



Trafalgar  
S c h o o l

## Work Experience

15<sup>th</sup> – 26<sup>th</sup> May

Name \_\_\_\_\_

Tutor Group \_\_\_\_\_

# Welcome to Work Experience Week

## What is Work Experience?

It is an opportunity to carry out real work tasks on employers' premises and experience the hours, working conditions and disciplines you will encounter as employees.

IT can also provide an opportunity to find out more about a career path that you may be interested in.

## Why go on Work Experience?

It is a unique opportunity for you to find out about the world of work and work with a wide range of people.

- ◆ You will have the chance to gain experience of typical working conditions in commerce, industry, retail or other types of workplace.
- ◆ You will meet people doing various types of jobs and find out more about the work they do and the skills and qualifications required by talking to them and working with them.
- ◆ You will discover more about your own skills, talents and interests and be able to identify and develop your own employability skills.
- ◆ It will help you to see the links between school work and the skills you need in working life.
- ◆ It will help you to understand why services, industry and commerce are so important in our society.

## How will I benefit from Work Experience?

Tick the statements which describe what you hope to gain from your Work Experience.

- Experience of real life working conditions.
- Find out about particular jobs and careers by working with people who are doing these jobs.
- Meet new people.
- Discover something about my own skills, talents and knowledge.
- Understand the connections between subjects I study at school and the skills I may need in working life.
- Understand why industry, commerce and business are important for the country.
- Build my confidence.
- Prepare for the transition from school to college and work.

Add anything else you hope to gain:

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# Your Work Experience Record

Whilst you are on your work placement, use this booklet to help you get the most out of the experience.

You can use this booklet:

- ◆ As part of your preparation for work experience.
- ◆ To record details of your experience.
- ◆ To plan what you hope to achieve.
- ◆ To show a future employer at an interview.

It is useful to have a record of your placement, what you did, how the organisation works, who you met and what you learnt. Remember to keep, for reference, any leaflets or further information you are given on your placement. Your record will help you prepare for, and gain maximum benefit from, your work placement and provide evidence that may be useful when you apply for college or an apprenticeship.

## Using Social Media at Work .

**Social media forms part of day-to-day life, and it's important that you consider how you use social media in the workplace.**

- ◆ **Anything you post online can be found and read by anyone – your work experience manager, a family member, the media, competitors of the employer and your future employers. Once something is posted on the internet, it can prove impossible to remove it altogether.**
- ◆ **If you make a mistake and post something you shouldn't have, delete the post then inform your manager. It's easier to address any issues straight away, rather than let them develop.**
- ◆ **Companies have a responsibility to ensure they follow certain rules and regulations, and client confidentiality is very important. You should not share or expose anything about a company's clients or customers, as this could result in financial and reputational damage for the business.**

**The best advice is: Before posting on social media something that relates to your work experience placement, ask your supervisor first. If in doubt, don't.**

# Placement Preparation

## Your Personal Checklist

My Work Experience employer \_\_\_\_\_

Employer's address \_\_\_\_\_

Employer's Tel number \_\_\_\_\_

My placement title \_\_\_\_\_

I will report to \_\_\_\_\_

At (time) \_\_\_\_\_ On (date) \_\_\_\_\_

My start time \_\_\_\_\_ My finish time \_\_\_\_\_

My lunch arrangements are \_\_\_\_\_

I will need to wear \_\_\_\_\_

Things to Remember:

Avoid making routine doctor's/dental appointments during your placement.

**If you are ill** - Ring your employer and school and let them know as early as possible in the day.

**If you are going to be late** – Ring your employer as soon as you know and let them know. Make sure you apologise and provide an honest reason.

**If you do not understand something** – Ask your supervisor or line manager, they will be able to help you.

**If you experience any difficulties or have an emergency** - Speak calmly to your employer and, if your difficulty is not resolved, contact Trafalgar School who will be able to help you.

**Trafalgar School : 02392 693521**

## **Do you need to ring your employer before your placement starts?**

If you are unsure about anything to do with your work placement, you must ring your employer before you are due to start and ask.

Telephoning an employer is different to phoning a friend, so plan what you want to say before you call.

### **Remember!**

- ◆ Have a pen, your placement details, some paper to write on and this booklet with you when you call. Then find a quiet place to make the call.
- ◆ Introduce yourself and say you are ringing to confirm arrangements for your placement.

Things you **MUST** know before your placement begins:

- ◆ Where should you go on your first day e.g. reception or a particular entrance?
- ◆ What time should you arrive? What time will you finish work?
- ◆ Who should you ask for when you get there?
- ◆ What are you expected to wear? Do you need any special equipment?
- ◆ What sort of things will you be doing?
- ◆ Is there a canteen or do you need to bring a packed lunch?

**Don't forget to tell your employer if you have any health problems which may affect your work experience e.g. if you have any allergies or asthma.**

# HEALTH & SAFETY AT WORK

Employers are responsible for making sure the work place is safe, but employees (including you) have a duty as well to take proper care.

