

Work Experience 2019



Pour yourself a cup of ambition...

- <https://www.youtube.com/watch?v=UbxUSsFXYo4>



URGENT NEXT STEPS

In order for you to complete your work experience, your employer has to complete and sign a form, which forms a **contract** between them and school. It is there to protect everyone concerned.

NO Form= NO Work Experience

Why is it important anyway?

When you apply for a place at a school or sixth-form college, or for an apprenticeship or a job, you will need to be able to talk about work experience that you have had. All KS4 students have the opportunity to have a full week's work experience during their time at school, if you haven't completed yours and can't talk about it, it doesn't look very impressive!

You can also supplement your week's work experience with voluntary and part-time work. It all looks good and shows you are independent, innovative and resilient.



What do I have to do?

By now you should have made email contact with your employer and kept the email trail. If not, do it by **Friday 29th March**.

- 1) Ask Mrs Nesbitt for a white form and envelopes (one is sae).
- 2) Fill in all your details and then send it to your employer to complete details of their insurance policies and to sign. You could include a polite **covering letter**, asking them to complete and sign the form and return it to Mrs Nesbitt at Ridgeway Academy by **Monday 6th May 2019**. This will then go into your personal careers file.
- 3) Research your workplace and find out your working hours and the dress code.
- 4) Make sure you can get there on time every day.



What happens if I still don't have a workplace?

You now need to ask family/friends/contacts to see if they can help you to find a workplace.

Remember – the employer needs to have **Employers'** and **Public Liabilities** Insurance. This may be difficult for small businesses.

Then you will need to collect a white form (and envelopes) and make sure that it is completed, signed and returned by **6th May at the latest**.

If you are unable to sort out a placement, then you will be in school for the week and you will follow a lower year group and do lessons with them. You will also be at a considerable disadvantage if you are unable to complete work experience. It is in your interests to get this sorted!



Take advantage of your opportunities and be informed!

- https://www.youtube.com/watch?v=W_WY3BozxXY

Or this may happen...

<https://www.youtube.com/watch?v=-VasGrFLqW8&t=107s>

