

Work Experience

2023-24



Simon Balle
Sixth Form

Work Experience

This will be completed by all Year 12 students on
Monday 22nd April - Friday 26th April 2024

What is work experience?

WORK EXPERIENCE

noun

is an unpaid voluntary short-term work placement. It usually involves shadowing another person and learning about the job they do.



Why do we do it?

- A recent survey has shown that two thirds of employers look for prospective employees to have work experience (UCAS)
- 33% of employers say experience is critical when recruiting young people, and a further 45% say it's significant. UK Commission for Employment and Skills (UKCES)
- Did you know lack of experience is the number one reason employers turn young job applicants away? UK Commission for Employment and Skills (UKCES)
- To give you a taste of the "the wider world"
- To support your future aspiration choices

What do I get out of it?



Bigger Picture

WORK EXPERIENCE WILL PLAY
A VITAL ROLE IN YOUR NEXT
CHAPTER AFTER SIXTH FORM

- University
 - Modern Apprenticeships
 - Enter employment
-

THE IMPORTANT QUESTIONS:

1. What would your ideal occupation be?
2. What subjects are you most interested in?
3. What do you plan to study at university?
4. What are your areas of interest/hobbies?
5. What placements are available and realistic to you?
6. Aim High!



How to decide on your placement



Placements to consider

- A FIELD YOU ARE INTERESTED IN
- POSSIBLY SOMETHING YOU KNOW LITTLE ABOUT
- A PLACEMENT WHERE YOU CAN GET INVOLVED
- SOMEWHERE WHICH WILL GIVE YOU A TRUE INSIGHT INTO THAT PROFESSION

PLACEMENTS TO AVOID

- Easy options - "I'll work with my Dad"
- Somewhere you already work
- Secondary school - you know what it is like!
- A place where laws or rules might get in the way



WHAT DO I DO ON WORK EXPERIENCE?

- Shadow someone in your field of interest
- Attend meetings
- Carry out tasks assigned to you by your boss
- Learn about specific job skills appropriate to that role

