



West Hill School

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# YEAR 10 WORK EXPERIENCE

Monday 8<sup>th</sup> – Friday 12<sup>th</sup> July 2024

Launch assembly – 11<sup>th</sup> January 2024



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## What is Work Experience?

- A week long placement working with a local business.
- You will observe and work alongside employees as they go about their daily tasks, to gain an understanding of what the 'world of work' is like.
- It is considered an important part of our school curriculum and your learning – You will be presented with many learning opportunities throughout your placement, some obvious and some less so.
- A new, exciting challenge, something completely different – embrace it!



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# What is Work Experience?

- All students are expected to take part
- You will be expected to be at the work placement Monday through to Friday (Not evenings or weekends)
- Hours of work will vary depending on the placement. Travelling to and from the workplace is in addition to working hours
- Many placements offer 9 to 5 (typical working day) but will be no more than 40 hours but no less than normal school hours (30).
- You are expected to make your own way to and from the placement.  
Consider the location. You need to take into account where you live, what transport links are available and how long will the travel times be from home to your placement.
- You will not get paid.



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# Why is Work Experience important?

- Try out a job role - start to form some ideas about what you would like to do in the future
- Insight into a real work environment
- Gain practical skills and knowledge
- Build your confidence and personal skills
- Meet different people
- Stand out to future employers - can sometimes lead to part time job or an apprenticeship.
- Highly regarded skills - use on your college or university applications.
- Identify differences between school and the world of work



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# Why is Work Experience important?

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## IMPROVES EMPLOYABILITY

Attending work experience reduces the chance of becoming NEET from 11  
to 7%\*



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## How do I find a placement?



- The best way is to find your own placement -  
Match to your future plans, your skills, your location  
and it's all part of your learning process – applications, speaking to employers, confidence etc
- Use friends, families, social media and the internet to search potential employers
- Look all around you, there are lots of opportunities  
On the way to and from school, at weekends, vans at traffic lights!
- Contact companies that you are interested in
- Make it happen yourself!  
Employers are generally eager to engage with students rather than parents/school staff

**START NOW!**





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## Contacting businesses



### **In person; by phone; by email; 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
- Support information on the VLE and website
- Make sure you tell them the dates of work experience week
- 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 for talking don't be disappointed. Try again with another company
- If they say 'yes', thank them, confirm details and input details into the App.



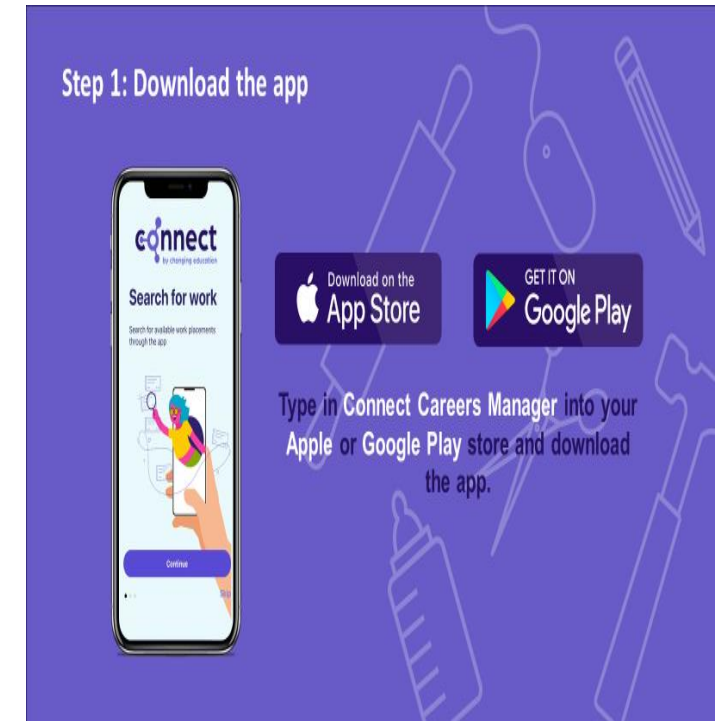


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# Submitting a placement: The ConnectED/Work Experience App

- Work experience placements require you, school, the business 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.







