

Student Checklist

prior to work experience placement

- * What is the official name of the company/employer facilitating my placement?
- * What is the purpose of the company/organisation?
- * What is the exact address and telephone number?
- * How will I travel to the workplace?
- * How long will the journey to the workplace take me?
- * At what time am I expected to arrive each day?
- * What is the name and position of the person to whom I should report when I arrive?
- * Have I got all the documents which I was given in school to give to my employer?
- * What are the appropriate clothes to wear?
- * What will I do for lunch?
 - * Have I got the school phone number in case I have to make contact or the employer asks me for it?
- * If I need to contact someone in school who should I get in touch with?
- * Do I need to bring any money?
- * Which safety regulations are likely to be highlighted in this workplace?
- * If, through illness or some other reason, I'm unable to attend the workplace on any day, how will I pass on my apologies?
- * At what time each day does my placement finish?
- * Can I answer the obvious questions which I am likely to be asked about myself, the course I am following, my school etc?