

Year 10 Work Experience

Monday 4th to Friday 8th February 2019

Our Careers and Guidance team

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No need to make notes

All the information is in your booklet

Copies of this presentation and all the relevant documents are on the school website

www.longfield.uk.com/careers/work-experience/

Key stage 4 Careers Education and Guidance

Year 10

Preparation for
work

Applications
and interviews

Work
experience

Prepare for
college/training

Reflect on next
steps

Year 11

Year 10 Timeline

July 5th 2018

Work experience launch

July 6th 2018

Work experience assembly and 1 hour lesson to research careers and employers

July 10th 2018

All information packs distributed

October 22nd 2018

Deadline for blue placement forms to be handed in

October 2018 to January 2019 Health and safety checks completed.

Year 10 Timeline

January 7th 2018

Final deadline for employers to return forms

From 14th January 2019

Work experience pack including job descriptions, work experienced diaries and safeguarding instructions issued through form tutors

14th January to 2nd
February 2019

ALL pupils contact their placement to confirm they will be attending the placement and check first day arrangements

Monday 4th to Friday
8th February 2019

Work experience week

11th February 2019

Debriefing session with Careers staff to plan next steps and update CVs etc

What is Work Experience?

“Experience of work”

“Work shadowing”

“Trying out a career before deciding”

What is Work Experience not?

An extra weeks holiday

A chance to do nothing

Not **just** a week at work.

Why do Work Experience?

A recent survey showed two thirds of employers look for candidates with relevant work experience because it helps them prepare for work and develop general business awareness.

(UCAS website Jan 2017)

In the news recently

“many employers were now putting an ever greater focus on character traits such as resilience, persistence, grit, leadership, self-awareness and self-efficacy, in addition to academic qualifications.”

Nicky Morgan MP

Employability skills

- ❖ Independence
- ❖ Resilience
- ❖ Creativity
- ❖ Team work
- ❖ Growth mindset
- ❖ Financial management
- ❖ Risk management
- ❖ Planning
- ❖ Organisation
- ❖ Communication

The Longfield Competencies

Developed through PSHE work and now embedded across subjects as well.



How we organise Work Experience

All schools and academies have their own rules designed to keep pupils safe and provide them with a positive experience of work.

Find a
placement

Is it
appropriate
and safe?

Does the
employer agree
to the
placement?

This process mirrors real life

- **The pupil** decides on an occupation.
- **The pupil** researches suitable employers.
- **The pupil** contacts them.
- **The pupil** fills in a form.
- **The pupil** contacts the employer again before the placement to confirm the details.

Risk assessments
completed and job
descriptions issued

How to find a placement

Contact employers by phone or email.

Have your CV ready to send if asked.

Ask for help if
you need it

Work Experience Placement Form 2019



This form should only be completed if you have arranged a work experience placement and the employer has confirmed the placement is available to you.

PLEASE USE BLOCK CAPITALS

To be completed by the pupil

Pupil Name _____ Tutor Group _____

Male Female (please tick)

You **MUST** give all employers' details and attach copies of any letters received from them.

When did you contact the employer? _____

How did you contact the employer? By letter by telephone in person

Who arranged this placement? Parent Friend You Other _____

Area of work (e.g. clerical, sales, engineering) : _____

To be completed by a parent/carer

I agree to the above pupil undertaking the above placement from Monday 4th to Friday 8th February 2019.

I understand that a placement will only be approved if

- all relevant information is provided by the employer before 7th January 2019 and
- the Designated Safeguarding Lead at Longfield Academy approves the placement.

I confirm that I have provided all the relevant health information overleaf.

I understand that if a placement is not approved by Longfield Academy my child must not attend.

I understand that if a placement is not approved, Longfield Academy will support my child in sourcing an alternative placement. If it is not possible to arrange an alternative placement then my child will attend school as normal.

Signed: _____ parent/carer

Print name: _____ Date: _____

Once you have a placement fill in the yellow form and hand it in by **22nd October 2018.**

Ask for help if
you need it



What other information do we need?

What will we do with it?