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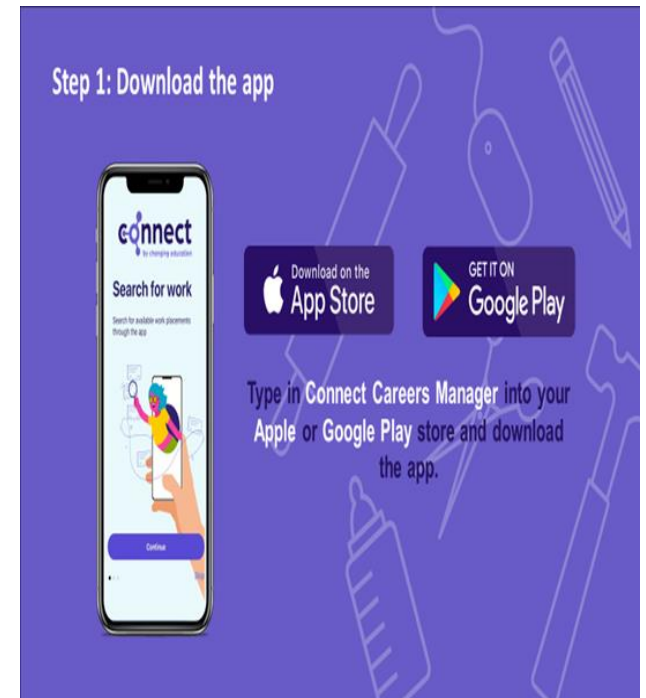
# The Connect Careers Manager App

The Connect (by changing Education) App is much more than a work experience record: careers manager app with careers information, videos, skills builders, CV's and much more.

**Your personal download link will be sent to your school email today (11<sup>th</sup> Jan)**

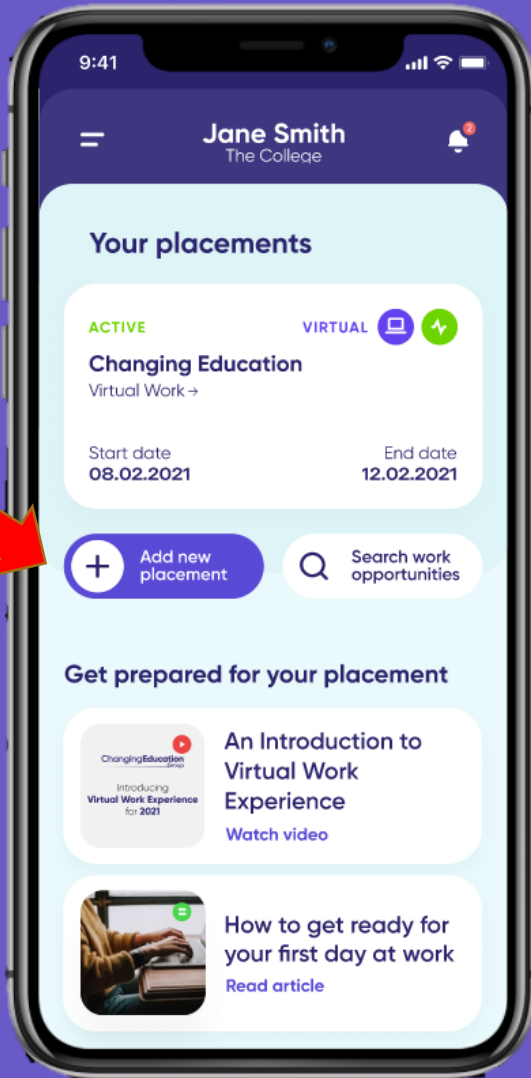
**Instructions on the VLE and school website**

Will also be used for feedback and evaluations at the end of the placements



If you do not have a mobile phone or you are not able to download the App speak to Mrs Appleby for access to a desktop portal

