



OVERVIEW OF THE WORK EXPERIENCE PROGRAMME

During December, students in Year 10 are expected to complete a week of work experience. This week is designed to prepare students for their next steps and give them an insight into the world of work. It also allows them to 'try out' a career before deciding to study this further.

5 REASONS WHY WORK EXPERIENCE IS IMPORTANT:

1. DECISIONS

You will get first-hand experience of being in the workplace, so you can figure out if you are genuinely interested in that career pathway.

2. SELF-CONFIDENCE

Working with other people and completing tasks that are different from your day to day school life, will help you to build your confidence

3. IT SHOWS POTENTIAL EMPLOYERS AND FE YOUR COMMITMENT

On your CV, UCAS application, sixth form application or college application. Work experience demonstrates that you are enthusiastic and ready to work hard. You can highlight particular achievements to discuss.

4. NEW SKILLS

Working with other people helps you to build the skills employers want when they employ someone. It is important to add in your skills onto your CV.

5. NETWORKING

You will meet new people and may attend meetings or events as part of your placement. You'll make contacts that could provide a reference or help in the future.



STUDENT GUIDE TO WORK EXPERIENCE



WHO?

Miss Goodwin our Enterprise and Employability Leader will oversee work experience. You will be given letters and permission slips etc. Miss Goodwin will provide your work experience diaries and collect these at the end of your placement as well as arrange for staff to check on you when you are at your work experience placement.

OTHER SUPPORT AVAILABLE:

Subject Teachers, Progress Tutors, Teaching Assistants, Parents and older siblings/family members. They can help to give you advice about work experience and possible placements.



WHERE?

You have the opportunity to choose where you want to do your work experience but you must try and arrange it yourself. Placements in previous years have ranged from local shops to working abroad with family, solicitors to veterinary practices. Remember you will probably have to travel to your placement, so ensure you are able to get there each day. Make it a meaningful placement, and remember when you get a job after school you will have to travel to get there.

PARENT'S GUIDE TO WORK EXPERIENCE

Work experience provides your child with the chance to experience the world of work. It is a preparation for what all students will face when they leave fulltime education.

WHAT ARE THE BENEFITS OF WORK EXPERIENCE FOR YOUR SON/DAUGHTER?

- It will broaden students understanding of being in regular employment including being punctual, acting responsibly, doing routine tasks and following instructions;
- It will develop skills for work such as working with customers, learning new skills and using their initiative to deal with different situations;
- Being exposed to the world of work can help students develop a more mature attitude and increased motivation to study;
- Students have a chance to gain an understanding of a career path or opportunity from first-hand experience;
- Students can gain a better understanding of how organisations work and what the work environment is like;
- Students have the chance to see the relevance of their school subjects to the work environment;
- Students increase their awareness of the range of opportunities within different organisations.

WHAT IS EXPECTED OF YOUR CHILD BEFORE AND DURING THEIR PLACEMENT?

- To find a placement through their own initiative;
- Attend every day;
- Be punctual;
- To contact the employer and the school if they are unable to attend;
- To wear appropriate clothing;
- To use appropriate language and behaviour;
- To follow instructions and be respectful;
- Be keen and willing to learn;
- Adhere to the working times of the placement.



Employer Quotes:

“It helps young people to develop interpersonal skills with adults and become more aware of how typical businesses work”

“Many of the skills employers want from an employee can be developed and refined during work experience”

“Many students are inspired by their work experience, having a career goal motivates them to achieve more in school”

WHAT TYPES OF WORK EXPERIENCE CAN I DO?

THINK

What do I want to do/enjoy?

If you start looking in time you WILL find a suitable placement.



What are your favourite subjects?

Create a list of related jobs e.g. English: Newspapers, Libraries, Solicitors, Teachers, Advertising, TV & Film, Radio.

Use Google, to find local companies who do the types of work you are looking for www.prospects.ac.uk which can help you to research, job sectors and roles, job options for the subjects you are studying, typical employers etc.



- Make a list of 10 places of interest;
- Call / visit and ASK! e.g. “Hello, I’m enquiring about the possibility of organising a work experience placement from to" They will tell you what you need to do next;
- Don’t ask for a placement for you and your friend as you are unlikely to find a placement this way.

Competition for placements can be tough so making the right first impression is important as well as being early.

On the student area you will find CV templates and email and letter templates to support you. For further support you can make an appointment to see Miss Goodwin.



“Working together to achieve our personal best”