

The Midcounties Cooperative Society

Work Experience Work book for Student

Student Name:

Dates of Work Experience Placement:

Site Details

Location of Work Experience

Managers name.....

Contact number.....

School/Agency details

School/Agency name:

Contact number.....

Teacher's name:

YOUR WORK EXPERIENCE

Welcome to the Midcounties Co-operative Society! We hope that you will find the experience of working with us rewarding and valuable. To help you, here is some information.

❖ **What am I expected to wear?**

We expect all people who work for the Midcounties Cooperative to look clean and tidy. If you are going to be meeting the public this means that you should wear a white blouse or shirt, dark trousers/skirt, dark socks, and shoes (not trainers) closed in at the toe and heel. Any item of clothing worn as part of religious beliefs, i.e. a head scarf is of course also permitted. We expect a similar appearance in other workplaces, too.

Your hair must be neat and business-like. Please keep jewellery to a minimum, and we do not allow facial piercings.

❖ **What hours am I expected to work?**

The normal working day is 09:00 until 17:30 Monday to Friday (and from 08:30 — 17:00 within Head Office). These are your work times unless something different has been agreed.

You will have a lunch break of one hour and tea/coffee breaks. The Manager will explain when and where you can take these breaks. Unless you know that your host work place has a canteen, please make sure you have made arrangements for your own packed lunch or brought money to buy refreshments.

It is important to remember that whilst you are on your work experience you may be expected to stay on site through your lunch break e.g. if requested by your school.

❖ **Who do I report to?**

Unless told otherwise, you should report to the site Manager on your first day.

❖ **What sort of jobs will I be given during my placement?**

We want you to have an experience of work at the Midcounties Cooperative and you may be asked to do a number of different jobs. These may vary depending on the site where you are based but you will not be asked to do anything that places you at risk. If you particularly want to try a certain job then discuss this with your manager.

❖ **Who should I inform if I cannot come in to work?**

You should tell your Manager as soon as possible on the first day of absence if you are unable to attend. (You may need to tell your school/college/ agency as well). If you cannot do this yourself, you must ensure someone else tells the site on your behalf, e.g. a parent / guardian. Please note a friend is not acceptable, neither are text messages nor emails.

❖ **Who should I talk to if I have any concerns?**

If you have any concerns or issues in any way whilst on your placement, please speak to your Manager, Deputy Manager or Supervisor or someone at the site if your Manager is not available.

Your hopes

We believe that to get the best out of your placement, it helps to decide at the start of the week what you want to get out of your time.

Think of three things you would like to get out of your experience of work with the Midcounties Cooperative.

1.

2.

3.

What can other people do to help you achieve those things?

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What can you do to help you achieve those things?

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What obstacles might stop you achieving those things?

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What can you and others do to overcome those obstacles?

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What is the Midcounties Co-operative?

The Midcounties Co-operative Society is an independent business, owned by its members. We have a number of trading groups (think of them as areas of the business), such as food retail, funeral services, travel, healthcare services, childcare, post offices and energy.

What is a Co-operative?

Using the internet in your own time, look up the principles of Co-operatives. (If you are able to use the computer at your work place, you **must** get permission from your Manager first as this may not always be possible in all our sites.)

What did you learn? List a few key points below:

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What are the key points you have learned from your induction on your first day?

(you may want to use your copy of the checklist you used with your manager)

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What are the key points you have learned over the time of your placement?

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Look back at your three aims for the placement.

How well were you able to achieve them?

What would you do the same another time?

What would you do differently another time?

How will you be able to use this experience and learning in the future?

What did you enjoy most?

What did you enjoy least?

What three things should the Midcounties keep doing or stop doing to make work experience successful?

**Thank you for choosing the Midcounties Co-operative Society for your
Work Experience.**

We hope you have enjoyed your time with us!