



Bolingbroke Academy

Work Experience & Morrisby



What does Work Shadowing & Work Experience look like at Bolingbroke?

Work Shadowing is the chance for every year 10 to try out a work place or profession. This can be a family member or it can be an opportunity for your child to experience working in a new environment.

Work Experience is an opportunity for Year 11 pupils to spend one week with an employer in the workplace. Not a family member if possible!

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.

The Work Experience week for your children is Monday 2nd September to Friday 6th September.

This means they do not miss any learning time which is crucial in year 11.

Younger pupils will still be at home as this is INSET time – they will start back on Wednesday 5th September



January / February 2019	Morrisby Assessments
Friday 4th March	Deadline for work shadowing placement confirmation
Tuesday 12th March	Year 10 work shadowing day
March 2019	Morrisby I-I interviews
Mon 25th March	Deadline for the return of 'own placement' form for Work experience
Mon 1st to Thurs 4th April	Selection of WEX placements for pupils who have not found their own
July 2016	Induction and interviews take place at the work experience employer
Fri 30th August	Check in meeting with Ms Robinson in person or by telephone/email 10am – 1pm
Mon 2nd Sept - Fri 6th Sept	Compulsory week of work experience



The aims & objectives

- To experience the world of work
- To be independent e.g. travel across London
- To communicate to adults
- To develop a deeper understanding of your strengths and weaknesses
- To practice email and telephone etiquette



Developing the whole child – soft skills!

- Employability and key skills
- Insights into skills and attitudes required by particular sectors and employers
- Opportunity to develop, practise and demonstrate key skills in a work setting
- Working with others
- Communication
- Improving own learning and performance – being motivated to improve
- Better understanding of changes in the world of work
- Personal and social development
- Development of maturity
- Improvements in motivation, self-confidence and interpersonal skills.



Future ambitions

Generally it does not matter where your child does the year 11 work experience as all experiences of the world of work help develop employability skills and can be used as relevant examples on applications in the future**

BUT....

If your child has an ambition to have a medical or veterinary career and has the academic ability to do so we need to think carefully about the placement.

When applying for these competitive courses at University your child will need to speak about the relevant work experience they have undertaken and this is the first opportunity for this to happen.

The age of the children sometimes makes this difficult so we have to be creative e.g. stables, city farms, pet shops or opticians, pharmacies such as Boots, GP receptions



Finding a placement

Pupils are encouraged to find their own placement **

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

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 Monday 25th March.**

Forms can be collected from the library or downloaded from the Careers page of the website



Health and Safety

The 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.

There is a cost to the school for every health and safety check so please do not decide to change placements at the last minute as there is a cost involved.



What the academy will do

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

- Morrisby online with guidance interview
- Guidance in contacting employers to find placements.
- Template emails and practice telephone calls
- Help creating a CV
- 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.



How you can help?

- Help your child find a replacement but please encourage them to communicate with the placement themselves.
- 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.
- Ensure they have a Zip card with credit and lunch money if needed



Finally...

We will phone the employer on Monday 2nd September to check you have arrived safely and you are ok.

A member of staff will visit your work place one day during the week to get a photo and check on your progress.



Morrisby Online

SIGN UP

LOGIN



CAREERS
ADVICE &
GUIDANCE

[SCHOOLS & COLLEGES](#)

[PARENTS](#)

[STUDENTS](#)

[CAREER CHANGERS](#)

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**CAREERS ADVICE
AND GUIDANCE**



**SCHOOLS &
COLLEGES**



PARENTS



STUDENTS



**CAREER
CHANGERS**



What is it?

All year 10 pupils will sit the Morrisby Online Assessment in January / February which is a combination of psychometric tests and questionnaires to give us an idea of where their strengths and interests lie.

This is done through an online assessment which takes approximately 100 minutes. It measures their verbal, numerical and abstract aptitudes. This will be combined with a more subjective snapshot of their talents, motivations and work preferences.

The programme will analyse all of this information and then present the results back in the form of an interactive website. You and your child can see the recommendations, find courses and investigate the various careers in more detail. This can then be downloaded in a report and printed.

This is a useful tool to support work experience choices and can help with making decisions for post 16 study.



