



A First Class School  
Inspire • Support • Succeed

# Harper Green School

## Year 10 Work Experience 2018

### Information Booklet

Name: \_\_\_\_\_

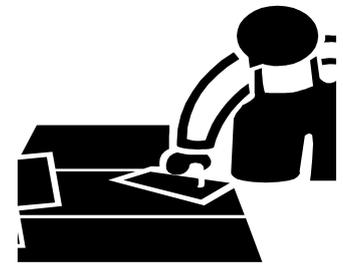
Form: \_\_\_\_\_

# Year 10 Work Experience



In Year 10 every pupil is provided with a relevant Work Experience placement. The placement will last for one week and provides our pupils with the opportunity

to experience a week in the workplace. This placement will give them the opportunity to fully appreciate the many differences between school and the world of work and will help them to gain an understanding of the various skills and qualities needed when embarking on their chosen career path.



You can arrange an appointment with Miss Lovatt to discuss our Work Experience

programme and to get some more information regarding the types of places we have on offer. We can, in some

instances, arrange for pupils to carry out their Work Experience in a family member/close friends workplace.



These 'self placements' are subject to the necessary insurance restrictions and are dependant on a satisfactory Health & Safety assesement being

carried out by Tailored Education, our Work Experience partner.

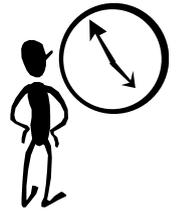
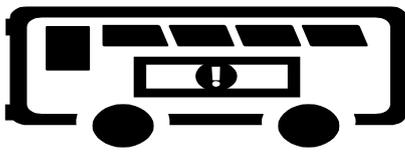


# Work Experience...what's in it for me??

Pupils can get a great deal out of their week at work.



You will get a greater understanding of teamwork, deadlines, working to a new set of rules, using your own initiative and you will also feel more independent with an increased sense of responsibility for yourself.



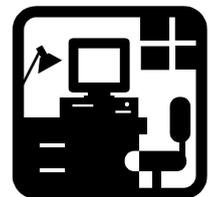
Even the smaller details like getting there on time, catching different buses, remembering your lunch and being away from home for a longer working day will all contribute to giving you a real understanding of how much different the world of work is compared to a school day.



The most successful work experience pupils are those that turn up and are willing, eager and happy to give anything a try.



It can be daunting turning up somewhere new and working alongside people you don't know but the majority of the placements will be used to work experience students and will be happy to look after you during your week with them and will show you how you can get the most from your week there.

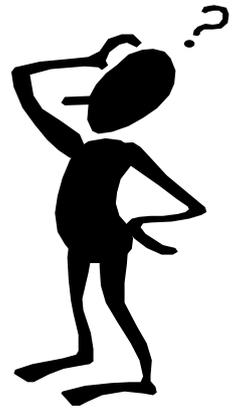


**You will not be asked to do anything that the employees that work there don't have to do as part of their working day.**



## The week itself....support, visits, what to do if things don't seem right....

Placements are visited by a member of staff during the course of the week. I ring ALL placements once a week to ensure all is as it should be.



You will be given a number to ring if you feel there is a problem you cannot sort out on your own. All problems or concerns can usually be sorted out quite easily but only if you let either myself or the employer know. ..Not turning up is not a solution and will only result in the cancellation of your time at the placement.



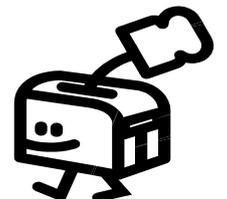
The best way to prepare for work experience is to research the company and contact them or me to ask any questions you may have. This way you are fully prepared for the start of the week and more likely to have a successful and enjoyable week at the same time as gaining some useful experience and learning new skills that you can take forward and use in your working life.



During your work experience week you could work a longer day than you usually do at school and possibly be on your feet for longer or undertaking more physical,



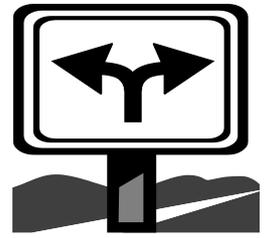
energetic duties than you may be used to...so, try and go to bed a bit earlier so you are refreshed and ready to start the day...make sure you have everything



ready for the morning the night before so you are not rushing about...have something to eat before you set off for work....set off in good time for your journey into work.....

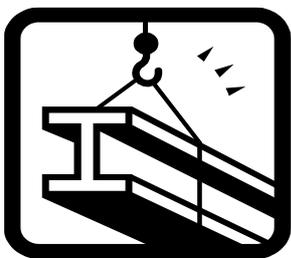
**Getting a good start to the day, everyday, is vital in helping you get the most out of your week at work.**

# Work Experience...choosing where to go...things to remember...



If you have an idea of a career path getting some experience of your chosen field can help you decide if it's really the best career choice for you.

