



PREPARING FOR A
SUCCESSFUL WORK
EXPERIENCE PLACEMENT



How can I help my child find a
successful Work Experience
placement?

Why should someone want to do well in Work Experience?

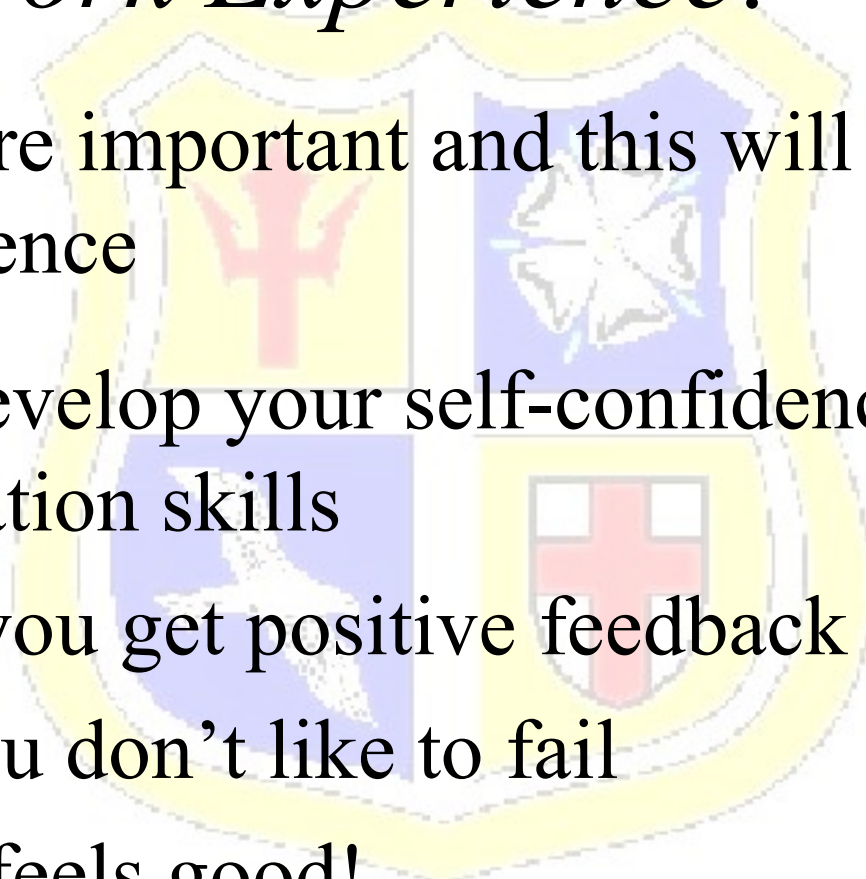
Job skills are important and this will be your first experience

You will develop your self-confidence and communication skills

To ensure you get positive feedback

Because you don't like to fail

Because it feels good!



What do students need to succeed at Work Experience?

A positive attitude

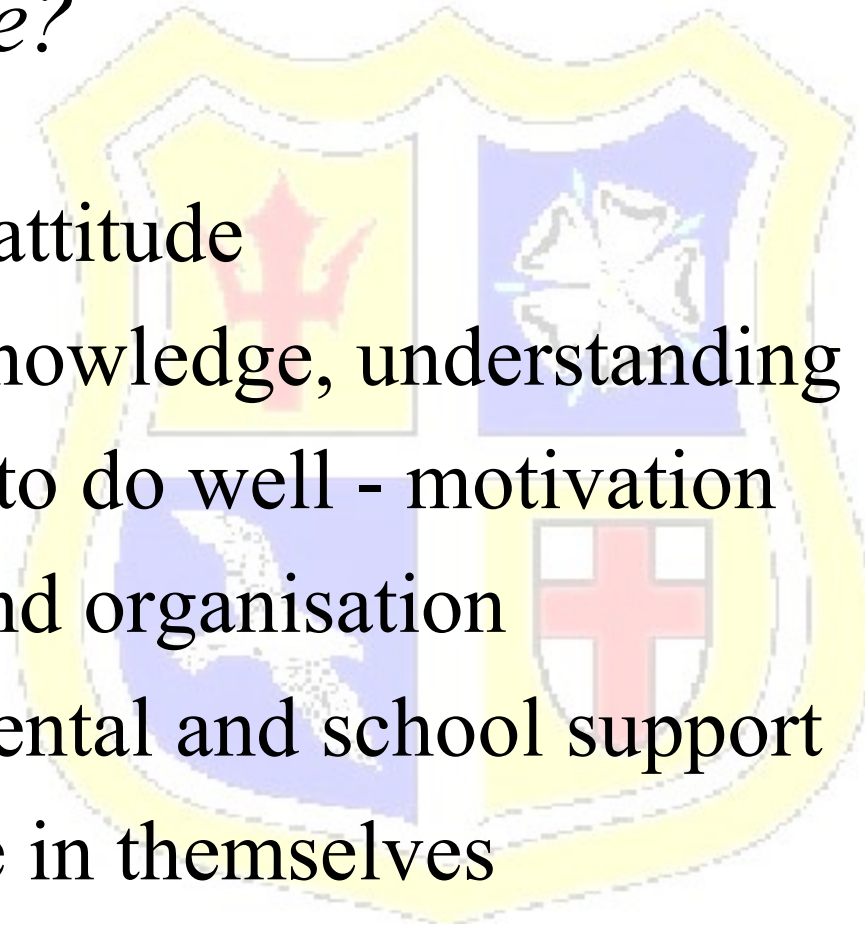
Relevant knowledge, understanding & skills

