

**WORK EXPERIENCE PLACEMENT BRIEFING NOTES**

Make the most of your placement by checking the following:

**PLACEMENT PREPARATION**

* What do you want to achieve?
* What information will help your studies and post 16 options?
* Research the company, its staff and departments
* Check dates, times and location, transport
* Dress code – what do you need to wear
* Lunch – are there shops or cafes nearby, do you need to provide your own food?

**WORK EXPERIENCE PLACEMENT**

* Punctuality – arrive on time
* Reliability – call both the placement and OBHS if you can’t make it e.g. if you are ill, have transport problems
* Health and safety
* Other briefings e.g. policies and procedures
* Complete your Work Experience Log Book

**HEALTH AND SAFETY**

* Expect a health and safety briefing on your first day
* Fire, first aid, accidents, hazards
* Protect you and the employer
* No driving, heavy lifting, excessive noise
* No improper language or behaviour
* If in doubt... ask
* Contact the school if you have problems

**GENERAL BEHAVIOUR**

* Consideration – respect staff, clients and customers
* Confidentiality
* Ask questions – when appropriate
* Attitude – willing to learn, ‘can do’
* Offer to make the tea!
* Spare time – ask to read relevant publications/files

**IF YOU HAVE ANY PROBLEMS**

* Allocated line manager in the work place
* Parent / Carer – if problem during the day
* School: Reception 01953 860233

**REFLECT ON YOUR EXPERIENCE**

* You may be asked about your placement in interviews
* Make sure your employer completes their section of your Work Experience Log Book
* Consider what you have learned
* Use this information for post 16 applications
* Write to thank the employer after the placement