

# WORK EXPERIENCE AT CRAVEN COLLEGE

The majority of FE student at Craven College are required to undertake external Work Experience as part of their study programme.

It helps you stand out from the competition when applying for jobs in the future and gain an insight into job roles or business sectors. You can improve your skills so that employers will be impressed.

## Communication



Listening



Speaking

## Creative Problem Solving



Problem solving



Creativity

## Self Management



Staying Positive



Aiming High

## Collaboration



Leadership



Teamwork

## Plan during the Summer

The summer break is a good time to plan, consider approaching companies in the areas you are interested in. Maybe you have family or friends that work in that area or know who to contact.

## Your Approach

Remember this could be the first impression you make with a prospective work experience, so be polite, keen, and clear about what you would like to do and what you would like to learn about.

## The Work Experience Team

The team here at Craven College are available to support you with your work experience. Please make every effort to have a placement in mind when you arrive, the team can help you with ideas and will help if there are any issues during your placement.



All the details and hours about your placement are recorded on Grofar, so you can check and update things. The employer will be able to give you feedback at the end of the placement and you will receive a certificate of completion.

The Work Experience Team are located in the Whernside building (Aireville Campus) or you can email: [workexperience@craven-college.ac.uk](mailto:workexperience@craven-college.ac.uk)