

# Work Experience

## Student Workbook

Student Name: \_\_\_\_\_

Date of Work Experience Placement: \_\_\_\_\_

### Site Details

Location of Work Experience: \_\_\_\_\_

Managers Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_



The Midcounties  
Co-operative



# Welcome

**A big warm welcome to  
The Midcounties Co-operative,  
it's great to have you here!**

We want you to gain the most from your work placement with us, so you have a rewarding and valuable experience. This handbook will give you all the key information you need to be prepared for your placement, as well as ensuring your time with us is structured around what you need and hope to achieve during your time at the site.

**To help you know what to expect, here is some information you may find useful:**

## **What am I expected to wear?**

We expect all people who work for The Midcounties Co-operative 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 will my working hours be?**

Your working hours will be as per your school or college schedule and the Site Manager will confirm your start time for your first day with you before you start your placement. You will be given 30 minutes each day for your lunch break. It is recommended you bring a packed lunch with you or money to buy refreshments locally.

## **Who do I report to?**

On your first day, you will report to the Site Manager or the person in charge. You will be assigned a Buddy (an experienced colleague), who will look after you and offer support and guidance during your placement.

## **Who should I inform if I can't attend my placement?**

You should telephone the Site Manager, using the contact details in this workbook, before the time you are due at the store. You may also need to contact your school or college. If you're unable to contact the store yourself, you must ensure your parent or legal guardian telephones the store on your behalf. Please note a friend is not acceptable neither is a text or email.

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

If you have any concerns or worries at any point during your placement, please speak to the Manager or person in charge if the Manager isn't available. You can also talk to your Buddy. During your placement, you'll receive lots of support from the Site Manager and your Buddy. You'll have regular check-ins with the Manager at key points (at the end of your first day, the end of each week and the end of your placement) but you can also ask for more check-ins or time with the Manager or your Buddy if you feel you need the support. The check-ins are an opportunity for you to have regular, meaningful conversations with the Manager to discuss your progress, review your objectives and make sure you get the most out of your placement with us. We hope you enjoy your placement with us - we're excited to see you flourish.

# Who are we - The Midcounties Co-operative

Your Co-op is a family of businesses operated by The Midcounties Co-operative. We're a different kind of business because we're owned by our members. Every time they spend with us they help local communities. They share in our profits and have a say in how we're run.



1844

## How it began!

It all began when our co-operative families decided to merge, creating a stronger, more effective society. From here, we were able to share more goods and services for a responsible price, showing other retailers what's possible.

## The People!

People have been at the heart of every co-operative since the first one opened its doors in 1844. We've moved with the times to always make a progressive difference. And as our business grows, we give back more than ever. Profits and rewards are shared. Decisions are taken democratically between colleagues and members. It's a kinder, more inclusive way of doing business.

## Market-leading success!

We've been able to expand into more areas of expertise. Our range of Co-op brands covers a host of needs across the home; meaning you won't need to worry about missing the benefits of your food shop when arranging your childcare, for example. Today, we have over 700,000 members, making us one of the largest co-operatives, but there's always room for more. Join us today and start sharing the rewards.

## Our strategic TRUST pillars

**T**

### Thriving Co-operative

We are a commercially successful, values driven Society that champions **ethical** living every day.

**R**

### Remarkable Colleagues

We help our colleagues to grow, do their best and recognise them for their remarkable service.

**U**

### Uniquely Engaged Members

We are owned by our members, who guide everything we do.

**S**

### Sustainable Impact

We collaborate with communities to make a **sustainable** difference locally and globally.

**T**

### Thought - Leading Pioneers

We step up to tackle difficult challenges to build a **fairer** future for all and strive to be role models within the co-operative movement.

