

# Work Experience 2025 Key Points

## Key Points/things to remember...

- Work Experience – Monday 16 – Friday 20 June 2025
  - Practice Interview Day – Thursday 17 October 2024
  - **'Own Placement Deadline' – Monday 3 February 2025**
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- **Start looking for your placement as soon as possible**
- You CAN go to your Mum, Dad's, or a family member's workplace
- You CAN'T go to someone who works on their own
- You need to work for a minimum of 6 hours a day
- You can't finish work later than 8 pm
- Own Placement Forms should be handed in to the Work Experience box at **Student Reception**
  
- Use Google, Yell.com or the Phone book to find employers
- Talk to the school Careers Adviser, parents or a teacher if you're not sure what to do
- Ask family and friends if they have any contacts
- If you plan to **phone** employers think what you will say beforehand
- If you plan to **write** to employers get your letter(s) checked in school
  
- **Visiting employers in person is the best way to get placements**
- Make sure you dress smartly and plan what you are going to say
- Take your 'Own Placement Form' with you to fill in with the employer
- You must have a 'contact name' on your Own Placement Form

**Keep going, be confident and smile – it will be worth it!!**