- Ultimately, it is all about **decision making**.
- Morrisby Online has been designed to help you make decisions about:
 - Choices of **subjects** that might be useful to study...
 - The sort of **courses** that could be worth pursuing...
 -And also, **where** might be good to study them,
 - But also, ultimately where all this might lead, in terms of
 - appropriate **Career choices**
- But remember, this decision making is not a one off 'event'
- Ideas will probably evolve over time; you may change your mind.
- And so Morrisby Online is a tool to support you through this...
- ... as it can adapt to your changing situation, needs, interests & aspirations



- ***Know what you want to do?***
 - How well researched are you?
 - Is it ***really*** appropriate?
 - How ***certain*** are you that you will be good at it?
 - At the very least, we will assess your strengths, personality and interests and ***confirm*** your goals.
 - ***Or***, we will give you many ***new ideas*** about courses and careers you have never considered before

No idea what you want to do?

- Morrisby Online will assess your strengths, personality and interests
- And match these to careers
- Give you information on 600+ careers, including qualification requirements, salaries, videos, professional bodies & opportunities
- Courses available & institutions offering them (UK/Ireland/Europe)
- Give you the ability to modify results



Advice for pupils

- The whole process will take about **2 hours**
- **Garbage in = garbage out!!** The validity of the results, and therefore the benefit they will be to you later, will be impacted by the approach you take.
- So...
 - Treat the session as if you are taking a test in **exam conditions**, where you can concentrate and do your best.
 - Make sure you will be undisturbed for the duration.
 - Don't underestimate the assessments. Although they may seem easy to begin with, that is their nature - they will get **gradually** more difficult.
 - You're not expected to finish the tests in the time allowed....
 - ...so, don't rush.



What will you get?

- Once the assessments are complete, you will get access to
- Your results: **Key Findings**
- **My Plan**, which includes...
- ...personally tailored subject and career suggestions, plus a wealth of careers-related resources to help research and decision making, subject and course information.
- **PDF Report** which you can modify
- Access to **Support**: independent careers advisers, if you need them
- Access to university and apprenticeship options
- Access to the site, for life, if your parents have paid.

MY PLAN

PLAN YOUR FUTURE

Use My Plan to start exploring your possible career journeys. Start by adding careers and courses to your plan from the panels below.

[Start My Plan Tutorial >](#)


MY CHOICES AT 14

MY CHOICES AT 16

MY CHOICES AT 18+


MY CAREERS

- [Biology](#)
- [Chemistry](#)
- [English Language](#)
- [English Literature](#)
- [A Foreign Language](#)
- [History](#)
- [Mathematics](#)
- [Physics](#)

 Confirm the subjects you are studying

Subjects

- [Biology](#)
- [Chemistry](#)
- [Physics](#)
- [Mathematics](#)

 Review your choices

HND/FDG/DEGREE

- [Sports science and coaching](#)

COURSES

- Sport and Exercise Sciences at The University of Birmingham

 Review your list of courses and apprenticeships

- [Meteorologist](#)
- [Marine engineer](#)
- [Sport scientist](#)
- [Doctor: Psychiatrist](#)
- [Neuroscientist](#)

 Review careers



How the results will be explained to your child

- Interviews with Ms Robinson 30-35 minutes
- With written up interview notes
- Interview notes will form part of the **Report**
 - **Parental Access to Morrisby Online**
 - Pupils can invite parents and guardians to access their Morrisby Online accounts:
 - Pupils create invites within their Planner page.
 - Parents and guardians can use the invite code to create a parental account.
 - Pupils can withdraw parental access at any point.



What to do with the results

- Remember, some of you will have access to this site indefinitely
- You can (and should) revisit it, whenever you have a key decision to make.
- Think of it when considering:
 - Work experience
 - Post 16 Subjects
 - HE Subjects...
 - ...Or other options (Higher Apprenticeships etc)
 - UCAS Personal Statement
 - HE Institutions: Unis, Colleges, UK, Ireland, Europe, Overseas
 - And ultimately, Careers.



The cost

The cost of this assessment will be £28 (£14 for Free School Meal pupils)

You child will receive:

- a lifetime log in to Morrisby Online so they can redo the assessment in the sixth form and beyond
- a 1-1 interview to help pupils analyse the report and complete the online plan
- a printed report
- You can pay for the Morrisby Online Assessment via WisePay.