The desire to do well - motivation

Planning and organisation

Lots of parental and school support

Confidence in themselves



*Success at Work Experience is
based on a three-way partnership:*

STUDENTS

PARENTS

SCHOOL



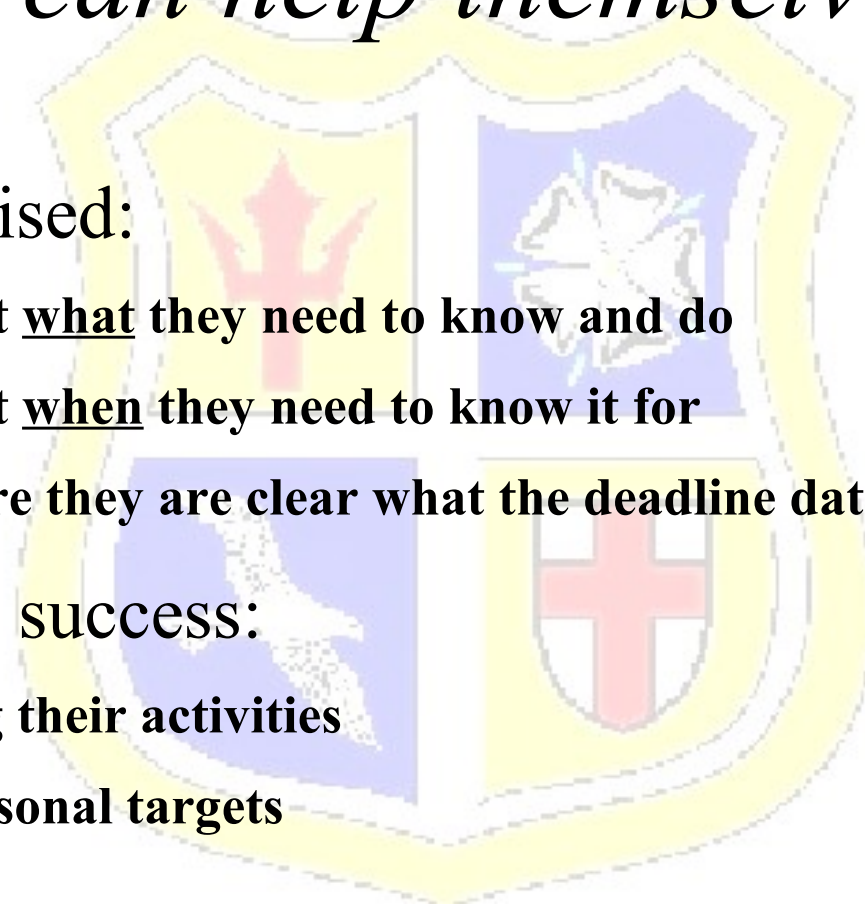
Students can help themselves by ...

