

To have a successful work experience placement you need to:-

- Prepare a good CV or application form listing all your skills and attributes - and ask for help before you write it.
- Involve your parent/carer in the work you have to do to get a placement as they will have to sign forms for the school.
- Hand in all your paperwork in on time – leaving it to the last minute will mean you may not be successful in getting the placement you want.
- Call the employer to arrange a meeting/interview when you have been given the details of the assignment arranged for you, otherwise they may cancel the placement as they might think you are not interested.
- Ask questions at the meeting so that you have a good idea of what you will be doing and who will be your supervisor.
- Practice the journey to work. You may be travelling to new areas that you are not so familiar with.
- On your first day, take your work experience diary and any other work experience paperwork to show the employer.
- Don't be afraid to ask questions when you are on work experience, as you will be given tasks that may be unfamiliar to you.
- If you feel you need more help, ask for it. Or if you need more assistance call your school contact number and speak with the teacher.
- Keep your work experience diary up-to-date. You will need when you return to school.
- If you are not well at any time or have a doctor's appointment, let the employer know in good time – do not leave it to the last minute.
- Do let your employer know when you go out to lunch and when you plan to return.
- At the end of your placement, a thank you letter to your employer is always much appreciated.
- If at any time you have questions, ask them of your teacher, the employer or BHEBS.
- If you want to find your own placement outside the borough, then you will need to get a Student Own Found Placement form from your teacher. This will need to be completed and handed into school 12 weeks before work experience starts so that the new placement can be checked and authorised.