

WORK EXPERIENCE

STUDENT INFORMATION



Work Experience will help you find out more about the world of work and opportunities available to you.

Before the start of your work experience you must make contact with your employer (no later than 4 weeks before the start of your placement to confirm your attendance).

DON'T PANIC, this is your opportunity to introduce yourself and to arrange a pre-visit if required and discuss any questions you might have.

HOWEVER

Failure to make contact with your employer may result in the loss of the placement and there is no guarantee an alternative can be arranged!!

If you are having problems making contact please let your school work experience co-ordinator know as soon as possible.

Remember:

Prior to your work experience

- Plan your journey: <https://tfgm.com>
- Read through your Job Description making a note of the hours of work, clothing and any special requirements the employer may have.
- Make sure the letter and Job Description is passed to your parent / carer as soon as your school issues these to you.

During work experience

- If you are going to be late or can't attend your placement for any reason, please call the employer to let them know asap.
- If you are absent through sickness or are sent home you must inform your school immediately.
- Employers are giving up time to take you on work experience, you are representing yourself and your school so please remember to be polite, keen and enthusiastic.
- Make sure you are clean and tidy, personal hygiene is very important.
- You have the opportunity to experience the world of work and this should help you to learn and develop employability skills such as time keeping, communication, team work in an environment other than school.
- Follow instructions, especially during Induction and on Health and Safety issues.
- If you complete a task set, let your employer know so they can organise other tasks.
- Employers will expect you to be honest, reliable and responsible; treating all information you have access to with the strictest of confidence and under no circumstances should you disclose any information regarding your placement or the business on any social networking sites.
- Mobile phones should not be used during working hours and should be switched off.
- If there is anything you are unsure of ask your employer, they are there to help.