**FINAL WORK EXPERIENCE CHECKLIST**

Keep this Checklist in a safe place



and refer to it regularly!

1-2 Weeks before your Work Experience session:

* **Contact the employer** to remind them you are coming.
* **Ask and check** with your employer the following information about your placement:

- where to go and who to report to on your first day?

- your starting and finishing times?

- what to wear?

- arrangements for meals/lunch?

* **Collect your Work Experience package** from Mrs Morrissey or Mrs Little to take with you.
* **Plan how you will get to work** – who will drop you off and pick you up; will you walk or ride your bike?

On Work Experience

* **Hand the white envelope (with enclosed documents) to your employer** on the first day.
* **Get your Attendance Record** signed at the end of every day as your proof of attendance at work.
* **Complete your diary entries** each evening after your day at work.
* **Wear your Name Tag** and **carry your Emergency Card** at all times. If a White Card is required, this must also be carried at all times.
* A teacher will visit you and your employer to see how you are going. Where a visit is not possible, a phone call will be made to check on your progress.

On Your Last Day of Work Experience

* Make sure you have **attempted ALL entries in your diary**.
* Make sure your **Attendance Record is signed** for every day.
* Early in the day **politely ask your supervisor to complete the Employer's Assessment Report** sometime that day if possible.
* Before you leave **give your employer a thank you card or note** and **collect your completed assessment report** (if this is not ready, arrange a time to call back and collect it next week).

After Work Experience: Back at School

* Hand in to the Careers Office, in the envelope you were given, your:

1. Fully COMPLETED diary
2. Employer's Assessment Report
3. Fully COMPLETED Student Work Experience Evaluation Sheet
4. Name Tag
5. Emergency Contact Card