

Work Experience Step-by-step guide

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Benefits of work experience

Employability/transferable skills

Train in a career you want whilst completing your qualification

Gain a stronger CV

First step into your chosen career

Potentially paid placements

Build relationships

Put learning into practice

Gain industry experience

Evidence for assignments

Understanding of job roles and training options

Types of WEX:

College WEX/ Work Shadowing/ Workshops/Classes/Open Days





How it works:

1. Find an employer
 - a. Research companies e.g. "Dog groomers near me"
 - b. You don't want to travel too far - be sure to look up travel times
2. Contact employer and arrange a start date
 - a. Prepare what you are going to say on the phone (see guide on Sharepoint if you need more guidance)
 - b. Be smiley and positive
 - c. Ask what you need to wear and bring
3. When there: be successful and a model employee, be willing, notice what needs doing.
4. Record the skills you are developing in your log



What you need to do & your responsibilities

1. Fill out Work Experience Agreement Form and email workexperience@plumpton.ac.uk
2. Read the Work Experience Code of Conduct and then reply to the email to confirm you agree to follow it
3. Ensure you have a copy of the timesheet form to take with you to be completed
4. Complete Work Experience log as you go, on a regular basis

Be professional – turn up in suitable uniform, on time, with a good attitude



Everything you need is
on Sharepoint

WEX Agreement Form

WEX Log

WEX Record

WEX Code of conduct

WEX Handbook



if you are unsure about anything, are really struggling to find a placement or are not sure what to do, email workexperience@plumpton.ac.uk

How the Work Experience team can support you

