

Work Experience: How should I dress on work experience?

Aim To encourage a student to think about the way to dress for a particular role at work.

Preparation VIEW Retail must be pre-installed on a stand alone PC or network (where licensed). The work experience activity could be undertaken by an individual or group of students.

Students will need some support in beginning their exploration of VIEW Retail. This can be achieved through a quick demonstration of by using the 'student guide' first. The students may also benefit from having access to maps on a printed sheet, to help them navigate around. The maps could be marked with the position of each of the employees.

Students will need the attached student sheet with a pen or pencil, writing on the sheet or on another piece of paper.

Links to WRL Work experience preparation

Outcomes Improved skills with VIEW
Familiarisation with topic content in VIEW
Improved work experience understanding

Pre activity Stress importance of following the student sheet and not getting distracted. Offer help if lost to get back on track.

The students might try to identify why dress is important for work, perhaps by identifying occupations where the type of dress is paramount. They may also identify occupations where a uniform is required.

Activity Student begins at the HoF entrance and locates each of the employees listed. The student is asked to look for clues about the way an employee dresses and the relationship to the job role.

Post activity Discuss the results of the exploration.
Why do some jobs require (or prefer) particular dress standards?
What is meant by terms like; formal, smart casual, dress down, informal etc?
Why is dress so important when employees meet customers?
What messages can dress send to fellow employees and customers?
Is dress more important in retail than other occupations?

Extension activities List a range of jobs beyond retail and encourage the students to suggest appropriate dress. Investigate PPE, what it is and where it might be worn.

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You will need...

You will need a paper and a pen or pencil to make some notes. Having a printed copy of the floor maps might be useful to help you find your way around.

People in the workplace dress differently. The retail store is no different and we are going to look at some employees and the way they dress.

When you go out on work experience you must think about the clothes you wear. Your employer might require you to dress in a particular way and the business may have a 'dress code'. You should find out if there are any dress requirements before you appear on your first day.

Sometimes an employer might provide an employee with items to wear, such as a uniform or PPE (Personal Protective Equipment) such as overalls, boots or gloves.

Explore House of Fraser and find these employees. Each is wearing a particular style of dress – but why? Do people wear a style of clothes depending upon what they do or where they work? Is age a factor? In retail, do those employees working with the public need to think about what they wear? Is there a pattern?

Employee	Main place of work	Working with customers	Dress
Security guard <i>Found next to the front entrance</i>			
Jay - Supervisor <i>Jay can be found in the centre of Therapy in the lower ground floor</i>			
Peter – General Manager <i>Peter can be found at the west end of the first sales floor</i>			
Richard Director of Retail Sales <i>Richard can be found at the west end of the first sales floor</i>			
Mutsa – Sales consultant <i>Mutsa can be found on the Benefit stand in the middle of the ground floor sales area and close to the stairs down to Therapy</i>			

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Employee	Main place of work	Working with customers	Dress
Michael - Sales Advisor <i>Michael can be found in the Menswear area at the east end of the first sales floor.</i>			
Susie - Trainee <i>Susie can be found in the middle of the second sales floor</i>			
Robert – Personal Shopping Manager <i>Robert can be found at the east end of the second sales floor</i>			
Vlada – Manager of the Planet Dept <i>Vlada can be found in the middle of the third sales floor</i>			
Tamara - Visual Manager <i>Tamara is in the Visual Merchandiser's area which can be found close to the HR offices. Go to the fifth floor and follow the directions for the store offices.</i>			
Heather – Business Support Manager <i>Heather can be found in the office off of Customer Services on the fifth sales floor at the east end.</i>			
Peter – Computer Operations Manager <i>Peter is in the Swindon IT Centre found through the office attached to Customer Services on the fifth floor.</i>			

Go to the fifth floor and go through the doors and upstairs towards the store offices. Before the double doors leading through to the HR offices, turn left and move towards the staff rest area. Go through the staff rest area and into the training room. Face the training tills and use the timeline to access the 'Selling skills course material'. Look for the 'customer service blueprint' and the comments about appearance.

If some of these employees swapped jobs what would they have to do about their dress?

If someone looks at what you are going to wear for work experience what would they think? What does your clothes say about you, your employer or the service you will provide?