



Your Work Experience Placement Pack



Helping
Young People
Thrive in our
Society



Your Name:

School/College/Other:

Date of placement: From To

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Welcome to Central Co-op and the start of your work experience journey

For some of you this may be your first time in the workplace, and you probably feel a mixture of different emotions ranging from excitement through to nerves about what to expect. These feelings are entirely normal, but we hope that by the end of your placement you will feel confident and pleased with what you have achieved and learnt during your time with us.

Questions are key to learning so don't be afraid to ask for help. Your manager, buddy and colleagues are happy to answer any questions you may have. We're here to support you in gaining the most you can from your placement with us.

This is your opportunity to experience working life at Central Co-op, so use your time well; talk to different colleagues, watch how we treat others and learn some of the skills necessary to be a successful member of the team.

Good luck with your work experience placement and we hope you enjoy the time you spend with us.



Let's get started - Your Work Experience checklist

At the start of your placement with us, take some time to complete this page with your Manager or Buddy.

What area of Central Co-op will I be working in?	
Location address	
Location telephone number	
What is my Managers name?	
Who is my Buddy?	
Who else is in my team?	
What time do I start and finish work?	
How long do I get for my lunch and break?	
What do I wear for my work experience?	
How am I feeling about work experience with Central Co-op?	
What am I looking forward to the most about work experience with Central Co-op?	

Work Experience placement aims

What 3 things do I hope to get out of this placement?

(Think about the skills you want to learn or the activities you'd like to take part in)

1.

2.

3.

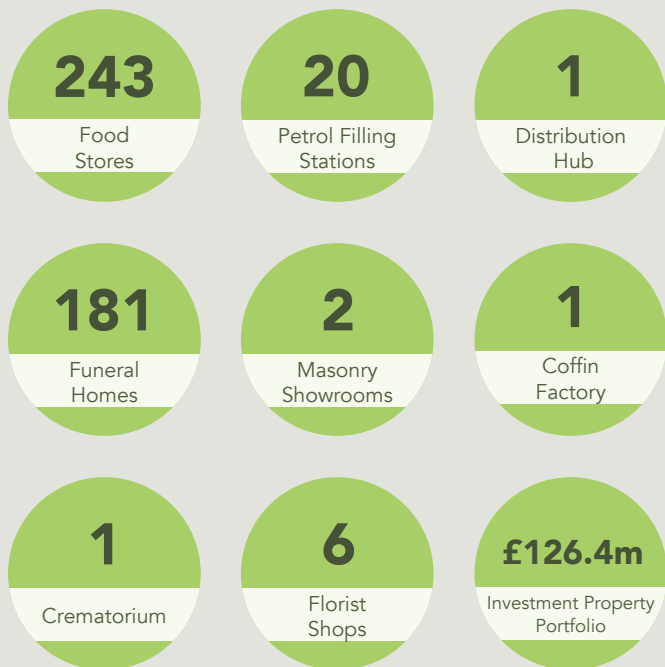
Who are Central Co-op?

**We believe in doing things differently.
We're more than a business. We're a co-op.**

That means we're owned by our members: the colleagues who work alongside us; plus the hundreds of thousands of people who shop in our supermarkets and florists, or are helped through our funeral services.

Our purpose goes beyond making profit. It's about creating a sustainable Society for all.

Central England Co-operative has many different parts to the Society:



We are a **successful, independent, community-based Co-operative** owned by our Members

Our proud heritage dates back over **175 YEARS**

We operate **OVER 400** trading outlets

We trade in over **19** counties

Our Purpose
Creating a sustainable Society for all

We invest 1% of our trading profit into **supporting local groups and good causes** through our Community Dividend Fund

WE ♥ U
Our colleagues are at the heart of our business

We employ over **7,700 people**

We are guided by the internationally recognised **Co-operative values**

- Self-help
- Self-responsibility
- Democracy
- Equity
- Equality
- Solidarity

Our Co-operative Difference

A Co-operative is an organisation set up to meet the needs of its members.

Unlike many businesses, co-operatives are run by their members for their members and everyone involved can have a say. It is a democratic, open approach to business which lies at the heart of the co-operative way of doing things and sets us apart from many of our competitors.



Our Culture

Whoever we are, whatever we do, every minute of every day we make a difference for our members, our customers and each other.

We are the *difference* makers

Our fantastic colleagues care deeply about our members, customers, colleagues and communities and together we can make a huge difference. We think our culture sets us apart from other organisations and makes working at Central Co-op so great.

