

YEAR 12/13 - WORK EXPERIENCE



PERSONAL DEVELOPMENT

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YEAR 12/13 - WORK EXPERIENCE

During your time in sixth form, it is encouraged that you undertake some work experience. It will also contribute to your Excel award. This work experience can be done during your free periods or within your own time after school, at the weekends or during half terms.

For students studying triple health and social or BTEC IT, I strongly encourage you to find a work experience placement as it would massively help you with your future career aspirations.

Work experience is important for getting into any career. Having some can make you **stand out from the crowd** on applications for courses, training and jobs.

It is your responsibility to find a placement.



WORK EXPERIENCE AND APPROVAL FROM SCHOOL

- Students who wish to go on a placement during free periods **will need to have their placements approved** by the school and therefore will need to go through the official system with Unifrog and the school.
- Students who do work experience outside of school time for example during the weekends, after school or during half terms – **do not** need to go through Unifrog and the school. Therefore school have no involvement as it is a personal agreement between you and the employer outside of school hours.
- However, you will need evidence from your employer for Mr Mason to sign you off for the Excel Award.



THE PROCESS...

On **17th-19th and 24th-26th October** you will be going to the computer rooms during Personal Development time.

You should take the time to search for an appropriate placement within your area based on a career category such as childcare, animal care, construction, hairdressing and beauty etc

Think about your choice of placement!

Is the placement aligned with your career aspirations?

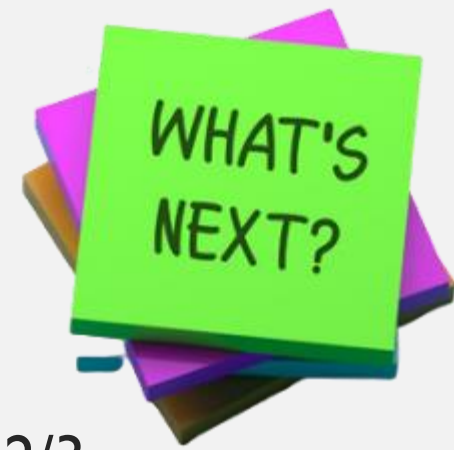
Is the location of the placement practical? **Can you get there?**

During these sessions you will also get access to the Unifrog website. This is a platform that will allow you to input your choice of employer and begin the process of vetting your placement which you will fill out after verbal agreement with an employer.

Work experience is an opportunity to see if you enjoy working in a particular industry – pick a placement that you think you are going to enjoy 😊



WHAT TO DO NEXT...



- Once you have spent some time looking, you need to select your favourite 2/3 placements which you would like to undertake your work experience (remember you only go to one placement but you need to have a couple of placements as a back-up option in case your first choice doesn't accept you)
- You then need to write down their contact details (telephone number, address, and the name of the person who you need to speak to)
- It is then **YOUR** responsibility to make contact with your chosen employer to see if they would be willing to accept you for a work experience placement.



DOCUMENTATION – PLACEMENTS DURING SCHOOL HOURS ONLY

- Your form tutor will provide you with a ‘work experience form’. This form must be completed once your chosen placement has accepted you for work experience.
- It is a good idea to have this form in front of you when you contact your chosen employer as you can ask them for details required on the form at the same time.
- Once you have completed the form please hand this to Mrs Taylor in the personal development office as soon as possible.
- **REMEMBER YOU ONLY BRING THE COMPLETED FORM TO MRS TAYLOR ONCE YOUR CHOSEN PLACEMENT HAS SAID YOU CAN GO ON WORK EXPERIENCE THIS IS WHEN YOU START TO FILL OUT YOUR APPLICATION ON THE PLATFORM.**

PERSONAL DEVELOPMENT

WK Exp

Netherthorpe School
Careers

Work Experience Year 10

In order to go on work experience the following information will be required:

<u>Name of student</u>	Form
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Part A

Name of contact _____

Name of Business/organisation _____

Full Address of placement _____

Post Code of placement _____

Tel of placement _____

Email of placement _____ @ _____

Details of placement _____

Completed form - RETURN TO MRS CRACKNELL
PERSONAL DEVELOPMENT OFFICE – ROOM 120 (Near Canteen)

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TIMESCALES...

- It is very important that you contact your chosen employer **As Soon As Possible**. Most employers will only accept one student for work experience at any one time and therefore if you are not pro-active, you may miss out on the opportunity to do your work experience placement with your first choice employer.
- It is always a good idea to visit the placement in person to ask for a work experience placement, as this also shows that you have made the effort and in recent years, have had a good success rate of students being accepted.



TIMESCALES...

• TIMESCALE IS VERY MUCH DOWN TO YOU. HOW QUICKLY YOU:

1. IDENTIFY A POTENTIAL PLACEMENT

2. CONTACT AND AGREE WITH THE PLACEMENT

3. FILL OUT AND HAND YOUR FORM IN

4. COMPLETE YOUR INFORMATION AND EMPLOYER CONTACT INFORMATION ON UNIFROG

5. HOW QUICKLY THE EMPLOYER COMPLETES THEIR SECTION (YOU MAY NEED TO CHASE THEM ON THIS)

6. HOW QUICKLY YOUR PARENTS/GUARDIANS SIGN THE CONSENT

7. ONCE ALL THESE STEPS HAVE BEEN COMPLETED SCHOOL WILL APPROVE IT STRAIGHT AWAY



There are a lot of students wanting work experience placements. The sooner you apply the better chance you have of finding a suitable placement!!



IF YOU HAVE ANY
QUESTIONS REGARDING
WORK EXPERIENCE
PLEASE SEE MRS TAYLOR
IN THE PERSONAL
DEVELOPMENT OFFICE –
ROOM 120 (OPPOSITE IT)