## **Be responsible. Take care to:**

- ♦ **READ** all instructions carefully
- ♦ **LISTEN** to any advice given to you
- ♦ **WEAR** any safety equipment and clothing you are given.

All work places have some hazards. A hazard is something that can cause harm, illness or damage to health or property. The employer has a responsibility to control hazards so that you and other employees are safe but you also have responsibilities which are to:

- ♦ Act responsibly and not do anything to endanger others
- ♦ Be tidy in your work
- ♦ Follow the Health & Safety rules and signs
- ♦ Report anything you feel is dangerous such as spillages.

You should have a Health & Safety briefing at the beginning of your first day during which you will be told what to do if you have an accident, who the first aider is, what to do if there is a fire and if you need to use any protective clothing or equipment. Even if all of the rules are carefully followed, accidents sometimes happen at work. If you have an accident you should tell your supervisor. You should also record it and let Miss Passmore know when you return to school.

# Safety Signs

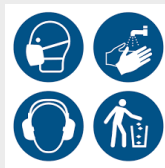
You will see signs in the workplace that will help to keep everyone safe. They may not look exactly the same in all workplaces, but they follow the same general rules of shapes and colours which mean they don't need to use a lot of words.

**Prohibition** signs are red on a white background and mean stop/must not .



**Warning** signs warn of dangers and have a black triangle with a yellow background and a symbol representing the hazard

**Mandatory** signs means you must obey or do something and have a blue



**Safe condition** signs have a green background And show the right way or give directions to things such as fire extinguishers or exits



# First Day Induction

**On your first day, find out the following:**

What health and safety precautions do you need to take?

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What should you do in the event of a fire? \_\_\_\_\_

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Where is the nearest fire alarm point? \_\_\_\_\_

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Where is the nearest fire extinguisher? \_\_\_\_\_

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Is any protective clothing required? If yes, what? \_\_\_\_\_

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Who is responsible for first aid? \_\_\_\_\_

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Where is the first aid box/cupboard/room? \_\_\_\_\_

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Are there any notices about health and safety to observe? \_\_\_\_\_

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List any health and hygiene practices: \_\_\_\_\_

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What should you do in the event of any other emergency e.g. bomb scare?

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# Experience Reflection Diary– Week 1

Complete a diary during your placement. Completing this diary will help you to reflect on what you have learned during your placement and record information that could help you improve your skills and build your CV.

**Tasks I completed this week:**

**Skills I used and how I demonstrated them:**

**What I did well and am proud of:**

**On reflection, I would have done this differently:**

**My goal for tomorrow is:**

**Employer/Supervisor Comment:**

# Experience Reflection Diary– Week 2

Complete a diary during your placement. Completing this diary will help you to reflect on what you have learned during your placement and record information that could help you improve your skills and build your CV.

**Tasks I completed this week:**

**Skills I used and how I demonstrated them:**

**What I did well and am proud of:**

**On reflection, I would have done this differently:**

**My goal for tomorrow is:**

**Employer/Supervisor Comment:**

## Employability Skills Self –Assessment

How well do you think you did on work experience? Tick the box and remember to answer as honestly as you can.

Employability Skill	Very good	Good	Would like to improve
Personal presentation			
Enthusiasm and initiative			
Time management and organisation			
Problem solving and creativity			
Teamwork			
Negotiation and decision making			
Relationships with staff			

**Before your placement, what thoughts did you have about your future career?**

**Has your placement helped you to firm up your career plans? If so, in what way?**



# Saying Thank You

Employers give up their time to provide you with work experience so it's important to say thank you to them for the opportunity they have given you. Use this template to write a personal letter to the employer. You might find it helpful to look back at your diary to reflect back on what you have learnt.

## [WORK EXPERIENCE THANK YOU LETTER]

[Your Name]  
[Street Address]  
[Suburb, State, Postcode]  
June 23, 2014

[Contact Person]  
[Title/Position]  
[Company Name]  
[Street Address]  
[City, State, Postcode]

Dear [Contact Person eg Mr Smith]

[Thank your employer – for eg 'I wish to thank you and your employees (if applicable) for giving me the opportunity to undertake work experience and for making my work experience so enjoyable over the last week].

[In this next paragraph- write what aspects of the work experience placement you liked and what you learnt].

Again, thank your employer for their time and effort.

Yours sincerely

[Sign your name]

Print your name underneath your signature

**Please hand your letter to Miss Passmore in the Library once you return to school who will forward them to your employer along with a thank you letter from the school.**

## Next Steps

Your work placement should have given you some new experiences and some things to think about. In September you will need to start planning what you will do when you leave Trafalgar School.

Take some time now to reflect on how your work experience might help you decide which college course to choose or whether you want to do an apprenticeship programme.

Draw up a plan for what you need to do/learn/research to decide on the right next steps for you. There are lots of resources to help you make decisions and plan for your next steps.

Visit the Schools Careers Hub for links to useful websites and resources

<https://www.trafalgarschool.org.uk/curriculum/careers/>

