

# Work Experience

All students in year 10 are expected to take part in a week of work experience, usually early December. This is an independent activity for which students are expected to organise their own work placement. Whilst some lesson time is allocated to help students understand the purpose and process, students are expected to organise this in their own time. The work experience dates each year are texted home, advertised in our school newsletter and is on the school calendar.

To help students find suitable work placements we have a database of 3,500 employers which students can access via the school public area under the folder 'work experience'. Occasionally we have employers contact the school offering work placements and these are advertised in the careers section of our school website.

## Aims:

- To develop self-confidence and independence
- To develop employability skills
- To gain an appreciation of the real world of work
- To inspire students to achieve their career goals

## Top Tips.....

- ✓ Be aware that some work placements have age restrictions, eg veterinary practices and construction sites
- ✓ To gain a neutral outlook of the world of work it is preferable not to take a work placement with family members
- ✓ The work placement does not have to be your desired career – this is about experiencing the general world of work
- ✓ Before you telephone an employer write a script of what you will say to keep you focused. This should include your name, the school details and dates of the work experience
- ✓ Contact several employers, not just one
- ✓ If you have not heard from an employer after a week, send a polite email to chase a response

## **The Process:**

### **Year 9: introduction and preparation**

- Year group talk by Mrs Sutton in February/March
- Follow up assemblies with Mrs Sutton
- Three Tutorial lessons in the summer term of year 9
- Placement to be agreed by the end of the summer term
- Health & safety official paperwork is to be completed by student and parents/carer. This can be collected from school reception and **MUST** be returned to Mrs Sutton, preferably by the end of the summer term.
- Mrs Sutton makes contact with the employer, completes the paperwork and organises for an official health & safety check

### **Year 10: getting ready and debrief**

- Mrs Sutton organises the health & safety check with the employer
- One tutorial lesson in year 10
- Year 10 final talk by Mrs Sutton in late November – students will be given a work place etiquette guide and a diary
- Students to complete a diary record of their experience and hand in to Mrs Sutton on return to school
- School staff visit during the work placement to check on progress, and to check that both the employer and student are happy
- Debrief Tutorial lesson at the end of the autumn term

## **Student Diary**

This is to be completed by student and mentor within the business, as a record of their progress. This diary may be used for applications to post 16 courses and apprenticeships as evidence of employability skills.

## **School Contacts:**

Mrs Sutton, Work Experience Co-ordinator [nsutton@winchcombeschool.co.uk](mailto:nsutton@winchcombeschool.co.uk)

Miss Willmott, Careers Lead [cwillmott@winchcombeschool.co.uk](mailto:cwillmott@winchcombeschool.co.uk)

## **Remember.....**

**Careers drop-in support is every Friday lunchtime in room 30**

**Student comments.....**

***"It was really fun and I think I am going to go back. It has shown me more options for the future."***

***"It was a good experience. It's really given me a base for working in engineering and manufacturing."***

***"I had to use listening skills to get the instructions and speaking with other workers."***

***"I feel more confident, and I really enjoyed it. I never considered working with children as a job, but now I am considering it."***

***"It has given me an idea of what I can do to start with, and to know this is not what I want to do in the future."***

***"It was enjoyable but I'm still not sure what I want to do. It's shown me another side of work."***

***"It was a great fun learning experience. It has set my mind on making my own business and looking after little ones."***