

## **Working life-**

Work will be one of the most important elements of your life as an adult. It's important that you start in the right way. Work gives you experience, money, friends, new skills, satisfaction and lots more.

These are just some suggestions to help you get the best out of work.

- There are lots of restrictions surrounding the employment of children and young adults. For more information visit- <https://www.gov.uk/child-employment/minimum-ages-children-can-work>

**Uniform and dress code-** Check with your line manager about dress code. It's important that you don't test the boundaries on this. Breaking the dress code at school is unacceptable, so work is exactly the same.

**Time keeping-** Time costs money in work so it's important that you are on time all day every day.

**Absence-** If you can't make it to work, don't expect a parent or carer to make the call. You should always make contact yourself to explain why you cannot attend work on that day.

**Food-** Make sure that you bring lunch with you to work. Keep yourself healthy and fit with nutritious food. You can make yourself very ill if you skip meals.

**Attitude-** Work can be tough and you may be given things to do that you don't enjoy. Be positive and helpful.

**Work /life/school balance-** Experience and income is important but not as important as your school. Please make sure that you always leave spare time in evenings and weekends to keep on top of your studies.

**Dealing with criticism-** Working is all about learning. When we learn we all make mistakes. If you make a mistake at work, be honest and help to find a solution. If your work is criticised, listen to what's being said and learn for next time.

**Getting along with your colleagues-** Be polite to everybody and try to get along with all of your colleagues...not just the people that you work closest with.



**Facebook and twitter-** What is said online stays online. Please don't be negative about your employer with online comments.

Unfortunately despite working really hard and doing your best, sometimes things don't go to plan.

**What to do if-**

**You want another job.** If you get another job, it's not a good idea to just leave the one you have with no notice as they may need to find a replacement. Explain that you have another job and agree a notice period to help them out. This helps them find a replacement and helps you get a better reference for the future.

**You lose your job.** You might lose your job through no fault of your own or because of a bad decision you made. Take time to think about why you might have lost your job and learn from your experience. That's what work is all about...learning and building your experience.

**You are asked to do something that is wrong.** Everyone has to do things at work sometimes that they would rather avoid....that's life! But if you are asked to do something that you are really not comfortable with or you feel is wrong, then speak to your manager and a parent. If its work experience arranged through school, then speak to the careers team ASAP.

**As I mentioned at the beginning, work is a very important part of everyone's life and getting it right comes with practice. It takes time, but you will find the right job for you by being positive and professional.**