



Work Experience Week

Be Prepared

June 2022



WEx Prep - Dress to impress

- What you wear will depend largely on the *type of work* you'll be doing.
- Your placement should give you an indication of the workplace *dress code* before you start, but if not, make sure you ask when you make your initial contact
- *Listen* to what they tell you - their dress codes are not open to your own interpretation!

By dressing in the same way as the rest of the workplace, you'll feel more comfortable and feel a part of the team quicker too



WEx Prep - Your First Day



- Your contact will probably introduce you to everyone - *first impressions count* so greet your co-workers with a friendly smile and a firm handshake (if they offer one)
- Practice “*active listening*” whenever someone speaks to you give them a verbal response so they know you are listening (e.g. yes, I see, I understand or even mm-hmm would work!)
- *Body Language screams volumes* - avoid defensive or lazy looking positions (crossed arms or slouching) *Smile, maintain eye contact and lean forward* - this shows you're interested

Remember to say goodbye at the end of the day and thank anyone who has helped you or shown you the ropes

WEx Prep - Be THERE!



But if you can't

- If you are ill and are unable to go to your placement you *MUST NOTIFY BOTH THE SCHOOL AND YOUR PLACEMENT*
- Make sure that *YOU make the call to* the placement - this will show a mature attitude, openness and honesty (parents can contact school as usual)

Remember - if you are absent and do not notify school it will be regarded as truancy. If you are absent and do not notify your placement it could result in a poor reference

All good things must come to an end :-)



After your placement

- Send a *thank you* note - either hard copy or via email - this will show courtesy and will help ensure that you're remembered (for all the right reasons!).
- *Reflect* upon the knowledge and transferable employability skills that you've picked up and think of ways you can illustrate them - do this as soon as your placement is over so that you don't forget (you may want to add details to your *Unifrog Activities tracker*)

Make sure you complete your Post-Placement feedback form



Be Here



Be Prepared



Be Well



Be Engaged



Be Inspired



Be Inspiring

