



**FUTURES**

Helsby High School

**Y10 Work  
Experience**  
17<sup>th</sup> and 18<sup>th</sup> July

## What to do NOW:

### Courtesy call

- You've arranged the work experience.
- It is now time to confirm if it is still ok.
- YOU need to ring, not your parents.
- It is manners to do so.





## What to find out:

- What time you need to get up. It could be different to school.
- Work out your journey. Do a dummy run
- Whether you need to take lunch, drinks or money with you.
- Your route home.
- These things are not to be worked out on the morning.





## Feelings

- It is normal to have mixed feelings.
- Normal to be anxious, worried or excited!

# How to make a positive first impression

A close-up photograph of a person's hands holding a white rectangular sign. The person is wearing a dark suit jacket and a white shirt. The background is blurred, showing a light-colored wall. The sign contains the text: "You will never get a second chance to make a first impression".

**You will never get  
a second chance  
to make a first  
impression**

- Be a little early
- Be well presented and appropriately dressed for the job. You can ask this on your phone call.
- Smile
- Ask questions
- Be positive



## What not to do!

- Show up late
- Complain for no reason
- Gossiping
- Checking your phone
- Don't sit in your own bubble

## To do list



- Learn the work place rules
- Be proactive
- If you are unsure-ask
- Listen and learn
- Be helpful
- Keep busy
- Introduce yourself to other people working there.
- Project high energy
- Be yourself



## Why is work experience important?

- Gain skills and experience
- Learn about jobs roles
- Find out what kind of jobs you enjoy (and don't enjoy)
- Gain a sense of achievement
- You can put your experience on your CV or college application forms

# Your behaviour at work: Keeping SAFE

Being in a work environment is different to hanging out with your friends.

Everyone at work has a purpose and a job to get done, and should behave in a way that doesn't negatively affect their own or their colleagues' performance.

We've put together **8 simple rules** to go by, to ensure you are a star employee at your work experience placement!

## Your behaviour at work: Keeping SAFE

1. Remember your manners; say please and thank you, and **always be respectful.**
2. Everyone matters; **be gracious to everyone.** The receptionist is as important as the head of the team.
3. **Punctual:** Be smartly dressed and turn up on time!
4. **Listen.** Lots of workplaces will have **specific rules** that must be followed for yours and your colleagues' safety.

## Your behaviour at work: Keeping SAFE

5. **Ask questions:** If there's something in particular you want to know or learn, ask!

There's no such thing as a silly question and your work experience employer is there to show and tell you all about their industry.

6. **Act responsibly** and be tidy in your work

7. **Follow the health and safety rules** of the organisation and report anything that is unsafe.

8. **Absence:** If you are going to be late or need to be off because of illness, you must telephone your work experience employer immediately and explain the situation to them.

You should also report your absence to school in the usual way.

## Other things to remember

There may be important **and confidential information** shared between colleagues while you are on your work experience placement. It's very important that you don't share this information outside of work.

Your work experience employer may also have rules about **social media**; when you are allowed to go on social media (usually just breaks and at lunchtime) and whether or not you are allowed to post on social media about your work experience placement. If you aren't sure, just ask! **DO NOT POST ANYTHING WITHOUT ASKING**

# Your employer's behaviour

Just as you should behave appropriately in the workplace, so should your work experience employer. Here are their responsibilities as an employer:

- Provide you with all of the information you need to get on with your placement. For example, health and safety information, and where the staff room/toilets are.
- Answer your questions as best they can
- Act appropriately and set a good example of how you should behave.

**If you experience a problem with your placement or are made to feel uncomfortable, tell your school work experience co-ordinator (Mrs Dougherty) and your parents/guardians immediately. 01928 723551**