

**Ashley 6th Form Work Experience Code of Conduct**

As a 6th Form Student, you will take part in work experience as part of the Enrichment programme. This will help you to gain an insight into the world of work and develop useful employability skills. There will be certain expectations on you to ensure that you get the most out of the work placement and give the employer a positive view of Ashley 6th Form Students. These expectations are as follows:

* To attend **all** work placement sessions and arrive on time. If you are unable to attend a session you **must** telephone your work experience placement provider **and** school.
* To show respect for staff and property at the work placement and be aware of how your actions and comments may affect others.
* To follow **all** rules set by the work placement. Health and safety in the work place is very important! There may be equipment and uniforms that are needed.
* To recognise that you are representing Ashley 6th Form and have a responsibility to make sure that your work placement is a positive experience for everybody, including your employers!

Students will also display the following qualities that are recognised by employers as very important.

* Trustworthy
* Honest
* Good timekeeping
* Responsible
* Polite
* Be willing to have a try new and different tasks (flexible)