

WORK EXPERIENCE

YOUR PLACEMENT
DATE IS:

TIMELINE

STEP ONE

COLLEGE INDUCTION

Includes information about work experience.

STEP TWO

PATHWAY WORK EXPERIENCE INDUCTION

STEP THREE

START SOURCING YOUR PLACEMENT IN SEPTEMBER

- Your work experience must be meaningful and relevant to your course and career interests.
- Speak to the Careers and Employability Team and your teachers if you need more help.
- Unifrog - Research live Apprenticeships via Unifrog and contact employers directly.
- Are you working part-time? Is there another department within the organisation that can help?
- Check your college email/ and Microsoft Teams regularly for opportunities.

STEP FOUR

ONCE YOU HAVE FOUND YOUR PLACEMENT

- **Important - you MUST email the organisation contact details to careers@sgmc.ac.uk ASAP!**
- Contact details must be sent at least 4 weeks before the start of your placement so we can make sure the Health & Safety checks are completed.
- You may be asked to attend a pre placement interview.

STEP FIVE

YOUR PLACEMENT IS APPROVED AND CONFIRMED

- Attend a Work Experience information session before you start.
- Don't forget to check your travel route in advance. What's the company dress code?

STEP SIX

START YOUR PLACEMENT

- Complete your Work Experience Diary Sheet or log book.
- Use this opportunity to network and ask for email contact details to use as future reference.

STEP SEVEN

PLACEMENT ENDS

- Is your Work Experience Diary Sheet or log book filled in?
- Update your CV, complete your evaluation sheet, and send your Work Experience Diary Sheet/log book to the Careers Team - careers@sgmc.ac.uk