

## Placement Guidelines

Different schools complete work experience at different times in either Year 10, Year 11 or Year 12. Your Work Experience Co-ordinator will usually talk to you about work experience some months before you actually go on your placement. You will be asked to think about where you might like to work and the kind of jobs you think you will like or be good at. Every effort is then made to find a placement for you that suits you.



## Finding your own work experience placement

If you decide that you would prefer to find your own placement, the following information should help you.

Your Work Experience Co-ordinator will inform you of a date by which you need to give them details of your 'personal placement'.

When writing to employers remember to state clearly the dates of your work experience as well as giving details about yourself. Explain about the deadline that you have to meet and ask if the employer can reply in time to enable you to meet this deadline.

Your Work Experience Co-ordinator will give you a 'personal placement' form to complete. You will need to provide full details of the placement you have arranged, including the name of the person who has agreed to offer you the placement and their job title.

Once the Work Experience Co-ordinator checks and signs your 'personal placement' form it will be sent to Connexions. Connexions will check to see if a current Health and Safety assessment is on file.

TWEBLO, the Tyne and Wear Education Business Links Organisation, may visit the company concerned to carry out an assessment and ensure all of the necessary insurances are in place. TWEBLO is responsible for all Health and Safety vetting of all placements across the whole of Tyne and Wear.

## Connexions service placements

Connexions has provided your school, college or academy with a list of work experience placements available for their students. The list contains details of organisations which are regularly used by Connexions for work experience.

The organisations on the list have already confirmed they are able to offer work experience to students from your school, college or academy.

You may be asked to complete a work experience request form and on this form you may be asked to state your first and second choice of placement.

It is the responsibility of the Work Experience Co-ordinator to suitably match students against placements, using the information supplied by Connexions and their knowledge of the students.

Once we have confirmed the placement, an information sheet will be sent into your school, college or academy, giving full details of your work experience.

Sometimes a placement may have to cancel, but this doesn't happen often. Connexions will notify your school, college or academy immediately. The teacher and Connexions will then do all in their power to find you a suitable alternative placement.

Once your placement has been arranged, if you no longer wish to take up the offer, please let the employer know.

Some employers may tell you that they offer work experience through Connexions. However, you should not take this to mean that they are offering you the placement! In this case, you need to see your Work Experience Co-ordinator, because the placement may be on the Connexions list. The employer could well have replied to a number of your fellow students in this way and the Work Experience Co-ordinator will select the most suitable person for the placement.

It is important that you meet any deadlines set by the Work Experience Co-ordinator.



## Making contact

You may be asked to contact your placement to arrange an interview. Making a good telephone call is all about preparation - being prepared will give you confidence.

Have your placement information with you when you make the call and make sure you make a note of the date of the interview, the time of the interview, who to report to and where to report to.

Always be polite, patient and business-like.

## Preparing for interviews

First impressions count. Make sure you make the right impression when you turn up for and during your interview. Arrive in plenty of time, dress smartly and be polite - remember to say "Please" and "Thank you". Wait to be invited to sit down. Hold doors open for other people.

Smile and try to relax. Speak clearly and avoid one word answers if you can. Listen to questions and instructions carefully and ask politely for more information if you don't understand something.

## Questions to ask

You will need to ask questions to make sure you have all of the information you need. Write things down - there will almost certainly be too much to hold in your memory.

## Questions you may be asked

Be prepared for the kind of questions you might be asked. A common question from an employer is "What do you want to do when you leave school?". Or perhaps, "Why did you choose this type of work experience?" Answer sensibly.

## Work experience for schools in Tyne and Wear is arranged by:

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Connexions Hub Services in Tyne and Wear  
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All Connexions information products can be supplied in large print, audio, Braille or languages other than English. If you require this service or would like more information please contact your local Connexions Centre.

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