Being organised:

- Finding out what they need to know and do
- Finding out when they need to know it for
- Making sure they are clear what the deadline dates are

Planning for success:

- Prioritising their activities
- Setting personal targets



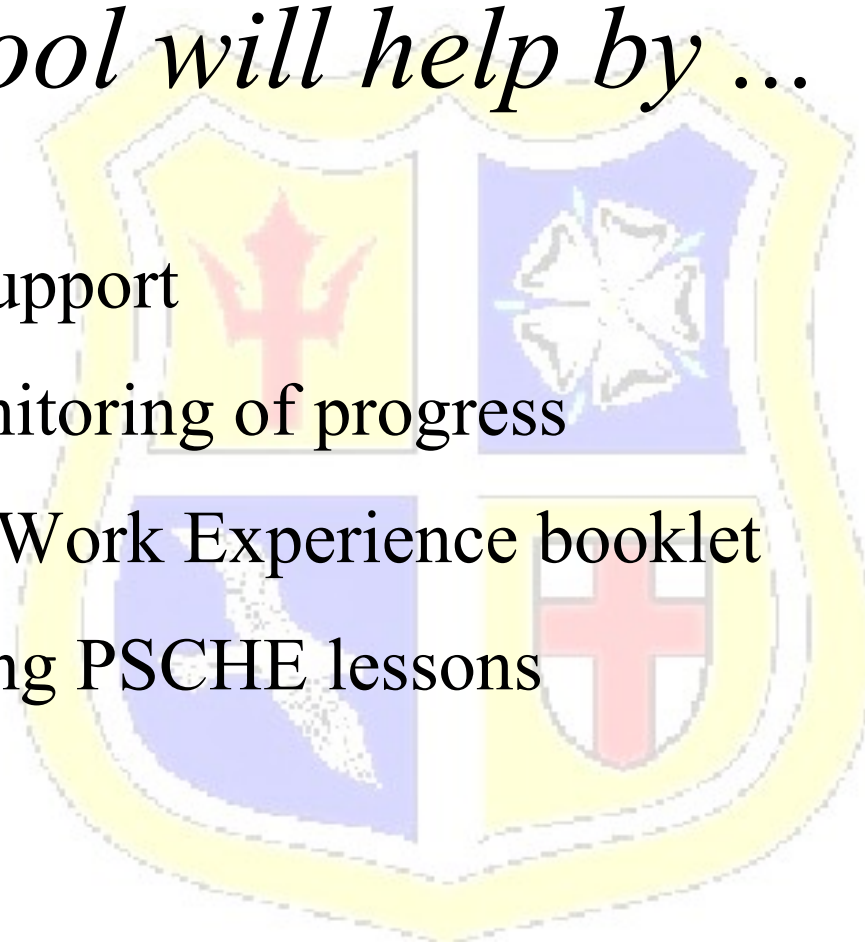
The school will help by ...

Individual support

Regular monitoring of progress

Providing a Work Experience booklet

Advice during PSCHE lessons



As a parent you can help by ...

