

GUIDE TO YEAR 12 WORK EXPERIENCE

WHAT IS WORK EXPERIENCE?

A work placement is an opportunity to spend a period of time outside the classroom, learning about a particular job or area of work. During the placement, students will be able to gain valuable knowledge of the working world and will be able to find out what skills employers look for when they are hiring someone to fill a job vacancy.

WHAT IS THE POINT?

- Helps to build confidence and self-esteem
- Develops practical skills
- Shows you how to work as part of a team
- Gives you a better financial understanding and more economic awareness
- Helps you to plan and research different career pathways

CHOOSING A PLACEMENT

Students should think as broadly as possible whilst still trying to link their work placement to possible future career ideas and interests. We encourage all students to find their own placement as this means they will be able to choose their own 'employer' and will ensure it is somewhere that they really want to go. However, we understand that some students may not feel confident with the process and may require some guidance from Mrs Demian.

HEALTH & SAFETY CHECKS

Please take the time to ensure that the company you wish to attend to complete your work placement holds both Employers Liability Insurance and Public Liability Insurance before submitting your work experience form as without these the placement will not be approved. Student safety is paramount at all times; so should a company not hold the above insurances then the placement will not be able to take place.

KEY DATES

Please return a completed work experience application form by **Friday 31st January 2020**.

WORK EXPERIENCE TAKES PLACE MONDAY 6TH JULY – FRIDAY 10TH JULY 2020.

BEFORE THE WEEK COMMENCES.

A confirmation letter will be sent home detailing placements. Placements will not be confirmed until health and safety approval has been received. All students should contact their employer beforehand to introduce themselves. Students should ask questions regarding working hours, lunch-time arrangements, dress code, etc. Students are advised to research the company and to finalise travel arrangements. A work experience diary will also be given to each student. This should be filled in daily.

AFTER THE PLACEMENT

Back in school, students will be given the opportunity to complete their diaries, write thank you letters to the employers and review the week with their peers.

FREQUENTLY ASKED QUESTIONS

Q: Can I arrange my own placement?

A: Yes please! But even if you are arranging your own placement, please still return your application form to Mrs Demian.

Q: Does a failed health and safety check mean a placement cannot go ahead?

A: Unfortunately, yes. A placement cannot take place without an approved health and safety check.

Q: Who should I tell if I am unwell and unable to attend my work placement?

A: In the case of sickness, please ensure that you telephone the employer and the school as soon as possible.

Q: What should I do if I am really unhappy at my work placement and not enjoying it?

A: Very occasionally a student does not enjoy their work placement. If this happens do try to persevere. However, please do not hesitate to discuss the situation with the school if necessary.

Q: How will I get to and from my work placement?

A: Transportation to and from a work placement is your responsibility; the school is unable to reimburse travel expenses. This is something to really think about before approaching potential companies.

Q: I already have a Saturday job and my employer has said that I can go there for the week. Is this ok?

A: Unfortunately not. We want you to experience a different environment to which you are used to.