

Our top 10 tips to get the most out of work experience

1. Always dress appropriately, it is better to be over dressed on your first day on placement, dress smartly as you would for a job interview. You can always dress down on the second day.
2. Make sure you check the details of the placement and what you need to take with you. Make sure you know where you are going, which building or room and check the details of who you need to report to on the first day. Work out too before your first day how long it will take you to get there. Always arrive 10 minutes before your start time.
3. Make sure you tell your manager or the person that's your contact at work what you expect to get out of it and let them know if there is anything that you would like to do or learn whilst you're there.
4. Keep a log/ daily diary of what you did and saw. This can help you to remember what you did and what skills you used and developed. This will come in very useful when you are writing your personal statement or your personal profile for your CV or college application.
5. Smile and be friendly and try to speak to a wide range of staff within the setting. You will get to know about different roles and opportunities within the company and maybe discover your dream career. Talking to people will help to broaden your ideas and understanding of the world of work.
6. Ask questions and show enthusiasm. Ask the staff what they think are the qualities of a good employee, ask them about their duties and their typical day and any useful information about their job role.
7. Always be polite and introduce yourself as staff won't know who you are. Remember people are ready to give up their time to help you, show them respect and thank them for their time! You never know, they could be on the interview panel in the future when you are trying for your perfect role.
8. Show some initiative, be proactive, offer to help at every opportunity and look for opportunities to learn and to develop your skills.
9. If you're enjoying the work, ask about apprenticeships and training opportunities they may have for when you leave school. You never know, you may be exactly what they are looking for in their future workforce! Look for opportunities, and make things happen!
10. Enjoy yourself and have fun and remember Be the Best you Can Be!