

Young people are more likely to be successful in their job hunt if they have done some good work experience. If you do not have a clue, what career you want to do, work experience is a perfect way to sample all the career options out there. Carrying out work experience shows a potential employer that you are willing and motivated to learn new things.



Work Experience helps open up opportunities for your future, gain confidence; learn more about the world of work, help you develop and network. Also helps you focus on your careers ambitions and finding out what is right for YOU. Everyone is different!



Planning is very Important **DON'T** leave it till Last Minute

FIRSTLY

- Think about what you want to do.
- Research
- Ask Parents
- Speak to Teachers within your school
- Speak to your Work Experience Lead



They have a lot of experience and may have contacts or ideas they can share with you.

NEXT

Contact placement you have chosen – Letter, email, send you CV or Telephone.
If you are struggling with contact details – your school has a database with over 8000 employers on.
Futurework can provide Contact names, numbers and email addresses.

REMEMBER it is important you do this independently

Do not just stick to one business; there are so many amazing opportunities out there!

Important

The business must have:
Employer Liability Insurance
5 or more employees-
Risk Assessment
Health and Safety Policy

PLEASE MAKE SURE:

- You have full confirmation from the business and can provide a direct contact with all information
- Fill in the Futurework form with a signature from the contact
- Parent or Guardian signature to confirm they agree
- Return to school AS SOON AS POSSIBLE
- We must have all your placement information 4 weeks prior to your Work Experience

Good luck and Enjoy your Placement