

# WORK EXPERIENCE DEVELOPING SKILLS FOR LIFE AND WORK

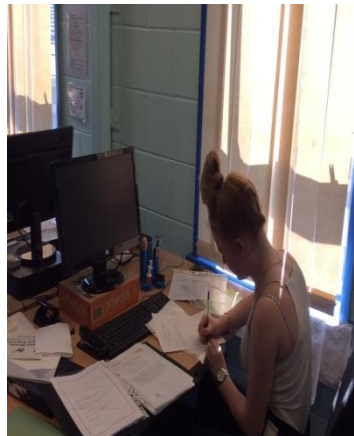
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*"By the age of 16, every pupil should have had at least one experience of a workplace, additional to any part-time jobs they may have."*

**Careers guidance and access for education and training providers – Department for Education  
October 2018**



# 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.**



# 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.



# 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



# 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**



# 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



# 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





# 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).



# 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.**



# 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 24<sup>th</sup> June to Friday 28<sup>th</sup> June 2019.
- 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.



## 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**



# 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.



# Timeline for Work Experience

<b>November 2018</b>	<b>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.</b>
<b>December 2018</b>	<b>Work Experience explanation pack sent out, with all forms included. Self Placements have begun.</b>
<b>January 2019</b>	<b>Self Placement letter redistributed early on again in the term. Health &amp; Safety checks and visits started to be carried out.</b>
<b>March 2019</b>	<b>All choices made and forms returned. <u><a href="#">Before the Spring Break</a></u></b>
<b>April 2019</b>	<b>Health &amp; Safety checks and visits carried out Continuing.</b>
<b>May 2019</b>	<b>Health &amp; Safety checks and visits continuing. Confirmations of placement start to be issued in with PR lessons where possible.</b>
<b>June 2019</b>	<b>Confirmations of placement issued and letters of introduction to employers from students are sent. Two weeks final preparation.</b>

