

Work Experience Guidelines –

- ✓ Students who find their own placement, are more likely to take ownership and get more from it.
- ✓ Start a CV – will be supported in lessons. To ensure your daughter's CV is enhanced, ask them what they do extra to their academic study. Volunteering helps to enhance any CV, the following website is useful but also Brownies, Scouts and Guide groups for example, are always looking for extra help. www.do-it.org.uk/
- ✓ The number of hours – negotiable but remember this is an experience of the real world.
- ✓ Type of work – anything (as long as it is covered by the appropriate insurance and H & S,
- ✓ Anywhere – It is a chance to spread wings, scary though it might be. (for parents as well!)
- ✓ Students should not have work experience where they are in paid work and should not work directly with their parents or family member.
- ✓ Sometimes it's who you know! – Use your own contacts
- ✓ All placements will be asked to completed a risk assessment and must have Employers Liability Insurance
- ✓ There are good and bad points in most work experience placements, but the experience is worth it.
- ✓ Teaching/Childcare - Can mean just sitting and watching class teacher with rest of the class or might mean really hands on. **We don't recommend it as it is the only environment most students have known so far, and doesn't allow them to broaden their horizons.** If they want to become teachers work experience in Year 12 will be more valuable.
- ✓ Hairdressers – Some have a good structure and some can be very quiet, students won't be able to cut hair but will be able to clean the salon and might be able to wash hair.
- ✓ Office work – Might be seeing how various different departments work or just a lot of filing and photocopying
- ✓ Retail – can be repetitive and in larger shops unlikely to handle cash but a good way to develop customer awareness
- ✓ Media, Art & photography – might have own project but could be a runner
- ✓ Medical – lots of observing but a chance to see from a different perspective
- ✓ Animal – feeding and cleaning all week or lots of different situations
- ✓ Students will have a further opportunity for work experience in Year 12 which will be more career focused and be linked to progression.
- ✓ Talk to employers to find out exactly what placement will entail. Stay in touch, once placement is confirmed.
- ✓ Employers put time and effort into work experience. Students should appreciate the opportunity.
- ✓ Employers' feedback says they can teach skills but not attitudes. (body language, tone of voice etc) and therefore discussion around those skills may need to be had at home.
- ✓ Students are not just representing the school but also their parents and themselves and should act accordingly
- ✓ **Deadline – 10th January 2020**

Please do contact us if you have any questions.