

Top Tips from Organisations who have taken students for work experience in the past:

Don't forget the six 'p's!

Be PROFESSIONAL

- Write your own application letter and CV, and get a teacher to check them
- Expect to be invited to an interview or meeting before your placement
- Say thank you regularly

Be POLITE

- Never swear and never be rude about or to anyone you meet
- Don't look at your phone or social media whilst in the workplace
- Treat information you hear as confidential

Be PRACTICAL

- Work hard and you will be rewarded
- Don't expect to be running things on your first day – some workplace tasks are boring!
- Consider how you could build on what you learn after the placement

Be PREPARED

- Make sure you plan how to get to your placement so that you're not late
- Check with the company what you should wear and if in doubt, go smart
- Make notes before and during the placement

PUT yourself out there

- Be as communicative as possible and ask lots of questions
- Show initiative and make suggestions that might help us
- Be confident in the skills you have already

Take time to PONDER

- Reflect on what you have learnt and tell your employer the impression it made on you
- Request feedback on how you did
- Ask if you can stay in touch and if the employer will give you a reference