



Work experience

Further information for Year 10 Students

These notes should answer most of your questions about Work Experience and will guide you towards finding a work placement. Remember if you have any questions or concerns you can speak to a member of staff or visit the careers office in school.

What is Work Experience?

For 5 days, instead of coming to school you will attend a workplace and become involved in that business as if you were a new employee.

It is an opportunity for you to find out what the world of work is like.

You will be expected to work alongside other employees, following the same pattern of the working day.

The work placement could be linked to your future work plans, but it does not need to be. You could use the time to experience an unknown industry or just to develop your personal skills and experiences.

When will Work Experience happen?

Monday 8th to Friday 12th July 2024

After your mock exams and college taster days. You will return to school on Monday 15th July.

Do I have to do Work Experience?

Yes, West Hill School considers Work Experience to be part of the normal school curriculum, offering you invaluable skills and experiences for your future.

Your parents will need to speak to Mrs Appleby if there is a genuine reason why you can't take part.

What will I be doing during Work Experience?

We hope that you will be able to become involved with the role as if you were a new employee.

The day-to-day tasks will vary depending upon the role/employer you are placed with. You may choose to have a placement in an office, a workshop, a retail environment, outdoor site, etc



You will be expected to work the normal business hours for the role. This may mean a longer day than when you are at school especially as you may have to travel to and from the placement.

Your employer should plan a programme for you.

Remember that whilst on Work Experience you should also be able to:

- Think about your own skills and abilities
- Find out how other skills are used in the workplace
- Experience working with people of all ages
- Discover how education at school prepares you for the world of work
- Begin to make decisions about your own working future.
- Complete your Skills builder profile in the App

Where can I go for Work Experience?

You are free to choose a placement of your choice – there are so many job roles and sectors that you could choose to experience! Don't limit yourself – challenge yourself to try something new!

You could stay local or even travel into Manchester or another town

However West Hill Schools has a duty of care to you whilst you are on placement. That's why we employ Positive Steps to carry out the necessary employer checks before the placement is approved.

School will not approve placements that are:

- Considered unsuitable for students of your age.
- Considered dangerous or high risk
- Are based in a private home or with a sole adult
- Outside of a reasonable commutable area.
- Have hours of work outside of normal working hours (8-6)

During the placement week, school staff will be in contact with your employer. They may visit you at your workplace to check that you are having a successful placement.

How do I find a placement?

If you are going to find a good placement, you will have to **begin your search straight away**, as most companies are able to take only one or two students and there is no guarantee of a place in a particular company.

The best way is to find your own placement, this way you can match the placement to your future plans, your skills, your location.

Talk to your friends, families, use social media and the internet to search potential employers.



Look all around you, there are lots of opportunities. What businesses do you pass on your way to school? Have you ever wondered what businesses are in the local Mill or on the trading estate – go and look!

Contact companies that you are interested in, employers are generally eager to engage with students rather than parents/school staff. Support for contacting employers is available on the VLE.

You can use sources such as Yell.com or Indeed or even the government apprenticeship site to find companies in the job sector area that you are interested in and that might employ younger people.

If you have some idea of what you would like to do but are unsure on where to start, speak to Mrs Appleby. We do have details of employers who have previously taken students for work experience.

You could contact an employer in person; by phone; by email or by letter.

Don't be nervous

Be confident, polite and friendly

Be prepared....have a pen and paper ready to write down any names/contact details/dates/times

You need to be prepared to contact them again if you don't hear back

Be polite and a bit persistent!

If they say 'no', thank them but don't be disappointed. Try again with another company

If they say 'yes', thank them, confirm details and input details into the App.

When looking for a placement please be aware of the following deadlines:

Placements must be submitted by **Monday 15th April.**

The ConnectED App

Work experience placements require you, school, the business/employer and Positive Steps to all work together.

We will be using a specially designed careers App, downloaded on your phones, to manage the placements and process.

You need to enter your placement details into the App (or web portal) for approval.

Normal school rules for the use of mobile phones still apply.

If you do not have a work experience placement....

We intend that all of Year 10 will go out on work experience.

If you do not find a placement yourself within the given timeframe, you may be allocated (if available) a school sourced placement. This may not be a role or a role with an industry



sector of your choice. Likewise, it may not be in an ideal location or hours that you would choose to work.

If no placements are available, you will be required to follow your normal school timetable.

Other information

Keep checking your school emails for updates and extra support.

Ask for help if you need it - Information section on the website and VLE (Careers) - Slides, video's instructions, Q&As, advice, template letters etc. Keep checking it will be updated.

Don't leave it till the last minute

Embrace the opportunity, challenge yourself, keep an open mind.

Remember it's your chance to shine... who knows where it will lead

Look at the display on the ground floor of the Hewitt building to see comments from last year's work experience placements and students.