



Work Experience - Student Checklist



Work experience can seem like a long way long way off but it takes a lot of planning and preparation from both learning provider staff and yourself. Doing 'your part' of the process is important and will give you the best experience of the 'World of Work'. Using this 'Student Checklist' will help you to keep track of where you are in the process and your responsibilities.

PROGRAMME DETAILS (Learning provider to complete)	YEAR GROUP		WORK EXPERIENCE DATES	
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LEARNING PROVIDER DETAILS	LEARNING PROVIDER NAME			
CONTACT NAME		CONTACT POSITION		
CONTACT NUMBER		EMAIL ADDRESS		

STUDENT DETAILS (Student to complete)	NAME	Male	Female
I have received my Link2+ Pin No.		YES	

PLACEMENT PLANNING	Decide how you are going to find an employer either:	Own Placement	YES	Link2+ database -	YES
<u>IF SOURCING YOUR OWN PLACEMENT</u> - you will need to ask the employer to complete and sign the own placement form which is available from learning provider or from Link2+					
Deadline for handing in Own Placement form to learning provider				DATE -	
Own placement form completed and signed by employer		YES		DATE -	
Own placement form handed to learning provider		YES		DATE -	
<u>IF USING LINK2+ DATABASE</u> – find out the following details:					
How many employers can I choose				DETAILS -	
Deadline date for submitting choices				DATE -	
Choices made		YES			
Placed employers in your order of preference		YES			
Employer Choices submitted on Link2+		YES		DATE -	

EMPLOYER'S DETAILS	Do you have a copy of the job description of your employer (available from the learning provider or on Link2+
COMPANY NAME	
CONTACT/SUPERVISOR NAME	
CONTACT NUMBER	

Address of the Employer

Company Research:

What is their main area of business?

How long have they been established?

How many employees?

Add other information you have discovered

PLANNING FOR YOUR INTERVIEW

Have you.....

Researched the employer

YES

Decided how to get to the employer and your route using 'Traveline' on Link2+ ie., walk, public transport, car

YES

ENTER DETAILS -

Worked out what time do you need to leave home or learning provider to get the employer on time

YES

ENTER DETAILS -

Decided what you are going to wear the interview (always go to an interview looking smart, even if the job you are going to do is a practical role and you will be wearing 'old' clothes)

YES

ENTER DETAILS -

Contacted the Employer to arrange meeting/interview - 1st attempt

YES

DATE -

Contacted the Employer to arrange meeting/interview - 2nd attempt

YES

DATE -

Contacted the Employer to arrange meeting/interview - 3rd attempt

YES

DATE -

Arranged a date and time of your interview

YES

DETAILS -

If you are unable to speak to your employer after trying 3 times on different days, please speak to your work experience co-ordinator in learning provider.