



Voluntary Work Experience – Some top tips

Now that you've agreed to take part in Voluntary Work Experience, you need to take some time to think about how to get the best out of your placement.

It's important to remember that this is an opportunity to improve your job prospects. Not only will you learn new skills, but you will also be able to demonstrate to an employer that you are able and willing to gain real life work experience.

If you do well, it will be something that you can add to your CV. And, if you create the right impression throughout your placement you will be able to get a work related reference from your employer.

Creating the right impression

Here are some general tips which will help you.

- It is important that you attend everyday. This demonstrates that you are reliable and that you recognise the importance of good attendance. If you are sick, contact the employer as early as possible on the first day of your illness, to explain and apologise.
- Aim to arrive about 15 minutes before your start time everyday. Give yourself plenty of time to get ready and for your journey. This shows that you understand the importance of good work habits. If you are delayed, contact the employer as soon as possible to explain and apologise.
- Before your first day, take time to plan your journey. Check out the bus and/or train times and maybe even consider travelling to the company the day before to check how long the journey will take. Plan another way of getting there in case something unexpected happens, such as your train or bus is cancelled.
- Employers value people who:
 - Listen, follow instructions and ask questions if they don't understand any instructions that they are given.
 - Make a good team member and have the ability to co-operate with other people. So, always be helpful and show a good nature. This is important when dealing with customers and working with colleagues.
- Your behaviour is very important. Be polite and friendly at all times and don't swear. Smile. Look interested, speak clearly and ask questions when appropriate.
- Aim for a neat, clean and tidy appearance. Decide what to wear and get your clothes ready the day before - think about the sort of work you will be doing.
- Your safety whilst taking part in a work experience placement is of utmost importance, so please take the time to read your employer's health and safety policy. This should be given to you on your first day. Then it is up to you to work sensibly and to follow their instructions.

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