**Guidelines for Work Experience Visits**

**Prior to Visit**

* Ring in advance to ensure employer/student are available (they may be off site!)
* Make sure you have full address/contact details and directions of where you are going to

**During the Visit (Max 5-7Mins)**

* Thank Employer for taking student (without their support we could not offer W. Exp Prog)
* Check student attendance and punctuality so far
* Did student show signs of initiative? – Did they look for work or have to be told what to do?
* What was their attitude to the job like?
* Did student work to good standard? Have good work ethic? Put in good effort?
* Was everything in order in relation to dress code/politeness etc?
* Any problems/issues/concerns that they have?
* Request that they send back the employer evaluation sheet with the student on Friday or ASAP if they wish to post (this was given to them by the student on DAY 1)
* Meet with the student and ask them what type of work they are doing and what skills they have developed/improved?
* Address any issues from employer
* Remind student to write up their report to submit to me on return to school
* Remind student to collect Employer evaluation on last day if employer not posting it and give to me on return to school

**After the Visit**

* Please let me (or the LCVP teacher – see initials on the page you got to find their teacher) know of any good/improvement points in relation to how the student is doing or any observations in relation to the work placement or concerns of employer

***Work Experience Report***

**Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Visited by**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Any Comments/Observations as to how student is getting on?**

**Any concerns raised by student or employer?**

***Work Experience Report***

**Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Visited by**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Any Comments/Observations as to how student is getting on?**

**Any concerns raised by student or employer?**

***Work Experience Report***

**Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Visited by**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Any Comments/Observations as to how student is getting on?**

**Any concerns raised by student or employer?**