



# Getting work experience and why it's important

**Work experience is an essential part of your study programme.**

## When is my work experience?

Your tutor/progress coach can tell you the scheduled work experience dates and hours required for your course.

## Why should I do work experience?

Students fresh out of education are much more likely to get a job with work experience on their CV

- It is a great way to experience different roles in your chosen industry
- It could lead to paid work with the company later on in life, so make a good impression.

## How do I find a work experience placement?

Do your research to make sure the placement is relevant to your course and in an area that interests you. Speak to your tutor, family and friends for ideas on which employers to approach. Make sure you have a CV and/or cover letter ready and be prepared to attend an interview or complete an application form.

## Can I use my part-time job?

No, work experience must be unpaid.

## What happens when I've found a placement?

You will need to complete a:

- Work Experience Student Pack (3 weeks before you start your placement and hand this into the WEX team who will contact your employer)
- Work Experience Logbook (throughout your placement keep this up-to-date and make sure your employer signs the timesheet)
- Return the Logbook to your tutor.

Don't forget the work experience team is always here to help.

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