?	
What I will wear? (outdoor clothing, smart office, uniform, overalls, special shoes)	
How will I get to work? (Time to leave home, arrive by and cost)	





**Learning through Work Experience**

Write down four things you would expect to do on your placement.

e.g.	Speak with customers
1.	
2	
3	
4	

Circle the **PERSONAL QUALITIES** you hope to improve during your placement.

Being reliable through regular and punctual attendance

organised

Becoming confident and well

Presenting yourself effectively

Showing enthusiasm, determination, perseverance and flexibility

Using initiative at the right times

Circle the **PRACTICAL SKILLS** you are most likely to use for you job

Using tools, equipment and machinery

Working with your hands to make, shape, alter or repair

Show accuracy, coordination

### Health and Safety

On your first morning your employer has been asked to show you how to work safely so that you do not injure yourself or anyone else.

Find out

My supervisor is:	
I also work with:	
The First Aid person is:	
The First Aid Post is at:	
I report accidents to:	
If there is a fire I must:	
My nearest fire exit is:	
The fire assembly point is:	
Do I need protective clothing?	
What equipment can I use?	
What equipment can I NOT use?	



## Health and Safety

Find out more about Health and Safety at work.

**To be safe at work you should:**

e.g	Learn how to work safely and obey all safety rules
1.	
2	
3	
4	

**What colours are used on safety signs for:**

things you <b>MUST</b> do	
giving information	
Warning of danger	Yellow
Things you <b>MUST NOT</b> do	



### REMEMBER

**Accidents can happen in a split second**  
**Never cut corners to save time**  
**Don't do something you think is unsafe**  
**ASK if you are unsure about HEALTH AND SAFETY**



**My First Day at Work**

Answer the questions honestly.

<b>How did you get to your placement?</b>	
<b>What work did you do?</b>	
<b>Who did you work with?</b>	
<b>Did you do anything surprising?</b>	
<b>What did you enjoy most?</b>	
<b>What did you enjoy least?</b>	

**Before tomorrow should you:** (circle those which apply)

Change what you do for lunch

Try harder

Ask more questions

Dress differently

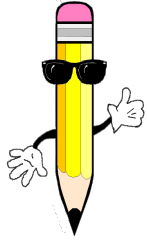
Get up earlier

Take more money

Leek High School  
Work Experience Programme Booklet



**Use this page for your own notes - Day 2**



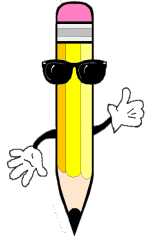
Supervisor Signature:

Date:

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**Use this page for your own notes - Day 3**



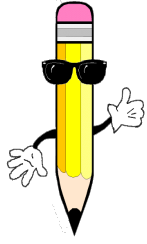
Supervisor Signature:

Date:

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**Use this page for your own notes - Day 4**



Supervisor Signature:

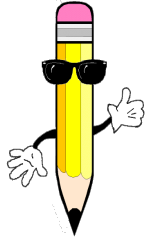
Date



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**Use this page for your own notes - Day 5**



Supervisor Signature:

Date:



**Finding out about the organisation and its structure**

Put a circle around your organisation

**Public sector organisation  
agency**

**Charity or voluntary**

**Company limited by guarantee**

**Sole trader**

**Private company**

Services provided by the organisation are paid for by:

Customers

Local Tax Payers

The Government

Others

How many employers are there?

People have different roles and responsibilities in an organisation. Put ticks against people and departments that you find in the organisations (add others in the spaces if required)

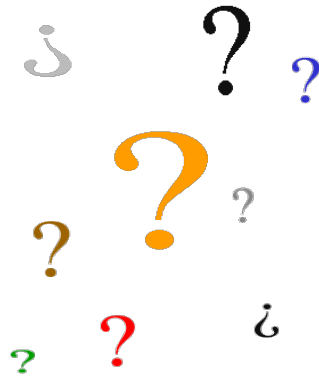
Shareholders		Supervisor		Human resources	
Board of directors		Salesperson		Receptionist	
Managing director		Factory operative		Canteen Staff	
Manager		Sales			
Owner		Production			
Sales manager		Transport			
Factory manager		Finance			



**Finding out about jobs and people**

Talk to two people with different jobs and record their details  
(Ask permission before you ask your questions)

<b>Name of person</b>	
<b>Job title</b>	
<b>What skills do you have?</b>	
<b>What training did you have?</b>	
<b>What do you like most about our job?</b>	
<b>What route did you take to get this job</b>	
<b>What else would you like to do?</b>	



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<b>What do you like most about our job?</b>	
<b>What route did you take to get this job</b>	
<b>What else would you like to do?</b>	



**Equal Opportunities**

Try to answer the following questions.

	Yes	No
Does the organisation have an equal opportunities policy		
Have you seen it?		
Were you treated like an adult?		
Is it different from school?		
Give an example		
Were you treated fairly?		
Have you been asked to do things you didn't expect?		
Give an example		
Are there men and women doing jobs you didn't expect?		
Give an example		
Are there people with disabilities working in the organisation?		



### **Learning Through Work Experience**

Write down six different things that you have done well in your job.

1	I spoke to a customer and helped him to find what they needed
2	
3	
4	
5	
6	

Overall what do you think you have achieved?



### **Self-Assessment**

Complete this page **when you have finished your Work Experience.**

	<b>Yes, very well</b>	<b>Some to the time</b>	<b>Not very well</b>
<b>Punctuality &amp; attendance</b>			
<b>Self confidence</b>			
<b>Following instructions</b>			
<b>Showing initiative</b>			
<b>Working on my own</b>			
<b>Working with adults</b>			
<b>Communicating with people</b>			
<b>Knowledge of the business</b>			

**The work I enjoyed most was:**

**The part of the job I least enjoyed was:**



**Teacher's Comments**

Having completed work experience he/she has

	<b>Yes</b>	<b>No</b>	<b>A little</b>
<b>Gained in confidence</b>			
<b>Increased in maturity</b>			
<b>More ideas about their future</b>			
<b>Enjoyed the experience</b>			
<b>Had problems</b>			

Your employer will be asked for an assessment of your work to include:

**Punctuality, interest, aptitude, self-confidence, relationship with other workers, reliability and initiative.**

**You will receive a copy of this report**





### TEN TOP TIPS FOR WORK EXPERIENCE

1. **Attend** every day and always arrive in plenty of **time**
2. Treat everyone with **consideration** and be polite at all times
3. Be **enthusiastic** and show a **positive attitude** to your work
4. Wear **appropriate clothing** for the placement
5. **Listen** carefully to instructions and ask if you do not understand
6. **Think** before you act and **work safely**
7. If you have a **problem** with work talk to your **supervisor**
8. If you **can't sort** out a problem at work, ask your **teacher**
9. Keep a **record** of everything you do
10. Send a **thank you letter** to your placement provider