

**W O R K**

**EXPERIENCE**

**Guide for Pupils**

**Sandwell**  
PARTNERSHIP  
**EDUCATION BUSINESS**

**EDUCATION BUSINESS**

This leaflet has been produced by  
**Sandwell EBP**

**W O R K** **EXPERIENCE**  
**SHOULD HELP YOU TO:**

- Experience and understand the world of work.
- Appreciate the relevance of what you do in school.
- Apply skills learnt at school.
- Set learning objectives for the future.
- Consider employment possibilities.
- Be aware of Equal Opportunities issues in employment.
- Develop skills, knowledge and confidence for adult life.

**Do not forget this is an important part of your Progress File and you could be asked about your Work Experience when you apply for a job, further education or training.**

**WHY WORK EXPERIENCE?**

Work Experience gives you the chance to find out about the world of work. It can help you to:

- See how work is different from school.
- Develop your skills and talents.
- Think about your choice of career.

**Think carefully about where you want to go and why.**

**BEFORE YOU GO** make sure you know:

- Who to ask for when you arrive.
- What to wear and what you need (eg. bus fares, lunch).
- Where you are going and how to get there (Allow yourself plenty of time).
- Times of starting / finishing the day, including lunch breaks.

**Be Prepared!**

**WHILE YOU ARE THERE:**

- Listen carefully to all instructions, especially with regard to Health and Safety.
- Be enthusiastic and willing to help. Ask questions!
- Do not be afraid to try new things but check if you are unsure about anything.
- Remember you need to give a good impression of yourself and your school.
- If you have any problems speak to your supervisor or if necessary the school.
- Make sure you contact your supervisor and the school if you are going to be late or cannot attend.
- Do not forget to fill in your logbook/diary.

**Make the most of the opportunity!**

**AFTER YOUR PLACEMENT:**

- Make sure you have completed your logbook or diary as fully as possible (and keep anything else which could go in your Progress File).
- Do not forget to write to the employer and thank them.
- If possible talk about your experiences with:
  - \* your parents
  - \* teachers
  - \* friends

to help you decide what to do next.

**Think about what you have done and how it has helped you.**