



My Work Experience Booklet

YEAR 12 VOCATIONAL COURSES

Name: _____



What is work experience?

Work experience enables you not only to learn about work and the skills that are needed for work but also to learn and develop enterprise skills through the experience. You will also get the chance to develop your self-confidence and communication skills. This will help you to work better with other people and maybe gain a job at the end of the course.

Work experience is unique because it means that you get to spend time in a placement doing real work, for a real employer, in a real organisation. It's a great chance to get a taste of a job and see what skills you're going to need for the world of work and it is your opportunity to spend a period of time outside the classroom, learning about a particular job or area of work. Your work experience placement will involve working in a business or organisation full time once a week.

While you are on placement you will:

- Work closely with adults and be treated like an adult
- Find out what you are good at
- Learn new skills
- Discover some of the not so enjoyable aspects of work
- Behave in a safe and responsible way
- Collect evidence to show off your new skills.

Contact details of employer:

Name:

Telephone number:

Contact person:

Induction Week

Contacting the Employer

When contacting an employer you must remember that in most instances this will be the **first impression** the employer will have of you and it is important that you get it right.

Preparing for an interview

If you are to have a successful interview it is essential to be prepared, so:

1. Make sure you can make the date and the time of the interview

Think about whether it clashes with anything else in your diary e.g. exams, holidays, doctor/dentist appointments?

2. Plan your route to the interview

Check you know where the company is and work out the best way to get there.

3. Arrive in plenty of time

If you are using public transport, check timetables and how long it will take to get there.

If anyone has offered you a lift, ring them the night before the interview to confirm that they can still take you.

Remember...it is better to arrive half an hour early than two minutes late.

4. Wear the right clothes

Be smart, clean and tidy.

5. First impressions count for a lot

Introduce yourself and make sure your handshake is firm and confident. Sit down when asked, keep your hands still and look the person you are speaking to in the eyes. Try to avoid folding your arms, instead fold your hands in your lap.

Don't just answer 'yes' or 'no' when answering questions. Think carefully and answer questions fully – but don't 'waffle'!

Don't be afraid to ask questions. Be enthusiastic and polite.

6. Be prepared to answer some questions.

Think about what questions you may be asked, for example:

Why do you want to work here?

What do you do in your spare time?

7. Have some questions of your own prepared, for example:

What hours will you be expected to work?

What are the arrangements for lunch?

Who will supervise you or who do you to report to?

8. At the end of the interview....

Thank the person for giving you an interview and tell them how much you are looking forward to starting work with them.

My agreed roles and responsibilities with my employer are:

My Work Experience Record Sheet

- My Role / Responsibilities:

- My Personal Learning Objectives:

- Employability Skills which seem to be most valued here:

- Qualities and Attributes which seem to be most valued here:

My Weekly Diary

Week 1

Reflection on today. Objectives met? Employability Skills used? Qualities and attributes required and used for you to be successful?

Week 2

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Employer Feedback

Criteria	Excellent	Good	Fair	Poor	Very Poor
Timekeeping					
Personal Appearance					
Ability to work as part of a team					
Regard to Health and Safety					
Ability to follow instructions					
Communication skills					
Enthusiasm					
Initiative					
Relationship with others					

Please make further comments:

Teacher Feedback

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Evaluation of Work Experience

Employer

Sign:

Date:

Student

Sign:

Date:

Teacher

Sign:

Date:

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Date:

Sixth Form Work Experience Placement Information

Course Title:

Placement Number:

Placement Name/Venue:

Dates	Purpose / Intended Outcome	Curriculum Links	Impact Measure	Risk Assessment / Health And Safety Checks

Self-Assessment

What new skills, knowledge and personal attributes have you gained or improved on during this experience?

Has your work experience influenced your current thoughts about your future career?

What did you enjoy about your work experience?