

Work Experience

Monday 22nd June –

Friday 26th June 2020

Developing Skills for Work and Life

Mrs A Moretta, Director of Careers and Aspirations
Mrs G Jones, Work Related Learning Co-Ordinator

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Why Work Experience?

- ✓ **Communication**
- ✓ **Problem solving**
- ✓ **Social Skills/ Working with others**
- ✓ **Literacy**
- ✓ **Numeracy**



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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.



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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 the first steps towards your future



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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 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 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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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 22nd June to Friday 26th June 2020.
- 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!**



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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 at home and in school.
- 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 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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Work Experience Timeline



<p>November 2019</p>	<p>Work experience presentation to parents/carers. Year 10 Assembly - Work Experience explanation pack sent out, with all forms included. Start to consider where you would like to go. Start to make enquiries.</p>
<p>December 2019</p>	<p>Self Placements have begun.</p>
<p>January 2020</p>	<p>Self Placement letter redistributed early on in the term. Health & Safety checks and visits start to be completed</p>
<p>March 2020</p>	<p>All choices made and forms returned. <u>Before the Spring Break</u></p>
<p>April 2020</p>	<p>Health & Safety checks continue. Understanding the World of Work event</p>
<p>May 2020</p>	<p>Health & Safety checks continue. Confirmations of placement start to be issued in with PR lessons where possible.</p>
<p>June 2020</p>	<p>Confirmations of placement issued and letters of introduction to employers from students are sent. Two weeks final preparation. Work Experience 22nd – 26th June 2020</p>

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