



Co-op Academy  
Priesthorpe



## Top Five tips for your work experience visits

### 1. Be Punctual and Reliable:

Arrive on time every day and be ready to start your tasks immediately. Show commitment by attending every day, making sure you keep to the schedule provided by your workplace.

### 2. Dress Appropriately:

Follow the dress code. If in doubt, opt for smart, professional attire. Present yourself neatly and tidily; first impressions are important.

### 3. Show Enthusiasm and Initiative:

Demonstrate a positive attitude and a willingness to learn. Take initiative by asking for additional tasks or responsibilities when you have completed your assigned work.

### 4. Ask Questions and Seek Feedback:

Don't hesitate to ask questions if you're unsure about something. It's better to seek help than to make mistakes. Request feedback on your performance to understand your strengths and areas for improvement.

### 5. Reflect on Your Experience:

Keep a journal of your daily activities, what you learned, and any challenges you faced. This will help you reflect on your growth and development. Consider how this experience will help you with your future career goals and what skills you have gained that will be useful in the future.

Following these tips can help ensure that you make the most of your work experience and leave a positive impression on your employer. Good luck!

Don't forget if you absolutely cannot attend your work experience placement on a day due to illness you must also let the Academy know by calling our school absence line on

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