



## Top 10 reasons to do work experience

1. It can introduce you to new people
2. It can improve your knowledge of how different a workplace is to a school
3. It can enhance your own self confidence
4. It can help you understand the skill requirements for working in a particular role
5. It can help you improve your basic skills such as communication and IT
6. It can help motivate you to achieve the academic success you will need to find your perfect job
7. It can show you what you could achieve
8. It can help to make up your mind about what career you do and don't want to follow
9. It can support your academic studies
10. It can even result in you being offered a job role at the organisation you have visited!

*work experience*

## Getting the most out of your Work Experience placement



- Make sure you ask in advance about dress code, the hours you will be working, breaks, catering facilities and if there are any special requirements (such as health and safety and security) you need to be aware of and then follow them
- Do some research before you arrive – use the organisation's website if they have one so you go prepared – people will really appreciate you have made an effort
- Take advantage of any opportunity to learn and try something new. Simple things like answering the telephone can seem daunting but are excellent development opportunities
- Consider the language you use – when you talk or write you need to sound professional
- Remember to ask lots of questions about what you/the team are doing and why
- Make sure you update your supervisor/team leader with your progress – you are usually working as part of a team so its important they know how much of a task you have completed
- Treat it like a real job
- If in doubt ask. No question is too basic - everyone has to start somewhere
- Offer to join in with the team – from offering to do a drinks round to asking if you can help with a particular team task
- If you are unhappy for any reason talk to the Human Resources department so they can try to put things right
- Seek feedback on how you are doing



- Do not arrive late (or even worse not at all!)
- Do not look at your mobile phone/tablet – you can do that when you have a break!
- Do not look bored or disinterested
- Do not share confidential or sensitive information about the organisation