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Employability Skills

Do's & Don'ts



Be polite



Be helpful



Get involved



Be on time



Turn up

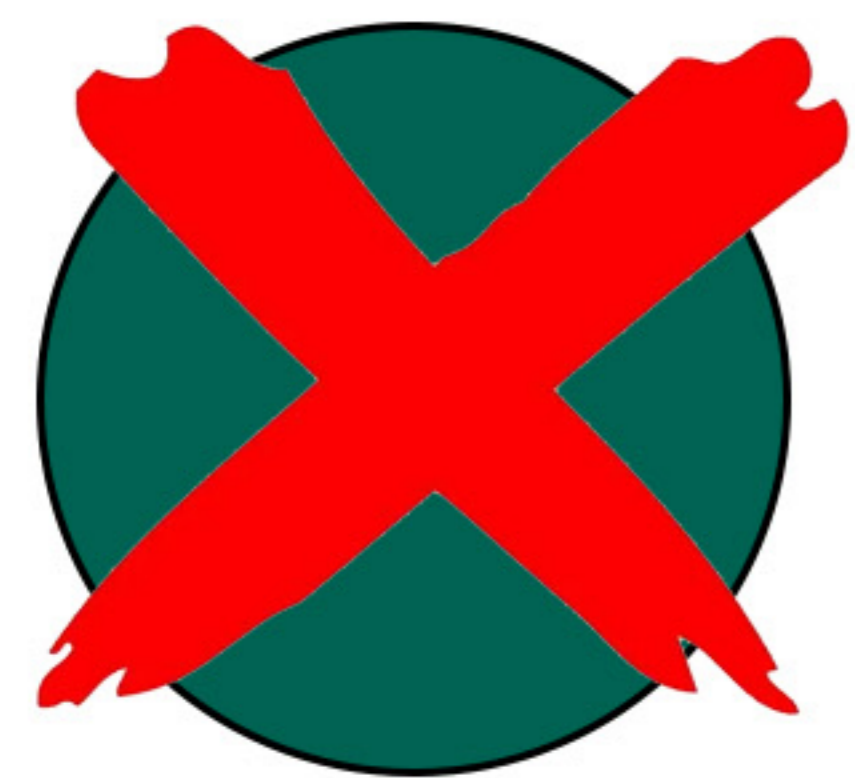


Ask Questions



Observe

Do's & Don'ts



Be uninterested



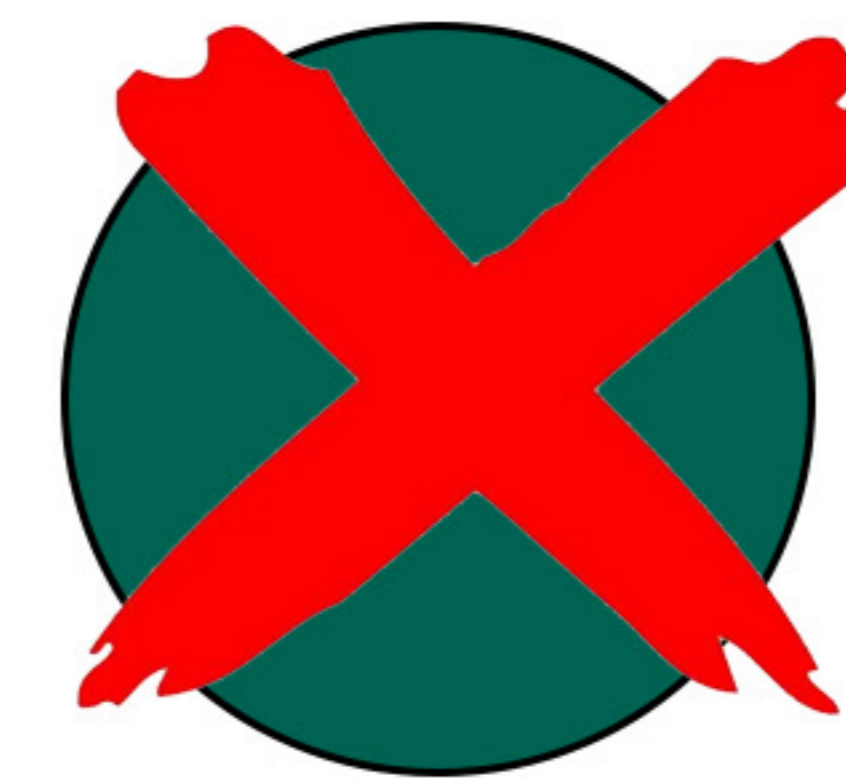
Be silent or not - know when to be quiet and when to speak



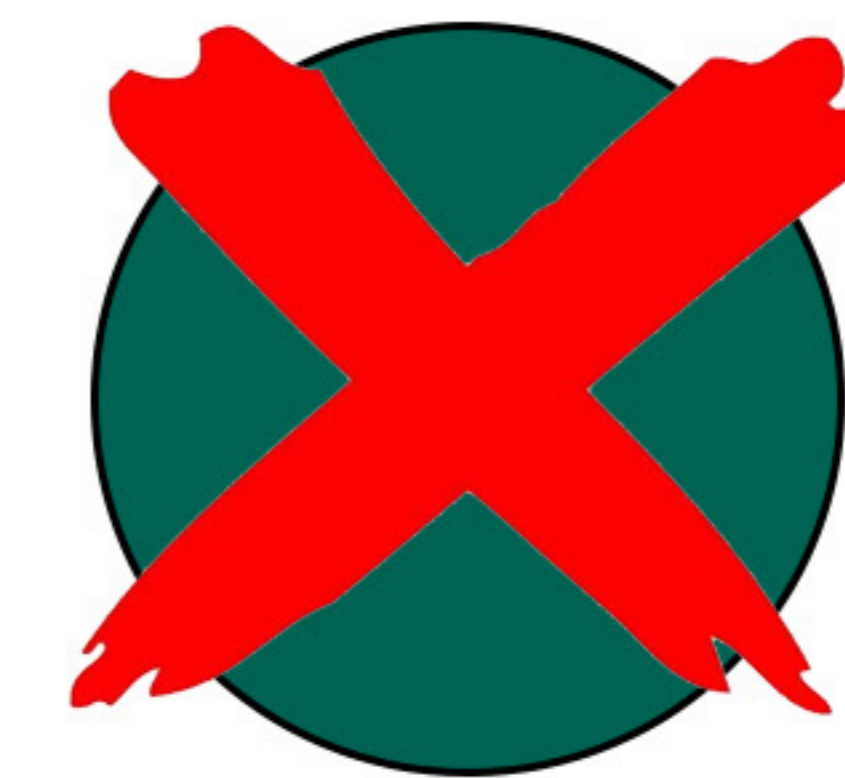
Assume you can do everything



Be late



Wear the wrong clothes



Not turn up



Ask to leave early!

