

Work Experience

**4th - 8th March
2024**

Why work experience?



Work experience is most likely the first contact you will have with the world of work. It forms part of your careers education and allows you to observe and learn without having to have the necessary skills and experience in the first place.

Why work experience?

Consider the following benefits:

- provides a valuable insight into the **skills** required for a particular job
- is an opportunity to test out a job to see if you really **like** it or not
- can broaden your **knowledge** of jobs that you may have never considered
- will increase your awareness of your own skills and **strengths**
- helps you understand how the **subjects** you study in school link to certain jobs
- provides an insight into what the world of work is really like and what **employers expectations** are
- increase your **motivation** to do well in school
- is an opportunity to make **contacts** with potential employers
- gives you experience which can be useful for your **CV** and provide **referees**
- will help you appreciate the skills needed to succeed in the **labour market**

What is the Work Experience Offer



- The offer of work experience is open to all students in Year 10 and you have been offered three options
- 1 – Work With Parents
- 2 – Placement from the Database
- 3 – Student Own Placement

Students Own Placement (SOP)



Finding a Placement

- You will be expected to organise your own work placement. It is an important part of the process and we believe it develops confidence, job search skills and resilience.
- Ways to find placements
 - approach people and businesses you know
 - ask friends, family and other connections
 - use the internet to research local or national businesses
 - think about your interests and how this can match to what may be available locally

To summarise:

During your placement?

- Pay close attention to instructions and safety guidelines.
- Focus on safety at all times and do not undertake tasks you are not trained for.
- Be polite and respectful at all times.
- Be aware that you may have to undertake quite basic tasks but your time in the workplace will allow you to see how a business operates.
- Inform the placement AND school if you are ill and cannot attend your placement.

Following your placement?

We ask students to review their placement after returning to school, often interviewers ask candidates what they have learnt from their work experience so it is important that you reflect on your placement.

Key Dates



September/October 2023

Launch of Work Experience to parents and students. Letter and forms sent out. Assembly for students. Database is launched for students to access. Make contact with employers if you are looking for a Student Own Placement. Forms to be completed and returned to Mrs Martin.

November/December 2024

If you are looking for your Own Placement make sure that you have all of the documentation completed. The same applies if you choosing from the Database or working with parents. Nothing is approved until the paperwork is returned to Mrs Martin. Deadlines are 1st December for Own Placement, 8th December for working with parent and the database choice.

January/February 2024

Ensure that you make contact with your employer so that you know if they want to meet you beforehand. Phone or email. Do not leave this until the last week before you start.

End February 2024

26th February – Drop Down Day focusing on Work Experience information and advise. Workbooks given out that you have to complete whilst on placement.

March 2024

Work Experience 4th – 8th March 2024

- Visit from member of College staff
- Employer signs Report

Summary



Enjoy your work experience.

Ask lots of Questions.

Gain valuable skills.

Remember to be polite and respectful to all staff you come into contact with.

Listen to instructions and keep yourself safe.



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