



Work Experience - Student Checklist

This document is for your reference and for you to keep. Do not hand back in to school.

Work experience may seem like a long way long way off but it takes a lot of planning and preparation from both school staff and yourself. Taking responsibility for your part of the process is important and will give you the best experience of finding employment. Using this 'Student Checklist' will help you to keep track of where you are in the process and your responsibilities.

PROGRAMME DETAILS	YEAR GROUP 10	TUTOR GROUP	WORK EXPERIENCE DATES
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SCHOOL DETAILS	Ridgeway Academy		
CONTACT NAME	Sarah Merrigan	CONTACT POSITION	Careers Coordinator Year 10 Director of Learning
CONTACT NUMBER		EMAIL ADDRESS	Sarah.merrigan@ridgeway.herts.sch.uk

PLACEMENT PLANNING	Decide how you are going to find an employer either:	Own Placement	YES /NO
IF SOURCING YOUR OWN PLACEMENT:			
You will need to ask the employer to complete and sign the Private/Own Placement Request Form (blue sheet)			YES

You will need to hand in to school the Private/Own Placement Request Form	YES	22 ND February
FINAL DEADLINE for handing in Private/Own Placement form and Student Medical Information & Consent Form) to school		

After allocation:

EMPLOYER'S DETAILS	
COMPANY NAME	
CONTACT/SUPERVISOR NAME	
CONTACT NUMBER	
ADDRESS OF 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

CONTACTING YOUR EMPLOYER

You **MUST** contact your employer by **24th May**. Have you:

Researched the employer:	YES
Contacted the Employer to introduce yourself ENTER DETAILS:	YES
Arranged a meeting/interview if required (this will have to be arranged outside school hours) ENTER DETAILS:	
Decided how to get to the employer, i.e. walk, public transport, car etc. ENTER DETAILS:	YES
Worked out what time you need to leave home to get to the employer on time ENTER DETAILS:	YES
Decided what you are going to wear to the interview if they require one ENTER DETAILS:	YES

If you are unable to speak to your employer after trying 3 times on different days, please speak to your tutor, or Mrs Merrigan