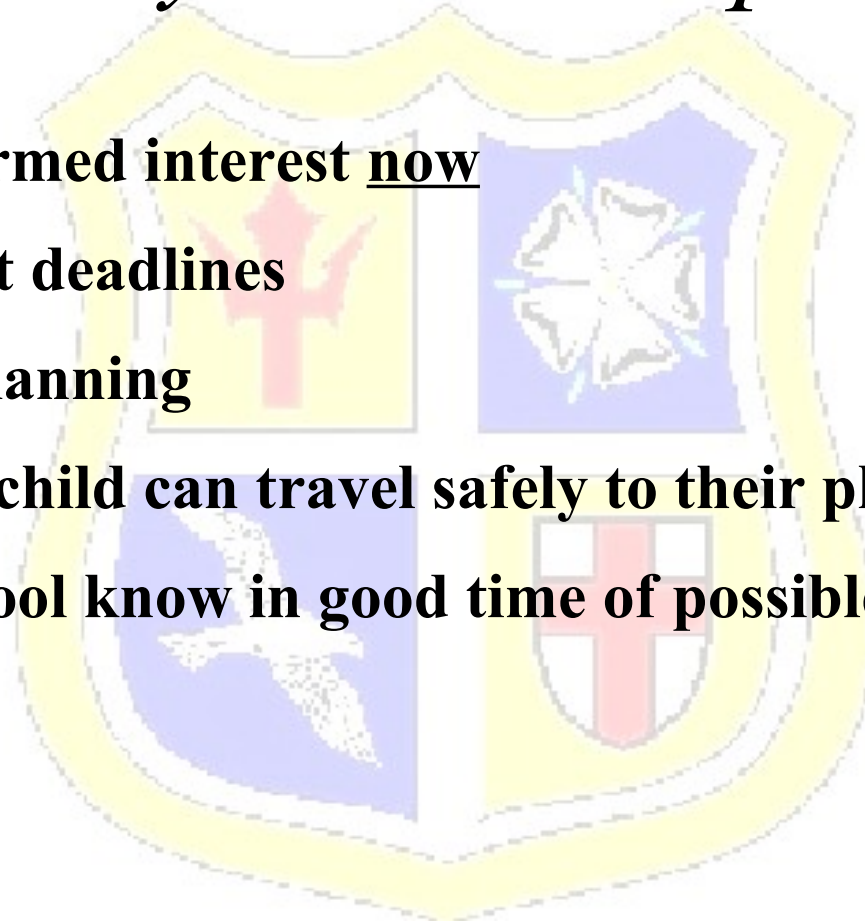
Taking an informed interest now

Helping to meet deadlines

Helping with planning

Ensuring your child can travel safely to their placement

Letting the school know in good time of possible problems - we will try to help



Above all, as a parent you will help by ...

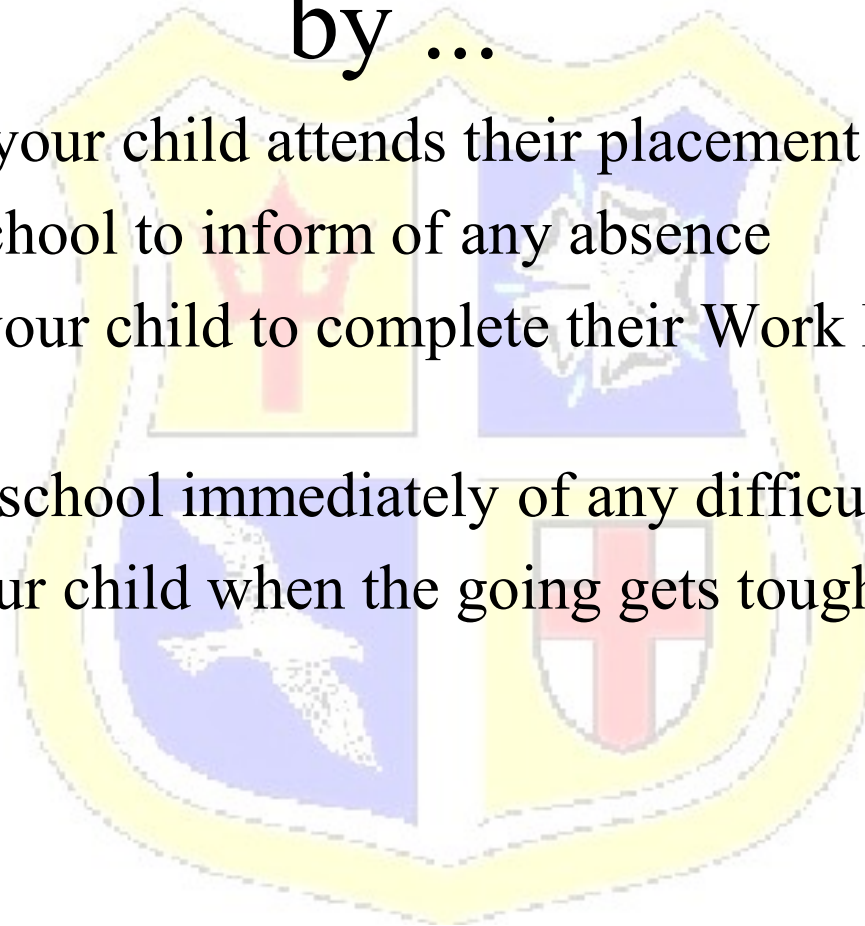
Ensuring that your child attends their placement daily

Phoning the school to inform of any absence

Encouraging your child to complete their Work Experience diary

Informing the school immediately of any difficulties

Supporting your child when the going gets tough!



Next steps...

Please talk to your son/ daughter and remind them of these key dates

Key dates:

**All Proformas to be returned
Student Information Sheets to
be returned**

Friday 24th February 2008

Friday 9th May 2008

Mock Interviews

Friday 13th June 2008

**WORK EXPERIENCE
ONE WEEK**

Monday 23rd June 2008

Work Experience Debrief

Week beginning 30th June 2008

Work Experience is a great help if you're still wondering what sort of career you want.

A work placement is your opportunity to spend a period of time outside the classroom and in the workplace, learning about a particular job or area of work.

During your placement you'll be able to find out what the key skills are that all employers look for when they're choosing a candidate to fill a job vacancy.

You will be able to develop your self-confidence and communication skills which will be an asset as you move into further education or training. It also allows you to show that you are enthusiastic and willing to learn.

