

University and Careers Success: Work Experience

What is Work Experience?

Work Experience is an opportunity for Year 11 pupils to spend one or two weeks with an employer in the workplace. It gives them an opportunity to gain experience within a business environment, learn new skills, gain confidence in their abilities, relate their learning to the workplace and help them make decisions about their future.

What are the Aims and Objectives?

Work Experience placements offer our pupils many benefits and learning opportunities:

- Employability and key skills: insights into skills and attitudes required by particular sectors and employers; and an opportunity to develop, practise and demonstrate key skills in a working setting, in particular, in working with others, communication and improving own learning and performance.
- Careers education and guidance: better understanding of changes in the world of work and the implications these have for their own careers.
- Personal and social development: development of increased maturity, with improvements in aspects such as motivation, self-confidence and interpersonal skills.

What does it involve?

The School delivers a full programme of preparation during Civitas from January. This includes:

- Guidance in contacting to employers to find placements.
- Explanation of the School Work Experience procedures.
- Working through a preparation programme, which includes information on interview skills and Health and Safety.
- Completing a diary while on placement.
- Half day to attend interview with employer.

Civitas tutors will visit the pupil while on placement to monitor their progress and speak to the employer. In addition a half day reflection workshop is held when they come back from placement during which pupils evaluate their experiences.

Finding a placement

Pupils are encouraged to find their own placement, or as parents you may be able to source a suitable placement for your son/daughter.

Work experience placements will be checked by BEST the Wandsworth Education and Business Partnership for their suitability in terms of Health and Safety. Pupils will receive contracts directly from BEST which should be signed and returned to school as soon as possible.

These BEST inspections include checks on Insurance (all employers must have Employer's Liability Insurance without exception) and the Health, Safety and Welfare of the pupil. It is important that when organising an own placement you are satisfied the company has the correct insurance status and are aware of welfare issues for students under 16 years of age. i.e. Not being left alone with a single adult or travelling alone with a single adult.

Pupils wishing to place themselves must ensure that details are handed to Ms Robinson at the earliest opportunity so that any checks can be made. The deadline for pupils finding their own placement and informing Ms Robinson is Friday 23rd March. The form attached to this information is required to be complete and can be sent by email on request from Ms Robinson.

When the 'own placement' form is returned to the school, we will confirm the placement with the employer via a letter explaining the expectations we have of the pupil and the placement and giving details of the date arranged for a preliminary visit and interview

The pupil will still be expected to attend an interview on the day designated by the school or employer and complete a Job Description form.

How you can help?

- Help your child find a replacement
- Sign and return the placement form promptly.
- Ensure that both the school and employer are notified if the pupil is unable to attend on the designated days.
- Inform us if any difficulties are experienced during the placement.
- Encourage the pupil to have a positive approach to the placement, even if it isn't quite what they expected.
- Ensure that they complete their diary while on placement.
- Ensure that they are wearing appropriate clothes for their placement.
- Look at this website for ideas: <https://successatschool.org/jobscourses/>

Key dates:

Friday 23 rd March	Deadline for the return of 'own placement' form
July 2016	Induction and interviews take place at the employer
Friday 25 th August	Check in meeting with Ms Robinson if doing optional week. In person or by telephone
Tuesday 30 th August to Friday 1 st Sept	Optional week of work experience
Friday 1 st September	Check in meeting with Ms Robinson in person or by telephone
Mon 4 th Sept to Friday 8 th Sept	Compulsory week of work experience

In order to ensure that the work experience for your child is of the highest standard we have employed the support of BEST the Wandsworth Education and Business Partnership at a cost of £55 per pupil. BEST will complete all Health and Safety checks along with sourcing placements for pupils who do not find their own.

We hope you have found this information useful. If you require any further information please contact:

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