

WORK EXPERIENCE DEVELOPING SKILLS FOR LIFE AND WORK

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Why Work Experience?

Work Experience helps you to develop some key skills which employers say young people need in the workplace.

- Communication
- Problem solving
- Social Skills
- Literacy
- Numeracy
- Working with others

Learning and developing these skills will help improve your confidence so that you can successfully face the challenges presented by school, further education, work and life.



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The value of work experience is that:

- It gives you an opportunity to get first-hand experience of typical working conditions.
- A chance to find out about particular jobs and careers by working alongside people who are doing these roles.
- It should help you to see the links between the subjects you are studying at school and the skills you need in working life.
- It provides you with experience that you can refer to on job and university applications.



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What can students Expect?

- A safe and good quality work experience placement
- To be treated like a member of staff
- To carry out meaningful and realistic tasks
- Hard but enjoyable work
- An opportunity to gain valuable skills and make good contacts
- An opportunity to make first steps towards your future



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What Employers expect from students

- **Commitment to the placement**
- **Good attitude and enthusiasm**
- **Willingness to work**
- **Good attendance and timekeeping**
- **Adhere to health and safety rules and regulations**



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What is expected of students

- Complete all paperwork within the deadline dates
- Represent school in a positive way
- Make the most of the opportunities available to you
- Follow all rules and procedures at your work place



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What is expected of Parents and Carers

- Complete and sign the parental consent form - these must be returned to school
- Be supportive and positive about work experience
- Remember that it is **THEIR** decision



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Choosing a placement

- We ask students to think about the type of placement they would really like and the reasons why they want to do it.
- Be realistic with their choices
- Stick to the deadlines set by the school.
- Be proactive in finding a place. You may need to approach a number of employers.
- Be prepared for when you start.
- Find out if you need any special equipment (clothing or shoes).



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BENEFITS OF SELF PLACEMENT

- **The demand for work placements in the Wallasey area alone is very high. Securing your own placement ensures you have a placement ready and waiting for you. It shows your commitment because you are being proactive in finding the placement.**
- **Self placement is tailored more to your needs and areas of interest for work experience.**
- **You know exactly where you are going, and you may already know the people you will be working with. This will help you to settle in quickly.**



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How to organise a self placement

Do you have a relative or family friend who has a business you are interested in? Do you know what career you are interested in? Do you know a business that you think could help you with work experience? What you do next...

- A. Obtain a Self Placement Form and fill in the top section.
- B. Introduce yourself to the employer, explain why you are there and ask if they can offer a placement to you between Monday 25TH June to Friday 29th June 2018.
- C. Ask the Manager if they would fill in the form and sign it. If it can not be done straight away, call back for it later.
- D. When you have your form completed return it Mrs Jones as soon as possible.
- E. A Health & Safety check is organised for you.
- F. When Health & Safety is checked – you will get your confirmation. **THAT'S IT – YOU HAVE YOUR PLACEMENT!**
- G. Contact your placement again to check you have everything you need – e.g. times, clothing, lunch etc.

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REMEMBER:

- ❑ Think carefully about the choice you are making.
- ❑ Choose something you are interested in or would like to find out more about.
- ❑ Discuss your choice with someone.
- ❑ This is an opportunity to learn something new – make the most of it.
- ❑ Try to do something different, so that you learn from the experience.

**You are there to learn, develop key skills
and to enjoy the experience**



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What if I cannot Self Place?

If you cannot find a Self Placement
See Mrs Jones as soon as you can.

Explain to Mrs Jones what you
would like to do and we will try to
help you find a placement.

We cannot guarantee that we will
be able to find you a placement
matching exactly what you are
asking for.



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Timeline for Work Experience

November 2017	Work experience presentation to parents/guardians. Year 10 Assembly talk– “Think about work experience”. Start to consider where you would like to go. Start to make enquiries.
December 2017	Work Experience explanation pack sent out, with all forms included. Self Placements have begun.
January 2018	Self Placement letter redistributed early on again in the term. Health & Safety checks and visits started to be carried out.
March 2018	All choices made and forms returned. <u>Before the Easter Break</u>
April 2018	Health & Safety checks and visits carried out Continuing.
May 2018	Health & Safety checks and visits continuing. Confirmations of placement start to be issued in line with PSHCE lessons where possible.
June 2018	Confirmations of placement issued and letters of introduction to employers from students are sent. Two weeks final preparation.

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