

Preparing for Work Experience

Your Guide to Making the Most of Your Placement

Congratulations! 🎉

Well done on securing your **work experience placement**! This is a fantastic opportunity to gain real-world skills, build confidence, and enhance your **CV**. Employers, colleges, and universities highly value work experience, so making a great impression can open doors for your future.

To help you **prepare and succeed**, follow these key steps:

1. First Impressions Matter 🧑‍💼

- **Dress appropriately** – Find out the expected dress code and ensure you look professional.
 - **Be punctual** – Arrive on time every day. Plan your journey in advance.
 - **Be polite and enthusiastic** – Show respect, use positive body language, and engage with your colleagues.
-

2. Before Your Placement 📝

✓ Research the company

- What does the company do?
- What is its mission and values?
- Who are its customers/clients?

✓ Know your role

- Understand what tasks you might be involved in.
- If unsure, don't hesitate to ask questions!

✓ Plan your journey

- Know your start and finish times.
 - Work out your route and travel options in advance.
-

3. During Your Work Experience

Be proactive and engaged!

- Show **initiative** – Offer to help, take notes, and ask questions.
- Display a **positive attitude** – Employers appreciate enthusiasm and effort.
- **Network** – Introduce yourself to colleagues and learn about their roles.

Keep a record of your experience

- Note key tasks, skills learned, and any feedback received.
 - This will be helpful for your **CV, personal statements, and future job applications.**
-

4. Professional Conduct & Communication

- Speak **clearly and confidently** when communicating with others.
 - Listen carefully and **follow instructions.**
 - Use **appropriate language** – Keep it professional, even in casual settings.
-

5. After Your Work Experience

Reflect on your experience

- What did you learn?
- What skills did you develop?
- What did you enjoy the most?
- How can this experience help with your future career plans?

Stay connected

- If you made a good impression, consider **staying in touch** with your employer.
 - They could provide a **reference** for future job or university applications!
-

Final Tip: Enjoy the Experience!

Work experience is a chance to **explore the world of work, gain confidence, and develop skills** that will benefit you in the future. Embrace every challenge, stay positive, and make the most of the opportunity!

Good luck! 