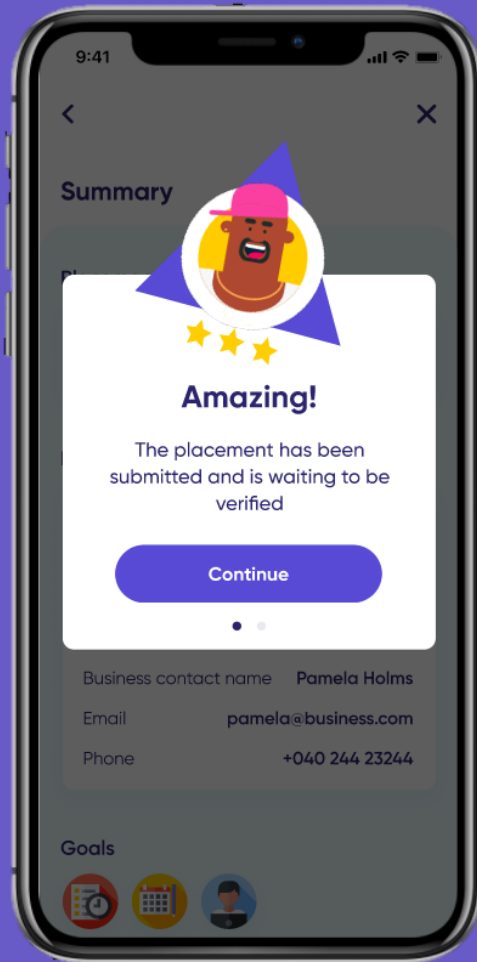
## Step 5: Inputting your placement



Once you have found your own placement you will need to input the employer details into the app so that we can help the employer complete the risk assessment process.

You need to input your self-found placement on the app as soon as possible.

## Step 6: Placement Verification



The teacher or staff member in charge of work experience at your school will then verify or deny your placement based on whether or not they are satisfied with your chosen employer and their details.

If your placement is denied, there will be a comment from your school contact telling you why your placement is not suitable to go ahead.



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## Work Experience Timeline

Action	Date/Deadline
Launch assembly Parent letter/consent Email App download invite <b>Start placement search</b>	Thursday 11 <sup>th</sup> January 2024
Parent consent received App downloaded	By Monday 29 <sup>th</sup> January 2024
<b>SELF PLACEMENTS SUBMITTED</b>	<b>By Monday 15<sup>th</sup> April 2024</b>
Contact the employer to confirm final details	Week Commencing 17 <sup>th</sup> June 2024
<b>WORK EXPERIENCE WEEK</b>	<b>Monday 8<sup>th</sup> July – Friday 12<sup>th</sup> July 2024</b>
Review, evaluation and feedback	In school w/c 15 <sup>th</sup> July 2024



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# Appraisals, Feedback and Certificates

At the end of your placement:

- The employer will be requested to complete an appraisal of you.
- You will be asked to provide feedback on the employer.
- You will receive a certificate
- You will have follow up sessions in school to look at your learnings.



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# Information and support

Lot to take in this morning

- 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
- Ask for help and support if you need it





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## DO NOW

**Talk to parents.** Make sure you and they understand the programme and what you need to do. Ask parents to complete consent form, link in parent email.

**Check your school email for your personal App download invite.**

**Download the ConnectED app.** complete the industry preference section and look at the information within the app.

**Look at resources on the VLE or website** should answer most of your questions

**Start looking for a placement** submit details as soon as possible



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## Why do I need to find a placement so early?

- Making sure you are safe
  - We need to make sure that where you go is safe and that you won't come to any harm
  - These checks take time.... we need plenty of time to make sure they are all done in time
  - IF YOUR PLACEMENT ISN'T HEALTH AND SAFETY CHECKED IN TIME YOU CANNOT GO
- Most companies will only take one student
- Other schools have the same/similar work experience week as us
- So you need to **start straight away....NOW!!**

