



SIXTH FORM WORK EXPERIENCE BOOKLET

WHAT EMPLOYERS ARE LOOKING FOR

Rank the following in order of importance from 1 – 12. When you are doing your work experience, ask your supervisor to rank them too. See if there are any differences, and find out from your supervisor why he/she has a different opinion. Which do you need to develop further?

Punctuality (Arriving at work and being ready to start at the correct time.)

Attendance (Have a good record. Sickness should be covered by a doctor's note. Any absence must be explained.)

Relationship with your supervisor/ colleagues (Show respect and be able to communicate with a person at a higher level in the company.)

Trustworthy & reliable (To be honest, capable of being depended upon.)

Personal appearance (The way you look. Your appearance should meet the requirements of your employer.)

Attitude to colleagues, clients or customers (Helpful, cheerful and willing to get on as a team player.)

Attitude: show commitment and interest in the work (Keen to learn about both the job and the company.)

Effort (Show that you are putting time and energy into the tasks set.)

Personal responsibility and target setting (plan ahead & be prepared to take responsibility for your own actions and behaviour.)

Adaptability (Be able to adjust to your different surroundings and the jobs you are asked to do, including displaying numerical & verbal skills)

Show initiative and confidence (Believe in yourself and share your own ideas about how you would approach a task)

Communication Skills (Listening, note taking, report writing, talking; (representing the company)

WHAT DO I WANT TO ACHIEVE FROM WORK EXPERIENCE?

Remember that work experience is about taking learning beyond the classroom but it is still about learning. Keep a daily log of your personal developments in knowledge and skills so that you can apply these to a personal statement or letter of application, post work experience/placement.

Personally I want to...did I manage this?

1

2

3

4

5

6

Eg:

Increase my confidence.

Work as a team member.

Be more independent.

Develop new skills.

Independently travel to/from work.

Meet people of different ages.

Be better organised.

Be more responsible.

Find out what employers want.

Try out my skills.

Do something different.

Learn about a working day.

Develop punctuality.

Develop maturity and interest.

Work safely.

Compare school and work.

Explore the working world in this area.

Discover knowledge that will help my choice of future study or work

HEALTH AND SAFETY

It is not only important to be in a placement which provides a safe and healthy environment but one in which you have confidence that your personal well-being is a major priority of the employer. It is essential to ensure you are safe and well treated. It is important that you are prepared for what you should do if you encounter any personal difficulties that might worry or upset you.

By the end of the first day you need to check that you have had information on the following:

Health and Safety Check List :	Has this been completed?
1. <u>Guided tour of the work place</u>	
a. Fire Exits	
b. Assembly Points	
c. First Aid Facilities	
d. Welfare Facilities	
2. Explanation of emergency procedure in care of fire.	
3. Location of the fire alarm points and firefighting equipment.	
4. Instruction on the importance of keeping fire exists clear of obstacles.	
5. Explanation of accident reporting procedures.	
6. Location of notices to include identification of first aiders.	
7. Explanation of accident reporting procedures.	
8. Explanation of safe systems of work.	
9. Explanation of lifting and handling techniques required.	
10. Use of personal protective equipment (if required) demonstrated.	
11. Explanation of method of supervision used to include identification of supervisor.	