



# **WORK EXPERIENCE STUDENT HANDBOOK**



## WHAT HAPPENS NEXT

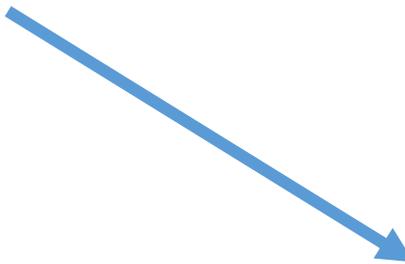
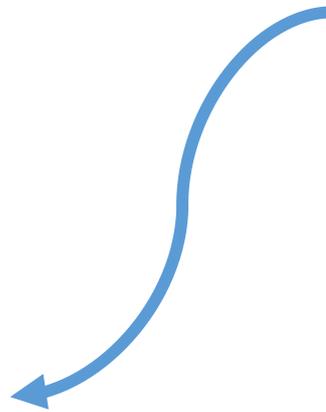
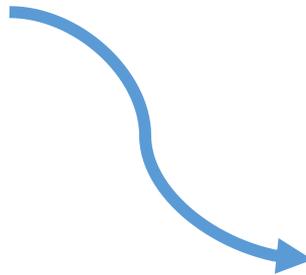
RECEIVE  
WORK  
EXPERIENCE  
PAPERWORK

CONTACT  
EMPLOYER  
FOR AN  
INTERVIEW

SMASH THE  
INTERVIEW!

Once you have completed  
your work experience  
placement you will receive  
a confirmation certificate.

START  
WORK  
EXPERIENCE!



## Paperwork

Once an employer has agreed to take you on for work experience, we will send the required paperwork into school which your tutor will hand out to you.

This will include;

Placement Description	Work Experience Agreement
This provides all of the information that you need in regards to your placement e.g. contact name, telephone number and placement address, job description, risk assessment, working hours and clothing requirements. This is yours to keep for reference.	This document needs signing by the employer, you and your parent/guardian as this is the contract for your placement. It has on it the job description and risk assessment for the placement. Once it has been signed by each party it needs returning to school.

## Interviews



All placements are subject to a successful interview. Once you have received your paperwork from school regarding your placement **YOU** need to be pro-active in contacting the employer to arrange either a phone interview or a face-to-face interview. We recommend that you contact the employer **as soon as possible.**

***Please also make sure that your parent/guardian does not do this for you.***

The majority of the interviews are usually quite informal, where you discuss your working hours and what the placement entails. As long as you show a good level of maturity and an interest in your placement the employer should be happy to go ahead with your placement.

We understand that this can be quite a daunting process but all employers are understanding of your nerves and take this into account when they are conducting the interview and will try make you feel as comfortable as possible.

### Arranging an interview



To arrange your interview you must call the number on your paperwork and ask to speak to someone in regards to work experience. Remember this is your first contact with the employer and they will create a first impression of you and you want that impression to be **GOOD**.

- When phoning, be polite and well mannered. An opening sentence for you could be; 'Hello, my name is \_\_\_\_\_ could I please speak to \_\_\_\_\_ to arrange an interview for my work experience placement...'
- Ask for the contact who is stated on your placement description. They may not be available but normally someone else will be able to help if they aren't.
- They may conduct the interview over the phone there and then but if not they will arrange a time and date with you to attend an interview.
- Make sure you arrive for your interview on time and look well presented.

**Please be aware if you leave contacting the employer until just before your placement is due to start the employer may decide to cancel the placement as they like to see a willing and proactive attitude.**

### **During your interview**

During your interview the employer will go through various different things with you.

Such as:

- **Working Hours** – These are typically 9-5 but will vary with each employer.
- **Working Week** – Normally Monday to Friday. *If you are doing Retail or Hairdressing please be prepared to work a Saturday, you will get a day off during the week if you do work a Saturday.*

### **Medical Appointments**

If you have any pre-arranged medical appointments please take proof of this to your interview so they can make a note of the time and date that you will not be attending the placement. If you need to make a medical appointment during your placement please do so outside of your working hours where possible. Keep your employer informed about planned absence.

### **During your placement**



On your first day and during your placement make sure that you arrive with plenty of time so that you are not late. If you are catching a bus make sure you have looked at the timetable to check you can get there on time. If you are getting a lift with a parent/guardian

make sure they know where they are going and they drop you off on time. Leave in plenty of time as traffic can cause delays.

On the first day of your placement you may spend some time reading the policies and procedures of the company to familiarise yourself with IT, fire and health & safety. You should also have a health & safety induction given to you by the employer to show you where the fire escapes are and what to do in the event of a fire. If they forget to do this please do not hesitate to ask them to go through it with you.

During your placement a teacher/staff member will come and visit you to see how you are getting on and go through a checklist with you. Please be honest with them as we use the feedback to help improve the placements.

### **Sickness**

If you are not able to attend your placement due to sickness the first thing you need to do is to contact the employer and make them aware you are not going in. You then need to contact the school and inform them that you are not attending your work experience placement due to illness.



### **Unhappy**

If you are unhappy with your placement for any reason please contact your school and speak to them about it. Your school will then contact LEBC to let us know that you are unhappy and we will be able to discuss the next steps with the employer. Please be aware that there will be certain tasks that young people on work experience will not be able to participate in due to the employer's confidentiality procedures.

## Accidents



If you are involved in any accident whilst on placement, no matter how small, speak to your supervisor immediately. If first aid is required they will ensure you receive this. You then need to ring your school and let them know about the accident. The school will fill out an accident report form which is passed back to LEBC who will follow this up afterwards.

## After your placement

Once the work experience placement is finished you will be asked to complete a student impact form to tell us how you felt the work experience placement went. This is done online and either the school will get you to complete it or the employer will ask you to do it towards the end of the placement. This will help us assess the placements and make any improvements to ensure the experience is better future students.

**Please remember that these employers volunteer to take you on work experience and do not get paid to offer you a placement. Please respect them and the work place.**

