

Year 10 Work Experience

May 2019

What is Work Experience?



- ▶ During the SATs week in May, next year, you will all go out of school for **a week** to go into the workplace and experience what it is like to have a job. It is part of your careers education entitlement.
- ▶ In order to have the best possible experience, it is important to start planning ahead and, if possible, to organise your own placement.
- ▶ Aim to do something you want to do, in a field that interests you.
- ▶ Remember, that due to your age, you may not be able to do everything that your workplace offers eg what you can do in a hospital may be limited and you may be “shadowing” another worker.

Why bother doing it?

- ▶ Can help you to get a better job
- ▶ May help you to stand out from the crowd
- ▶ Gives you a chance to put your skills into practice
- ▶ Helps you to test out career options
- ▶ Improves knowledge of yourself
- ▶ Builds your confidence by working with others
- ▶ Develops skills that employers are looking for
- ▶ Bridges the gap between school, college and the world of work
- ▶ Develops essential key skills needed for work
- ▶ Begin to understand the links between school subjects and the world of work
- ▶ Work experience is never wasted; you can always learn from what you have done!



What's in it for employers?

- ▶ A pupil on work experience can help employers:
- ▶ Enhance a company's image.
- ▶ Develop a better understanding of education and improve the recruitment process.
- ▶ Improve employees' motivation e.g. personal satisfaction arising from helping a local school and its students.
- ▶ Increase opportunities for staff development, as employees are given an opportunity to develop new skills, and improve interpersonal skills in areas such as communication, planning organisation and coaching.
- ▶ Contribute to developing skills in the next generation of the workforce.

Each placement is inspected before you arrive to check that it is safe and appropriate for you to work there. An employer offering work experience must have Public Liabilities Insurance in place before you go.

What are employers looking for in you?

- ▶ **Communication skills** - understanding and following written and verbal instructions
- ▶ **Working with others** - relating to others in the workplace, e.g. staff, customers - people of all ages, people they never met before
- ▶ **Numeracy** - helping to check and order stock. Using measurement instruments
- ▶ **ICT** and using the Internet, CD-ROMs, the e-mail system and software packages; word processing; preparing documents
- ▶ **Problem Solving** - analyse the tasks to be carried out at work and plan how they can be completed e.g. making travel arrangements for a meeting; prioritising your workload
- ▶ Arrive and leave **on time** with **good attendance**
- ▶ **Smart and clean** appearance, in line with the dress code of the placement.
- ▶ Polite and **positive attitude**
- ▶ Willingness to become involved in all aspects of work life and take the **initiative**.

Over to you

- ▶ Consider:
- ▶ Your future career interests.
- ▶ Your skills and qualities.
- ▶ Using personal contacts.
- ▶ Be organised, self motivated and act quickly.
- ▶ Don't take the easy option- it might not be the best for you.
- ▶ If you think you might have a placement in mind, you must tell one of the key adults in school as soon as possible, as your placement may need to be inspected beforehand.
- ▶ You will have access to a database, which has details of all local businesses which offer work experience placements. You can choose from there, during your tutor time, or at lunchtime with Mrs Nesbitt.

Your Timeline

- ▶ 11th October 2018 - Work Experience assembly
- ▶ October - November, research your own placement or those offered via school. See Mrs Nesbitt to discuss the details of your placement. Fill in a work placement form and hand it in.
- ▶ Self Placements arranged and paperwork completed by *Friday 7th December* 2018 by pupils
- ▶ School-arranged placements completed by *Friday 7th December* 2018.
- ▶ *13th - 17th May Work Experience Week* -go out on work placement and complete log book
- ▶ Work Experience week - you will be visited at your placement by a member of Ridgeway staff.
- ▶ 20th May return to school and complete review of work experience

Benefits of Work experience

- ▶ <https://www.youtube.com/watch?v=U6CdJ-P8P2c>

