

## Work Experience Information for Students

---

**Work experience is a great opportunity to learn more about a work place, develop skills, improve confidence and help with training and learning decisions after GCSEs.**

### What's in it for me?

Employers increasingly value people who are adaptable and can handle change. They are keen to recruit young people with a good mix of qualifications, practical skills and personal qualities. Work experience can help you to **develop employability skills** they require such as self-management, communication, problem solving. Other benefits may include an experience to add to **application forms for jobs or University** or an introduction to a part time job or **Apprenticeship**.

### Do I have to work the whole day?

This will depend on the job you do for placement. You will be expected to work the same sort of hours as the business you are in. Some job roles will require flexibility or may include shift work so hours of work will need to be agreed in advance. Whatever you do there is a maximum of an 8 hour day (not including breaks).

### Will I get paid?

You do not get paid because it's part of your school curriculum. A few employers may give expenses for lunch or travel, but these must not be expected.

### How will I get to my placement?

It is your parent's responsibility to get you to a placement so check with them how you can get there, whether they can drop you off, you need to take a bus or walk.

### Why would I have to go for an interview?

It's essential that you visit your employer, or at least talk to them on the phone before the placement starts to clarify information such as what time and where you need to be on your first day. Your interview is a great opportunity to practice and develop your interview skills for the future.

### Tips for a good placement:

-  Think about what you want to achieve from your placement before you go
-  Be on time
-  Wear appropriate dress- follow dress codes and use protective clothing if needed
-  Follow instructions especially health and safety rules
-  Ask for help when you need it
-  Be enthusiastic and take pride in your work!

**If you have any questions or concerns about the work experience process or your placement speak to your work experience coordinator in your school.**