Work experience checklist for Parents

We hope your child is excited to be taking their placement, and have plenty of time to prepare. The below checklist covers key points where parents can help ensure their student gets the most out of the placement. Help your student be prepare by being sure:

They are able to attend the entirety of the placement

- Have planned their travel and leave extra time to get there?
- Checked what times they need to be at the office each day (many are 9am-5pm)?
- Know the expected dress code?
- Have contact details for the employer, in case they are running late?
- Have thought about what they'd like to learn over the course of the placement?
- Have researched a bit about the company, industry, department and host?

Most importantly we hope that students will go with an open mind and enjoy the experience, this way both the students and employers will get the most out of it.

This YouTube clip: https://www.youtube.com/watch?v=hmk_-bOceC0 can give useful tips.

Students can access more information on how to prepare for placements, what employers expect and what to think about after their placement via the https://successatschool.org/blog/461/How-to-prepare-for-a-work-experience-placement OR: https://www.theuniguide.co.uk/advice/gcse-choices-university/gcse-work-experience-what-can-you-learn

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TO BE COMPLETED BY STUDENT:

Student Name.....

Employer Name.....

Employer Address.....

Dates of placement.....

– In order to proceed with your Work Experience placement, you must print off this form, ask your parent/guardian to complete it and return it to the teacher that is organising your work experience placement. TO BE COMPLETED BY THE PARENT/CARER

Parent/Carer Name.....
Parent/Carer Signature.....