What now & Why so early?



COMPETITION

Start to think
about what you
might like to do

Spend an hour a
week researching
potential
employers

Begin to contact
employers about
WEX possibilities

Complete
required
paperwork

Timeline

October 2023
- January 2024

- Decide what you are interested in
- Find a self-placement by researching local places - use previous years contact to help
- Use an hour a week of independent study for research
- Liaise with your form tutor for support

February 2024

- Attend WEX drop in sessions with the Sixth Form team for support.
- Make an appointment with a Careers Advisor for guidance if needed

March 2024

- Confirm work placement and complete the paperwork (including WEX agreement and parent consent)
- Return paperwork to Sixth Form team no later than Friday 22nd March 2024

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What next?

FROM OCTOBER 30TH TO FEBRUARY 2ND THE EXPECTATION IS THAT YOU ARE TO SPEND AN HOUR OF P5 INDEPENDENT STUDY EACH WEEK RESEARCHING

Contact an employer you might wish to do your work experience with

Use previous WEX employers list - meet with your tutor

Complete all placements forms on Unifrog

Frequently Asked Questions

1. WHAT IF MY PLACEMENT CANNOT OFFER ME WORK EXPERIENCE ON 22nd April - 26th April?

If you are seeking a placement that can only offer specific dates (e.g. Police, hospitals) please inform the Sixth Form team and the school will make a decision on whether to approve your absence for an alternative week. If you can do the placement in the Easter holidays this is advised (no paperwork required for placements outside school term).

2. CAN I DO ADDITIONAL WORK EXPERIENCE BEYOND THE ONE WEEK?

If you wish to do additional work experience at either the same placement or another then it is suggested that you should do this in the summer holiday.

3. CAN I BE PAID ON MY PLACEMENT

You are expected to choose a placement that is a long term career goal not just working full time at your current part-time job.

4. WILL SCHOOL PAY EXPENSES TO COVER TRAVEL COSTS?

The school cannot offer expenses for any placement. As part of your placement you are expected to experience the process of getting to and from work including the cost.

5. DO I HAVE TO COMPLETE 5 DAYS OF WORK EXPERIENCE?

Ideally you will complete one whole week with an employer. However, this may not be feasible with flexible working patterns. Therefore, you are required to complete at least 30 hours of work experience. This may be 3 days of 8 hours with an employer plus 1 hour travel to and from the workplace, equalling 30 hours of experience. Alternatively your placement may be all or partially remote.

Frequently Asked Questions

6. WHAT IF MY PLACEMENT DOES NOT HAVE EMPLOYER/ PUBLIC LIABILITY INSURANCE?

Unfortunately, the school cannot insure students on placements that do not have public liability insurance and the student will not be covered in case of any accidents.

7. CAN I GO ON PLACEMENTS OUTSIDE THE LOCAL REGION?

The school encourage and support students to seek work experience outside the local region and overseas.

8. CAN I DO MY PLACEMENT AT SIMON BALLE ALL-THROUGH SCHOOL OR MY PREVIOUS PRIMARY SCHOOL?

If you are interested in a career in teaching it is advised that students seek placements outside of school so that they get a true experience of work. Some primary schools do not accept their former students, however, this is down to the primary school and it is your responsibility to find this out.

9. CAN MORE THAN ONE STUDENT GO TO THE SAME PLACEMENT?

Yes and this is encouraged in circumstances where students can share travel arrangements.

10. DO I NEED TO DO ANYTHING WHILST ON MY PLACEMENT?

You are encouraged to keep a diary of responsibilities and things you learn whilst at your placement. On your return to school this experience will be added to your personal statement for universities/ apprenticeship applications and employers.

If you are unwell and unable to attend your placement please contact the school and employer.

Work Experience

Key Contacts

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