

**Work Experience**  
  
Welcome to Buckinghamshire College Group

It’s never too early to think about planning your work experience. Be aware that places get “snapped up” very quickly and we are one of many schools/colleges competing for high quality, relevant placements. So start making your enquiries now.

**Don’t panic.** The **#WorkZone** team are here to help you as much or as little as you need and our contact details are below. This is a really valuable and exciting experience that will assist in the development of your transferable skills which you should develop as you progress through employment, education or training. Work experience can provide you with references for future job applications and if you are applying to university in the future, you can detail the experience in your personal statement.   
  
During induction, the #**WorkZone** team will explain the process of how to find work experience and what paperwork needs to be completed by yourselves prior to going out. Start thinking about your career aspirations and how you can match this and make it a relevant opportunity.

Speak to your parents, guardians, other family members, tutors and friends. They often have lots of ideas and experience and may have contacts they can share with you. Please remember this is **your** work placement. Don’tchoose something because your friend is doing it, do it because it will benefit **you**.   
  
Our offices are based in the main reception at the Amersham Campus, opposite the entrance of the Aylesbury Campus and outside the refectory at Flackwell Heath. If you feel confident about making that initial contact with an employer then please do, but you **must** then come to us and we will make sure all the safety checks are completed and then let you know when you are good to go.

If you feel that you need support the team will work with you through the whole process.

The **#WorkZone** team are looking forward to working with you.

#WorkZone  
All the help you need to get a job

Contact details

[placements@buckscollegegroup.ac.uk](mailto:placements@buckscollegegroup.ac.uk)