# Let's get started...

The following will be completed with you on your first day:

Supporting Notes for Delivery of the Student Induction		Tick when completed
Tour of the building	<ul style="list-style-type: none"> <li>• Tour of the building, including introductions to all colleagues</li> <li>• Signing in requirements Colleague room and facilities, including the toilets and where to store belongings</li> <li>• Store and cleaning cupboards</li> </ul>	
Breaks	<ul style="list-style-type: none"> <li>• How and when breaks are taken and their break allowance</li> <li>• Show and discuss the Smoking policy</li> </ul>	
Fire Safety and Fire Evacuation	<ul style="list-style-type: none"> <li>• The evacuation procedure</li> <li>• The location of the fire exits, fire extinguishers and alarm points</li> <li>• How to sound the alarm and what the alarm sounds and looks like</li> </ul>	
Health and Safety	<ul style="list-style-type: none"> <li>• Share the Health and Safety policy to read and discuss Explain who the First Aiders are and the location of the First Aid Box</li> <li>• Explain the process for reporting and recording an accident or incident</li> <li>• Check the student understands their Young Person's Risk Assessment</li> </ul>	

<b>Signed by Student:</b>		<b>Date:</b>	
<b>Signed by Manager:</b>		<b>Date:</b>	

# Health and Safety

At Your Co-op, your safety and wellbeing is our priority. We have a duty of care to ensure our colleagues, and students are kept safe. During your First Day induction, you will be given some key pieces of information around health & safety.

Answer the below questions using the information you've been given during your induction. If you don't know the answer, why not ask a colleague or your buddy to help?

Questions:		Answer:
	Where is the Fire Assembly Point?	
	Who is responsible for Health & Safety on site?	
	How many Fire Exits does the site have & which is your nearest one?	
	Where is your nearest First Aid Box and who are the First Aiders?	
	How do you report any accidents or near misses?	
	Where can you find a wet floor sign and when should you use this?	

**Please complete the below before starting your first day.**

### Start of Work Placement Objectives

We believe that to get the best out of your placement it helps to decide at the start of the week what you would like to get out of your time with us. Use this space to record three objectives you would like to achieve. The Manager will discuss these with you and how we can support you to achieve these.

1.

2.

3.

## Day One Check-in

At the end of your first day, the site manager or buddy will check-in with you to see how your first day went and what you think went well. This will also give you the opportunity to share anything that hasn't gone as well, so they can support you with this. At the end of the check-in, you'll be able to agree with the site manager/buddy what your focuses will be for the remainder of the week.

### What has gone well?

*Your comments*

### What hasn't gone as well?

*Your comments*

*Site Manager / Buddy's comments*

*Site Manager / Buddy's comments*

**Focus for the remainder of the week:**

**End of Week One Check-in**

At the end of your first week the Manager/Buddy will have a check-in with you to discuss how your placement is going. This is an opportunity for you to reflect on your first week, share any worries or concerns and to receive feedback from the Manager/Buddy.

**What has gone well?**

*Your comments*

**What hasn't gone as well?**

*Your comments*

*Site Manager / Buddy's comments*

*Site Manager / Buddy's comments*

**Focus for next week (where applicable):**

# End fo Placement Review

## Review your Objectives

At the start of the placement, you recorded three objectives you wanted to achieve during your work placement. Make some notes here, detailing how you've achieved these and use these notes to discuss your successes in your end of placement check-in with the manager/buddy.

1.

2.

3.

## End Placement Check-in

At the end of your work placement, the manager or your buddy will have a check-in with you to give you the opportunity to review your time with us. This is a chance for you to reflect on how your placement has gone and what you've achieved, as well as receiving feedback from the manager/buddy.

### What has gone well?

*Your comments*

### What hasn't gone as well?

*Your comments*

*Site Manager / Buddy's comments*

*Site Manager / Buddy's comments*

## Measuring Impact

Following the completion of your placement with us, it is important for you to identify how your experience will impact your future career aspirations and how you will use the skills, knowledge and behaviours you gained during your placement in your work, learning and life.

Please record below at least three things you're going to take away from your placement and how you're going to use them in the future:

