



# *Work Experience Week*

## *Be Prepared*

**June 2024**



# Make Contact



# WEx Prep - Make Contact



- *Get in touch* with your contact at the placement provider (preferably by phone) to confirm that you have the correct starting date and time.
- Use this contact time to ask about *dress codes, working hours* and whether there's *anything specific* that you need to bring with you on your first day.
- Double check the *name of the person* that will meet you when you arrive (*and where!*).

**Making contact with your placement in advance by phone will help put your mind at ease and confirm that they're expecting you as planned**

# Dress to Impress



BE THE BEST YOU CAN BE



# 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**

# First Impressions Count



# WEx Prep - Your First Day



- Your contact will probably introduce you to everyone - *first impressions count* so **BE ON TIME** 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 your are listening (e.g. yes, I see, I understand or even mm-hmm and a nod 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**

# Be Impressive





# WEx Prep - Be Impressive



- If you are being briefed on a task or job role - *take notes and ask questions (take a notebook & pen!)*
- *Put your phone on silent and put it away!!*
- Think about those around you - *NEVER swear or use offensive terms*
- *Adapt your behaviour* to suit the work environment - *be sensitive and respectful*
- *Be interested* - ask your colleagues how they got into their job (they'll appreciate your interest!) or ask for more information about how things work / why tasks are done that way etc
- *Keep a record* of what you have worked on and who you have worked with (this will come in very handy for personal statements)

**Whatever situation you find yourself in, stay positive and try not to come across as bored or frustrated - remember all experience counts!**

Be THERE



Be  
there.



# 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!).



# All good things must come to an end :-)



- *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 - add details to your *Unifrog Activities tracker*
- Complete the *Unifrog Student Reflection Form*

We do not learn from  
experience... we learn  
from reflecting on  
experience.

- John Dewey



Be Here



Be Prepared



Be Well



Be Engaged



Be Inspired



Be Inspiring

