

# YR 12 Work Experience

Monday 3<sup>rd</sup> July – Friday 7<sup>th</sup> July



# Before you go:

- Check where the placement is – head office or branch.
- Work out your route – bus or tube, lift, walking?
- Who do you report to – who will be your supervisor?
- What is your start time & when do you have to be there – will this be the same everyday?
- What is the dress code?
- Will lunch be available?



# On the first day - Monday

- Ask for an induction meeting or talk – health & safety.
- Expect to be shown round the offices/departments.
- Expect to be introduced to staff and colleagues.
- Ask questions – be proactive. Expect different tasks
- See if you can discuss a schedule for the week.
- Tell your supervisor what you want out of the placement.



# During your placement

- Ask to do a variety of tasks (meetings, site visits, working with customers, handing money/transactions, computing work).
- If you are doing dull, repetitive work all day(filing/photocopying/making tea) then discuss this with your supervisor.
- Recall what skills you are learning – reflect on whether this is going to be a career choice.
- Report any injuries to the employer along with workplace guidance



# Things **not** to do...

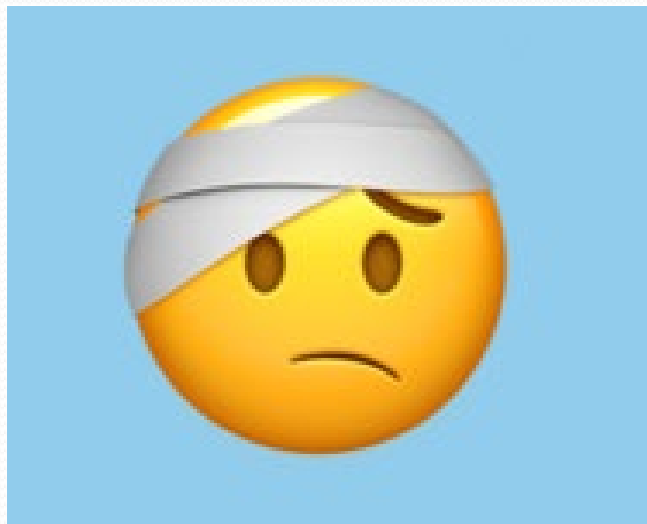
- Chat with friends or use your mobile phone when working (main thing employers complain about).
- Miss a day without informing employer (illness call in and inform employer).
- Leave your placement without permission – talk to parents, employer and school if placement is unsuitable.
- Be rude to customers.
- Ask for payment – you may get paid but don't expect it.





# If you have a problem

- Injuries – write it in the accident log-book at work.
- Being exploited/bullied – complain to supervisor and school
- Employer or you changes mind about placement – don't stay at home - phone school or organise another placement.



# Will school staff visit you?

- NO – they will phone your employer and have a telephone conversation with you and your supervisor at some time during the week and a survey done with the employer that we will send to you in Sept.

YEAH, THE  
HASMO  
KID'S DOIN'  
A GREAT  
JOB



# Boys who have not organised a placement:

- You will be sent letters to parents stating that you are required to come to school – a separate timetable will be arranged for these work experience days.
- Non-attendance will be considered an unauthorised absence.