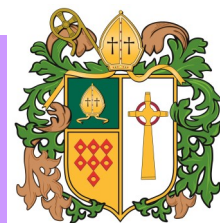




St Wilfrid's RC College



Year 12 Employability Week Monday 6th July—10th July 2020

Guidelines for Students

A Work Placement gives you the opportunity to:

- Sample working life
- Gain more self confidence
- Work with people of different age groups
- Find out why things such as good time-keeping, safety regulations and discipline are very important
- Look at jobs you might want to do when you leave school
- See how school subjects link into the world of work

Is it Real Work?

- Sometimes yes, if it does not need much training. Sometimes no, if it would take too long to teach you what to do. You'll learn from just watching experienced people and helping them.
- Listen carefully to any instructions that are given to you. If you don't understand them or forget them don't be afraid to ask. It is much better to ask someone to repeat instructions than to make a mistake.
- If you take the opportunity to talk to staff about their jobs, training and qualifications, it will show you are interested and will gather useful information. Do your best and wherever possible show that you are a reliable member of the team and willing to learn.

Before the placement:

- Do you know where it is situated, how to get there and roughly how long it will take? Check bus times!
- Do you know what the hours of work are and who you should report to on your first day? Be punctual!
- Do you know what the lunch arrangements are?
- Do you have to wear any special clothes or shoes?

During the placement:

- Be on time
- Be polite—you are representing your school, yourself and your family
- Observe safety regulations
- Telephone both the employer and your school if you are off sick
- Thank the people who are in charge of you before you leave
- Pass any evidence of your Work Experience and placement onto your Head of Year as it will be needed for certification.

After the placement:

- Complete any evaluations forms you are given
- Write a thank you letter to the employer

Finally - GOOD LUCK!

St Wilfrid's hopes that you enjoy your placement and learn a lot from it. Don't worry if you feel a bit nervous beforehand—this is only natural. The important thing is that you will have had time to think about the opportunities open to you and a chance to get to know yourself better.

School Contact: Mr Allen S Lewis-Dale

Telephone: 0191 4569121

Please see overleaf for Pupil Work Experience Deadlines

Year 12 Work Placement Checklist and Deadlines
Monday 6th July—Friday 10th July 2020

- Discuss the Work Placement arrangements with your parents. Decide the area of work you feel would prove beneficial to complete Work Experience.
- It is often the case that personal contacts within organisations can help to arrange placements.
- Decide which company/organisation you would like to apply to.
- Write to the company and ask if they can offer a Work Placement.

REMEMBER.....

1. Word process your letter.
 2. To include the dates of Work Experience
(Monday 6th July—Friday 10th July 2020).
 3. Give details about yourself ie. your age, the school you attend, your interests
 4. Explain the deadline that you have to meet and ask if the employer can reply in time to enable you to meet this deadline.
 5. Arrange a day and time you can attend the organisation to have your work experience placement for completed.
 6. Even if you or a relative is offering a work placement to your Son/Daughter; the placement form still must be completed and handed into school.
 7. **Some companies have their own work placement procedures and forms which students may have to complete; regardless of this, companies MUST complete the placement form your Son/Daughter has received from school. We employ a company to vet all prospective employers prior to the placement and without a completed form and successful vetting, the placement CANNOT take place.**
- Once you have been made an offer of a Work Placement by an employer you must pass the completed form to your tutor before **Friday 22nd May 2020**
 - A week or two prior to your placement, telephone the company/organisation to remind them you are coming and to confirm details.

DEADLINES TO REMEMBER

By Friday 14th February 2020

All pupils are expected to:

1. To have returned signed copies of Parental Consent Forms

By Friday 22nd May 2020

All pupils are expected to return completed Personal Placement forms from employers offering Work Experience.

By Friday 26th June 2020

All pupils should have contacted the employers by telephone to confirm the arrangements for their placement.