

# CAREERS BULLETIN

JUNE 6<sup>TH</sup> 2025



In July our Year 10s and Year 12s will be going out on work experience. This is a fantastic opportunity for students to:

- **TRY OUT** career ideas and possibly rule out options;
- **FIND OUT** more about their strengths, values, motivations and interests;
- **DEVELOP** their soft skills, like teamwork and problem solving;
- **MEET** new people and build a network of contacts;
- **CHALLENGE** themselves to overcome a difficulty, for example, communicating with others.

It is never too early for students to be thinking about work experience and the different ways they could find it. Click [here](#) for ideas to suit everyone.

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## How can Students prepare for Work Experience?

### Make sure you are prepared!

- It's normal to feel nervous when you join a new workplace with new people and new ways of doing things.
- Being prepared helps to calm your nerves. Make sure you pack your bag the night before, plan enough time to get there, and have a pen and notepad to write things down.
- Dress for the job! This might mean smart clothes, casual clothes, something you don't mind getting dirty, or you may be given a uniform.
- Don't forget to ask what you should wear before you start.



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## How can Students prepare for Work Experience?

### Before you start: Create Goals!

- Think about what you want to get out of your work experience and create some **SMART goals**.  
Understanding what you would like to achieve on your placement, and planning how to do it, will help you to use your time wisely.



- Is there a specific skill you want to focus on such as communication or teamwork? Or is there something specific that you would really like to observe?



- Creating a SMART goal allows you to work towards something achievable, while planning how you're going to get there during your time doing work experience.



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During your Work Experience: **Ask Questions!**



- Get to know people and start building relationships (also known as networking). You could ask people about:

- **Their role**
- **Their daily tasks**
- **What they like about their role**
- **How they got to where they are**
- **If they have any tips or advice**



- There is no such thing as a silly question. This is your chance to find out what you would like to know from professionals in the industry.



- However, do remember that the people you will be working with are busy. Rather than checking every last detail with someone, always think, 'Can I answer it myself?'. You might be able to use the internet or other available information to find out.
- If not, then ask away!

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## During your Work Experience: Pay Attention!



- This is the time to use your active listening skills! You are on work experience to learn, so listen carefully to what you're told, or what you hear in meetings, and take note of anything that's interesting or useful.



- Paying attention also includes using your self-management skills. You will get support, but you will need to listen and maybe make notes on how to manage your time, what you should be doing, when a task is due, and if you need to join any meetings.



- Your mentor will guide you, but it's up to you to listen and put it into practice.



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During your Work Experience: **Use your Initiative!**



Employers love to see **initiative** - it shows you are eager to learn and that you care about what you are doing. If you are running out of tasks to do, ask if there is anything else you can help with instead of sitting doing nothing. If you really want to get involved with a different project, ask if there is a way you could get involved.



The more effort you put in, the more valuable experience you'll get out of it.

## Ask for Feedback!

Rather than waiting until the need of the placement to get feedback, ask as you go along. This will give you the opportunity to explore the areas you could improve on while you're still in the workplace, with professionals around to help you.



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## Once you have finished your Work Experience

### Add it to your CV!

- Keep a record of the knowledge and skills you learn, tasks you get involved with, and your achievements during your work experience - you can make notes on your phone.
- This will make it so much easier to reflect on the experience and add it to your CV.
- Remember to ask for a reference before you leave so that you have someone to vouch for you when you apply for a job.



### Say Thank You!

- Don't forget to say thank you to everyone for the opportunity. A card is always well received.
- Remember to ask if it is okay to stay in touch and get their contact information. If you have a LinkedIn account, give them a follow and show your appreciation there, too. This also shows your network how your career is developing.

