



# **YEAR 10 WORK EXPERIENCE WEEK**

**MONDAY 18<sup>TH</sup> JULY 2022 - THURSDAY 21<sup>ST</sup> JULY 2022**

# WHY WORK EXPERIENCE?

THIS WEEK IS INVALUABLE TO STUDENTS FOR A NUMBER OF REASONS:

- IT DEVELOPS SKILLS, KNOWLEDGE AND CONFIDENCE FOR ADULT LIFE.
- MAKES PUPILS APPRECIATE THE RELEVANCE OF WHAT YOU LEARN AT SCHOOL/COLLEGE.
- IT SHOWS STUDENTS HOW SKILLS LEARNED IN SCHOOLS CAN BE APPLIED IN A REAL WORK SITUATION.
- IT HELPS DECIDE WHAT KIND OF WORK YOU MIGHT CHOOSE WHEN YOU LEAVE SCHOOL (OR WHAT YOU DON'T WANT TO DO!).
- IT GIVES PUPILS AN OPPORTUNITY TO LEARN DIFFERENT ASPECTS OF THEIR DESIRED CAREER, AND FINALLY...
- WORK EXPERIENCE IS A USEFUL FEATURE TO INCLUDE ON YOUR CV WHEN APPLYING FOR JOBS AFTER LEAVING SCHOOL.

# HOW DO I GET A PLACEMENT?

THINK CAREFULLY ABOUT THE TYPE OF WORK THAT YOU WOULD BE INTERESTED IN DOING.

FINDING A PLACEMENT

YOU CAN:

- PHONE
- GO IN PERSON
- WRITE OR EMAIL A LETTER OF REQUEST - AN EXAMPLE LETTER IS IN THE PACK GIVEN.

PERSONAL PLACEMENTS MUST BE IN BEFORE 27<sup>TH</sup> MAY 2022. NO CHANGES CAN BE MADE AFTER THIS DATE.

# HOURS OF WORK

- WORK EXPERIENCE PLACEMENTS LAST FOR FOUR DAYS BETWEEN MONDAY TO THURSDAY 8.30 AM TO 5.30 PM. WEEKEND AND LATE EVENING WORK IS NOT PERMITTED.
- A REMINDER, YOU ARE NOT PAID FOR THE WORK YOU DO BY THE EMPLOYER, YOU ARE GAINING AN EXPERIENCE.

# TRAVEL

- YOU NEED TO MAKE YOUR OWN WAY TO WORK AND BACK HOME AGAIN. MAKE SURE YOU KNOW THE TIMINGS OF BUSES/METRO ETC AND HOW LONG IT WILL TAKE YOU TO GET TO WORK.
- TURNING UP LATE, ESPECIALLY ON YOUR FIRST DAY DOES NOT SET THE RIGHT EXAMPLE.

# MEALS

- SOME BUSINESSES HAVE A CANTEEN WHERE YOU CAN BUY YOUR LUNCH FROM. OTHERS MAY HAVE ASKED YOU TO BRING A PACKED LUNCH. SOME PLACEMENTS MAY BE CLOSE TO LOCAL SHOPS WHERE YOU CAN BUY YOUR LUNCH.
- MAKE SURE YOU ARE AWARE OF LUNCH ARRANGEMENTS AND HAVE MONEY IF NECESSARY TO BUY LUNCH. YOUR PRELIMINARY MEETING WITH THE BUSINESS SHOULD HAVE MADE THIS CLEAR FOR YOU.

# APPEARANCE

- YOU WILL HAVE TO DRESS APPROPRIATELY. FIRST IMPRESSIONS COUNT FOR A LOT. YOUR EMPLOYER WILL TELL YOU THE DRESS CODE WHEN THEY AGREED TO TAKE YOU.
- THE DRESS CODE ALSO APPLIES TO MAKE-UP AND THE WEARING OF JEWELLERY AND CERTAIN TYPES OF FOOTWEAR. IN SOME WORK PLACES THESE ARE NOT ALLOWED UNDER HEALTH AND SAFETY POLICIES.

# BEHAVIOUR

- EMPLOYERS ARE NOT TEACHERS. THEY ARE NOT OBLIGED TO ACCEPT STUDENTS, INDEED IT IS AT THEIR GOODWILL THAT THEY TAKE ON STUDENTS FOR WORK EXPERIENCE.
- IF YOU MISBEHAVE THEY WILL NOT HAVE YOU BACK THE NEXT DAY. YOU WILL HAVE TO RETURN TO SCHOOL TO EXPLAIN YOURSELF.
- REMEMBER THAT WHILST ON WORK EXPERIENCE YOU ARE AN AMBASSADOR FOR ST WILFRID'S RC COLLEGE.
- EXEMPLARY BEHAVIOUR IS EXPECTED AT ALL TIMES WHILST ON PLACEMENT AS IT WOULD BE IN SCHOOL.
- OUR EXPECTATION IS THAT EVERY EMPLOYER WILL WRITE A GREAT REFERENCE ABOUT YOU AT THE END OF YOUR PLACEMENT.
- IN SCHOOL WE EAGERLY LOOK FORWARD TO READING THESE. SO DON'T FORGET TO HAVE THEM RETURNED TO SCHOOL AS QUICKLY AS POSSIBLE.



# **ILLNESS**

- IF YOU ARE ILL ON YOUR PLACEMENT THEN YOU MUST CONTACT YOUR EMPLOYER AND THE SCHOOL TO INFORM BOTH THAT YOU CANNOT ATTEND FOR WHATEVER REASON.

# PUPIL PACKS

AFTER THIS PRESENTATION YOU WILL RECEIVE A PACK CONTAINING:

1. PARENTAL CONSENT FORM - FOR INSURANCE PURPOSES, NO PUPIL CAN BE CONSIDERED FOR WORK EXPERIENCE UNLESS A PARENTAL CONSENT FORM HAS BEEN RETURNED TO SCHOOL.
2. PERSONAL PLACEMENT FORM - MOST PUPILS MAKE THEIR OWN ARRANGEMENT TO GO TO A PARTICULAR PLACE OF WORK. IF THE WORKPLACE HAS AGREED THAT YOU CAN GO THERE, THEN YOU MUST COMPLETE A PERSONAL PLACEMENT FORM. YOU WILL NOT BE ALLOWED TO ATTEND THE PLACEMENT UNLESS THIS FORM IS COMPLETED AND HANDED TO MISS HILLCOAT AT RECEPTION.

THE PERSONAL PLACEMENT FORM THEN GETS SENT OVER TO FUTUREWORK – A COMPANY WE USE WHO DO ALL OF THE HEALTH & SAFETY CHECKS TO MAKE SURE THAT IT IS A SAFE PLACE FOR YOU WORK.

3. GUIDANCE NOTES CONTAINING DATES AND KEY INFORMATION.
4. A FUTUREWORK INFORMATION SHEET EXPLAINING WHAT THEY DO.

## **WHAT SHOULD I DO NOW?**

1. TAKE PACK HOME TO PARENTS/CARERS.
2. RETURN THE PARENTAL CONSENT FORM TO MRS HILLCOAT ON RECEPTION BY 18<sup>TH</sup> FEBRUARY 2022
3. ORGANISE A PLACEMENT AND RETURN THE PLACEMENT FORM TO MRS HILLCOAT ON RECEPTION BEFORE MY 27<sup>TH</sup> 2022.
4. CHECK SCHOOL WEBSITE FOR FURTHER INFORMATION / SCHOOL LIFE / CAREERS PROGRAMME