Medical information - to be completed by a parent/carer

Pupil name: _____

I confirm that the pupil named above has the following allergies and/or medical conditions:

For which the following prescribed medication is needed
(please also state dosage):

Any other information which the employer should be made aware of:

I understand that Longfield Academy may have to pass on both medical and behavioural information to the employer to protect both my child and the work place. I agree to inform Longfield Academy if there are any changes to the information provided above before the start of the placement on Monday 4th February 2019.

In order for my son/daughter to take part in their work experience I give permission for this and any other relevant information to be shared with the work placement provider.

Signed: _____ Parent/carer

Date _____

Completion of this form does not imply that the placement will go ahead; all placements must meet health and safety standards and have insurance.

Pupils needing additional support

Some pupils need additional support for a wide variety of reasons.

eg. Ringing employers

Checking CVs

Finding a placement

Planning how to get to work.

Parents, Form Tutors and our Careers Adviser Gill Smith are the people to ask first.

Pupils needing additional support

Some pupils need more support for a wide variety of reasons.

eg. They may need help to find supportive employers.

A week long placement may not be appropriate.

Mrs Thomas feels they need a key person to support them

Work Experience Support 2019

Pupil name: **Fred Bloggs**
Form: **9 SYDNEY**
Key worker: **Miss J Morton**

Should Christopher need additional support planning Work Experience **Miss J Morton** is the first person to ask.

This may include help with

- finding a placement
- organising visits
- ringing employers to confirm the placement
- planning their first day at work.

Please encourage Christopher to chat to his key worker and keep them informed about what he has done to plan his placement.

46 pupils have an extra note in their envelope identifying their key worker who will support them throughout the Work Experience.

If other pupils feel they need extra support they should tell their Form Tutor or Mrs Thomas.

Help!

I have no idea what career I am interested in!

Don't panic!

Lots of people haven't made up their minds in year 10. Think about the subjects that interest you. Where could they lead?

Help!

I want to join the Armed Forces

Look for a placement in the occupation you would like to do in the Forces.

Help!

The employer says they'll let me know after the January sales.

Try and find an alternative placement.
January is too late to get things sorted for February.

Help!

I want to be a brain surgeon!

Placements at the Memorial Hospital for school pupils are extremely limited. There is a website to apply

[https://www.cddft.nhs.uk/working-for-us/work-experience-\(15-to-18-year-olds-in-full-time-education-or-training\).aspx](https://www.cddft.nhs.uk/working-for-us/work-experience-(15-to-18-year-olds-in-full-time-education-or-training).aspx)

Help!

I'm interested in sport. What can I do?

Get organized quickly as sport is really popular. Think about local gyms and sports centres or a primary school to specialise in PE.

Help!

I'm interested in Forensic Science. Is there a lab nearby?

This is a very difficult field to get a placement in. What about working in a laboratory instead or work in photography for the week?

Help!

I've changed my mind

Once you've found a place and filled the form in you are committed to it.

Help!

I want to go to work with my Mum. Is that ok?

All employers have to have the correct insurance and a safe working environment so in theory yes but wouldn't it be more of a challenge to go work somewhere new?

Help!

I want to work in a theatre. Any ideas?

Darlington Hippodrome offers placements.
You need to apply using this link

<https://www.darlingtonhippodrome.co.uk/about-us/take-part/work-experience/>.

Help!

The deadline for the form is today and I'm not sorted.

Come and talk to us and we'll help you get sorted.

Financial Support

We provide £2 per day to pupils in receipt of free school meals at the time of Work Experience to help towards the cost of their lunch whilst on placement.

You do not need to apply for this support.

Mr Raw will arrange for you to get the cash before you go on placement.

We are here to support you all the way through this process

- ❖ 99% of our placements go well.
- ❖ Pupils are safe and happy.
- ❖ Employers are positive.
- ❖ Parents are happy.

But what if you or your child are unhappy about something?

What if

- ❖ You can't get there because you missed the bus?
- ❖ It's not what you expected?
- ❖ You are ill at work?
- ❖ You are too ill to go to work?
- ❖ You are unhappy?
- ❖ You don't feel safe?

Tell someone

- ❖ You can't get there because you missed the bus?
- ❖ It's not what you expected?
- ❖ You are ill at work?
- ❖ You are too ill to go to work?
- ❖ You are unhappy?
- ❖ You don't feel safe?

There is **always** support available if needed

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Just ask.