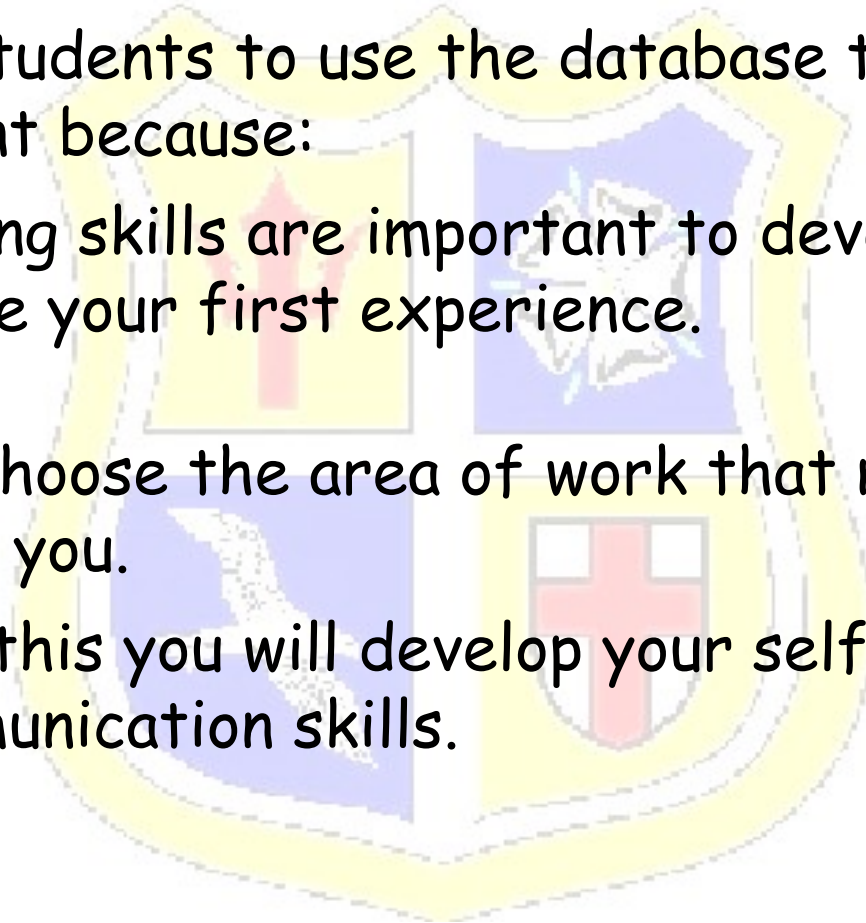
Arranging your Work Experience placement:

We expect students to use the database to find their own placement because:

Job seeking skills are important to develop and this will be your first experience.

You can choose the area of work that most interests you.

By doing this you will develop your self-confidence and communication skills.



Think about the type of company or organisation you might like to work in and then check out if there are any vacancies on the school's database.

Write a letter or e-mail to the contact person on the database, setting out your request for a placement. Remember to include details of why you are interested in spending some time in the company.

Follow your letter up with a telephone call if you have not had a response within a week. Be prepared to make more than one phone call if you are unable to make contact the first time you try.

Remember, Work Experience can be very worthwhile even if it is not directly related to your future career.

How do I convince an employer to give me a chance?

Even if you have very little or no experience, don't worry. Whether you know it or not, you will have already developed skills that can be used in the workplace, such as communication skills and familiarity with various software packages.

Attitude is often the most important factor; when approaching an employer, you must show that you are enthusiastic and willing to learn.

Use any contacts you've got and when applying for some work experience remember to set out why you want to do it and what you might be able to do for them.

Essential Information for Students and their Parents:

Payment and Expenses: Pupils do not receive any form of payment whilst participating in the Work Experience Programme. Travel expenses are not normally reimbursed.

Hours and Conditions of Work: The details of each programme will vary, but generally the pupils will experience similar hours and working conditions as a young employee of the firm/organisation concerned.

Health and Safety: Under the Health and Safety at Work regulations there is a legal obligation on firms/organisations to make the same provision for the health and safety of pupils on work experience as they do for their own employees.

Pupils are required to comply with the safety regulations of the firm/organisation that they are working in and to wear clothing and footwear that is considered to be appropriate for the placement.

When making arrangements for placements, particular care is taken to avoid situations where pupils may be at risk. For this reason, it is important that any medical condition that your son/daughter has must be notified on the provided medical form.