



How do I get a Work Experience Placement?

Students are responsible for finding their own work experience placement.

- Choose what area you are keen to attend your work experience in.
- Do some research and find suitable businesses that might take you for work experience.
- Prepare or update your resume so you are organised for canvassing.
- Dress appropriately or in your school uniform when approaching businesses you have identified and ask for the manager.
- Speak clearly and make eye contact. Explain the time frame that the work experience block is being conducted **18th – 22nd November 2024**. Be prepared to clarify why you would like to undertake work experience with that organisation or company.
- If they agree, have questions prepared to ask like:
 - **What hours will be worked?**
Remember that it will usually be different to school hours. Trade might be 6:00am to 2:00pm or Retail might be 9:00am to 5:00pm. You are expected to work the hours they work but no more than 8 hours a day.
 - **What would you like me to wear?**
Retail might be smart casual attire; builders might require steel capped boots and a hard hat and an office might require corporate attire.
 - **Are there any special requirements to working in this company or placement?**
You might be required to hold a white card, blue card or to be vaccinated against Covid-19.
 - **Where will the placement be held?**
If it is a retail shop then that might appear obvious, however a trade might be across various sites each day. Make sure you are able to get to your work experience location.
 - **Do I need to bring my own lunch or is there somewhere it can be easily purchased?**
Don't forget to eat and keep yourself hydrated. If there are no shops near by be prepared with your own lunch and water bottle.



Notes:

- You will not be paid. Your reward will be learning about the job.
- You are responsible for expenses occurred, including travel expenses and lunches.

Why do work experience?

- a) You get to try out a career path that you may be interested in.
 - You may love it and confirm this is the direction you would like to set your life on.
 - You may dislike it and decide to pursue another career pathway.
- b) You may be looking at getting a part-time job outside of school, after school, on the weekends or even during the holidays, (Christmas is coming up). Work experience may get your foot in the door.
- c) If your resume is looking a little bare and you don't have any work experiences this could be your first one.
- d) Become braver and take a step into the real world, meet new people and have new experiences.



This is a great opportunity and we hope you accept the challenge.