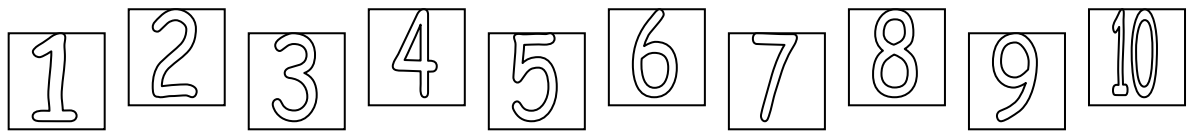


# Ten Easy Steps To Work Experience



## ***Step 1:***

You will be given your own **pin number** in order for you to make your choices on Link2.

You look at the Work Experience choices on Link2 on the Computer and make six choices from six different areas of work.

Remember though, you only have one placement.

## ***Step 2:***

**Private Placements** - collect a form from the box outside the Main Office, ask the employer to fill it in and get it back to Ms Balchin or Ms Charter by:

In Hertfordshire (no cost) - 6<sup>th</sup> December 2019

Out of Hertfordshire (£65.00) - 6<sup>th</sup> December 2019

Remember though: you still need to make your 6 choices on Link2.

***Step 3:***

Make your choices via the Link2 Computer system (you will need your pin number for this) and keep a record of your choices on your hard copy "**Choices Form**". Keep a copy for yourself and give a copy to your tutor.  
**DO NOT PRESS SUBMIT AT ANY TIME UNTIL TOLD TO DO SO BY YOUR TUTOR.**

Your Choices Form and Link2 selection should be completed by **13<sup>th</sup> December 2019**.

***Step 4:***

You fill out an **Application Form** to apply for your placement. This should be handed to your tutor by **13<sup>th</sup> December 2019**.

***Step 5:***

You will find out if your application has been successful, and **placements will be issued** in the week beginning **Monday 6<sup>th</sup> January 2020**.

***Step 6:***

You **write a letter to your employer** to thank them for accepting you and to introduce yourself in writing. Don't forget to put a contact telephone number on your letter.

### ***Step 7:***

You may be invited to attend an interview at your work place. In any case, **you must ☎ phone your employer at least 2 weeks before your placement begins** to ensure they have received your letter and that all is ok for the **9<sup>th</sup> - 13<sup>th</sup> March 2020.**

### ***Step 8:***

On **Monday 9<sup>th</sup> March**, you put on your work gear, leave plenty of time to arrive at your placement early, and **start your week of Work Experience.**

### ***Step 9:***

Remember: • Be Positive

- Ask if unsure
- Use your initiative
  - Fill in your WEX journal everyday
  - Make a good impression
  - Enjoy yourself
- A teacher will visit you during the week
- If you have any problems with your placement, contact Ms Balchin or Ms Charter at school
- If you cannot go to work,  
☎phone your employer and ☎phone the school

### ***Step 10:***

You will evaluate and **share your experiences of the world of work week beginning Monday 16<sup>th</sup> March 2020..... EASY!**