We work together with purpose

We're a caring community

We're better every day

We make a difference for members and customers

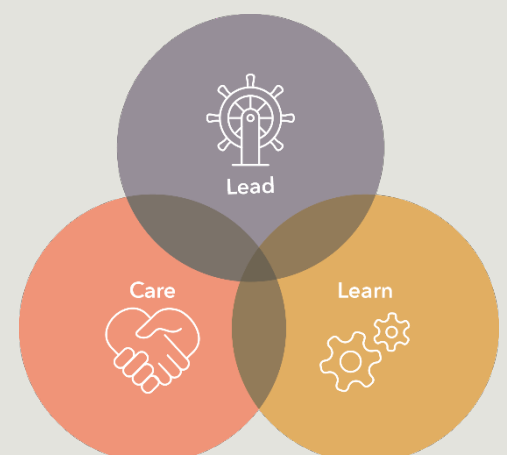
We want you to feel part of this culture. Talk to your manager and buddy how you too could be a difference maker during your time with us!

Our Behaviours

What you do during your placement is just as important as how you do it. Our Co-operative behaviours 'Lead, Learn and Care' help you understand how you can be at your best and help you succeed in the future.

How you can show these whilst on placement:

- Lead – Give your best and show enthusiasm in what you do. Complete activities to the best of your ability
- Learn – Ask questions, listen and if you're unsure, ask others in your team for help. Always seek out opportunities to learn more and develop your skills
- Care – Smile, be friendly and work well with your team. Ask others in the team how you can help and always show respect and support to others



What will I be doing on Work Experience?

We'll treat you as we do with any new colleague who has joined our Society. We'll provide you with a structured placement programme - covering lots of different activities to give you as much experience as possible. Your manager will create an activity planner of different types of activities you'll be undertaking.

Your induction process will include a blend of online learning, one to one coaching and buddying.

Working in any organisation is all about the people. Please take this opportunity to be curious! Ask lots of questions (and know that all are welcome), develop your skills and build relationships within the team. Your manager will guide you through your placement, checking in with you as you fill in this booklet, reflecting on your time here.

What we hope you'll achieve

Work experience gives you the chance to find out what employment is really like and prepare you for working life. It also helps you start to career plan and look at options for your future.

The main benefits of work experience are:

- insight into working life
- become more independent
- help you discover if a particular job is the right career path for you
- enhance your skill base, including communication and listening skills
- provide you with references for your CV
- provide you with examples of evidence to help complete application forms and answer interview questions
- give you experience that could potentially lead to a job in the future

Staying Safe in the Workplace

At Central Co-op, our aim is to ensure that our colleagues are kept safe and protected whilst at work. It's important we all follow health and safety rules. On day one of your placement your manager will provide you with an induction, which will cover aspects of your job and what you are expected to do. This will include some mandatory health and safety training.

Answer the following safety questions. If you don't know, ask a colleague to help.

Question	Answer
Who is responsible for health & safety?	
What is the fire procedure and where are the fire alarms?	
How many fire exits are there?	
Where is your fire assembly point?	
Where is your nearest first aid box?	
Where do you report accidents?	
Where can you find the wet floor sign?	

We want you to stay safe and need your help. Remember:

- Act responsibly
- Follow health and safety instructions
- Keep your work area as tidy as possible
- Don't put yourself at risk
- Only use equipment you've been trained to use

Work Experience Placement Planner

Take some time each day to record what you've been up to. This will help you remember all the activities, skills and knowledge you'll be gaining whilst on placement.

Week 1

	What have I done today?	What did I learn today?	What feedback did I receive today?
Day 1			
Day 2			
Day 3			
Day 4			
Day 5			

Week 2

	What have I done today?	What did I learn today?	What feedback did I receive today?
Day 1			
Day 2			
Day 3			
Day 4			
Day 5			

Reflecting on your placement

(Complete this page towards the end of your placement)

Using your placement planner on the previous pages, take some time to think about what you've been up to and what you've learnt. You'll have undertaken lots of activities, and it's important to capture this to celebrate what you've achieved.

What did I do during my placement?

What skills have I learned? What have I found out about myself?

What feedback have I had?

What am I most proud of?

What have I enjoyed most?

How has this shaped your thoughts about your career?

Review of work placement aims

On page 4 you captured your work placement aims.

Revisit these and reflect on your progress.

Placement aim	How did I achieve this?
1	
2	
3	

My Managers Feedback

Please ask your manager to complete this section...

My Manager Feedback...

Manager signature:

Date:



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**Congratulations on completing
your work experience
with Central Co-op.**

**Thank you for all your hard work
and commitment.**

We hope you enjoyed your time with us and
have gained new skills and experience that
will help you in the future.

central COOP

Notes

Please use this space to capture any notes, thoughts, reflections or questions you have

A large white rectangular area with a torn paper effect, intended for taking notes. The edges are irregular and jagged, giving it the appearance of a piece of paper cut from a larger sheet. The background is a solid light gray.

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central The logo for Central England Co-op, featuring the word 'central' in a dark grey sans-serif font, followed by the word 'coop' in a green, stylized font where the 'o's are interconnected.

www.centralengland.coop

careers.coop