

## **The Work Experience Process**

The following documents are here to help you have a successful work experience placement.

Document 1 – Work Experience Explained. All students should read this. It gives a full and detailed account of the work experience process, including how to apply to companies, what to expect at interview and FAQ's. There is also a sample application letter and e-mail.

Document 2 – Parental Consent Form. Your parents must complete this in order for you to go on work experience. It should be given to Mrs Robinson before the return by date.

Document 3 – Work Placement Confirmation Employer. Once you have secured a work placement you should ask your employer to complete this form. It is really important that this is returned to the school before you start at your placement. It records essential employer Insurance and Health and Safety information.

Document 4 – Work Placement Information Form Student. This is for your information only but provides a useful checklist including employer contact details, dress code and hours of work. You should complete it either at interview or on your first day.

Document 5 – Medical Form. You need to fill this in and take it to your placement on the first day.