

Work experience student guide

Everything you need to know to
make the most of your placement.



Getting ready for your first day

- Read your student confirmation letter carefully as this provides all the necessary details of the work experience placement eg: address, contact details, job description, dress code and start time.
- Plan your journey prior to the placement commencing to ensure you are on time and not late.
- Keep your employer's contact details (name and phone number) handy.
- Also, have your school or college contact info with you, including the phone number of your school/college link.
- Dress appropriately, and if you're not sure about the dress code, refer to your student confirmation letter or contact the employer.
- When you arrive, tell the reception who you are and who you are there to see.
- Bring some money for lunch or travel expenses for the day.

Induction checklist:

Your employer should give you the following things – if you haven't received any information, don't hesitate to ask for it:

- ☐ An introduction to the organisation.
- ☐ A tour of the workplace.
- ☐ Information about working hours, including breaks.
- ☐ The expected code of conduct and dress code.



Health & safety:

Your employer has to make sure the workplace is safe, but everyone, including you, has a responsibility to be careful. Be responsible and take care to:

- Read all instructions carefully.
- Listen to any advice given to you.
- Wear any safety equipment and clothing they provide.
- Ask questions if you're unsure about anything.



Here are some important things to remember during your work placement:

How you are expected to behave may vary according to your workplace, but here are some general rules to follow:

- Be on time - give yourself enough time to get there and try to arrive a few minutes early.
- Be kind and friendly to everyone.
- Show that you are excited about your work experience and ask lots of questions.
- Use this opportunity to learn new skills that you can put on your CV and that will help you grow as a person.
- Be ready to do different tasks and take on responsibilities.
- Dress appropriately for the place you are working at.
- Do not use your mobile phone during working hours.
- Follow the rules about using social media - you might need permission to talk about where you're working online.
- Make sure to finish all the tasks they give you, and if you can't do something, don't be afraid to tell them.
- Don't be shy to ask for help if you don't understand something - you're there to learn!
- Thank your manager for the chance to be there at the end of your placement.

Remember, you're not just representing yourself; you're also representing your school or college and ed. So be your best self!



What to do when something urgent happens:

What if I'm not feeling well and can't go to work?

- Call your manager before your usual work time and let them know you're sick.
- Also call your school/college, so they understand you won't be there that day.
- If you're sick for more than one day, you have to call both your workplace and school/college every day you can't go.

What if I feel sick while at work?

- Tell your manager right away about how you're feeling.
- If they think you need to go home, make sure to call your school/college and parent/guardian before leaving work, so they know you're on your way home.

What if I'm not happy with my work placement or something is wrong?

- If you feel okay talking to your manager, tell them about the problem and try to work it out together.
- If that doesn't help, call your school/college link - don't just leave without telling anyone.
- Talk to your parent/guardian about it. If the problem still isn't solved, your parent/guardian can talk to your school/college directly for help.