Sometimes placements aren't always available in your chosen area. There may be a large demand for the kind of place you are looking for or an age limit on work experience students set by



some areas of work for example the Fire Service and the Police. There could be no businesses in the local area in the career area you choose for

example a Zoo or an Airport or it may be that it is considered a 'high risk' placement and therefore impossible to get the necessary insurance.

It's worth keeping in mind though that work experience is a chance to compare a week at work to that of your usual school routine and if you approach the week with enthusiasm and an open mind then you will benefit and learn from the week even if it isn't your chosen career path.



## **Some Work Experience career areas to consider would be:**

Retail, Legal, Education, Finance, Animal Welfare, Sports, Motor Vehicle, Plumbing, The Arts, Construction, Engineering, Admin, Childcare, Medical, Social Care, Healthcare, Catering, Youth work, Music Industry, Photography, IT and Accountancy. **These are just a few of the areas we have placements available in. We have placements in many other career areas and will always try and find new placements to add to our option list.**

# Things to remember.....Summary....



Choose your 3 choices of career areas wisely.

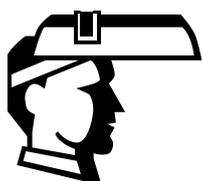


Consider travel time & costs. Is it on a bus route?

How long will it take you to travel to and from the placement?

Are there businesses/organisations related to your chosen placement in the local area?

Is there a lower age limit for work experience placements within that field? For example The Fire Service, Police Force, Armed Services and Nursing will not



accept school age students for work

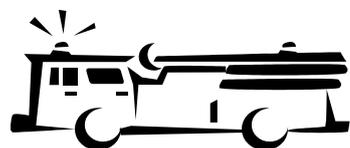
experience. Will you need protective clothing to carry out your work experience? Are you prepared to buy anything needed for the placement you have

requested?

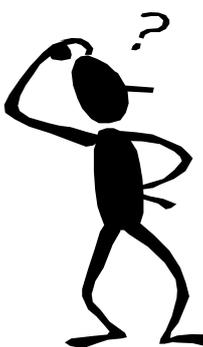
## Things to do before your work experience week begins....

Research the organisation you are placed at.

Contact the placement before you start to introduce yourself and let them know you will be visiting them to ask any questions you may have.



Spend time planning your travel arrangements there and back. Think about bus times, how long the journey takes both there and back. If you have a practice journey please bear in mind that rush hour journeys will take much longer than if your practice journey is mid morning or early afternoon.



Find out exactly where your placement is. Some organisations have several branches as well as a Head Office...turning up at the correct location is always a good start!!

# Whilst on your work experience week



**Arrive on time.**

**Appropriately dressed.**

**With everything you need....**money, bus pass/fare, packed lunch etc.



Be realistic about the type of duties you will be given. Hair salons will not let you cut hair, but you may be asked to shampoo a client's hair. Retail organisations will not let you deal with money at the pay point but you may be asked to help wrap/bag purchases.

If there is a brew rota you will be expected to take your turn but if you are given brewing up as your only job then this isn't acceptable and as long as you handle it correctly it can be rectified very easily.



Turn up everyday eager to learn, keen to work and friendly and polite to other staff members and customers and you will have a great work experience week. The keener you are the more varied and interesting activities you'll be given to do.



**If things seem not to be going well.....what you should do...**

Speak to the person at the placement that is looking after you. Explain, politely, what it is that you're unhappy about.

**9 TIMES OUT OF 10 IT'S THAT EASY TO SORT.**



**If you're still unhappy then speak to your parents/carers and ask them to ring me, Miss Lovatt—Work Ex Coordinator on 01204 572941 ext 348 between 8.30am-4.00pm.**

# Work Experience Timeline



**Sept**—Pupils & parents are introduced to our work experience programme at the Year 10 & 11 **Advice & Guidance Evening on Thursday 21st September**

and can have a chat with our Health & Safety Work Ex partners to discuss placements and choices.

**Sept**—Year 10 Work Experience Introduction Assembly.

**Sept-Nov**—Pupils return their completed Work Experience Choice sheets.

**Sept onwards**—Miss Lovatt secures placement opportunities using pupil choice sheets. She matches students up with relevant placements. Any pupils that request work experience in areas we currently do not have any places in will be contacted by Miss Lovatt and other options discussed. Health & Safety visits and insurance checks will be carried out by Tailored Education on all placements. We will only place pupils in placements that have the necessary H&S/Insurance in place.

**April**—Pupils are informed of their placements. Any problems/issues that pupils may have with their allocated placement can be addressed. Placement details are sent home to parents with a medical consent letter. Please ensure that, bearing the specific placement in mind, you inform us of any medical/health concerns that may affect your child at their placement.

**April**—Placements are informed of the pupil(s) they will have working with them.

**April**—Once pupil, parents and employers have confirmed information is then sent home giving details of what your child needs to do prior to their placement starting.

**May/June**— Work placement phone calls/visits.

**June** - Work Experience Health & Safety Assembly

**July**—**Work Experience for Routes H & S begins on Monday 9th July 2018** and for **Route G on Mon 16th July 2018.**