



Work Experience

5TH DECEMBER – 9TH DECEMBER 2022

What is work experience?

- ▶ A one week placement with an employer
- ▶ Starts Monday 5th December and finishes Friday 9th December
- ▶ A 'real life' experience of working
- ▶ A chance to learn more about a job or industry

Why do work experience?

- ▶ Find out more about a job or industry
- ▶ Meet new people
- ▶ Build on existing skills and develop new ones
- ▶ Experience life as an employee
- ▶ Build confidence
- ▶ Gain experience for your CV, part time job and apprenticeship applications
- ▶ Use in your college personal statement and applications

What do you need to do?

Step 1

- ▶ Consider what type of placement you want.
- ▶ Think about the contacts you have through family and friends – who might be able to help you find a work experience placement?
- ▶ Think about businesses near home – could you make contact and ask if they have placements available?
- ▶ Speak to Mrs Livesey in the Careers Office for help if you are unsure

What do you need to do?

Step 2

- ▶ Take a letter and self placement form from your PSHE Tutor or Form Tutor

Letter – this will need to be signed by your Parent/Carer and returned to school so you can take part in work experience

Self Placement form – all sections need to be completed and returned to school (you will need information from your parent/carer and an employer to do this)

What do you need to do?

Step 3

- ▶ Return all letters to the CAREERS OFFICE before Friday 18th November 2022
- ▶ A company called MPloy will then check your self placement form and may contact the employer. This is to make sure your placement is suitable and safe
- ▶ You'll receive a job description for your placement with more details about what you will be doing including the days you'll be working and the times you'll be expected to start and finish

What do you need to do?

Step 4

- ▶ Get ready!
- ▶ Make sure you know key things like....
 - where you'll be going, how you'll get there and what time to be there
- ▶ If you're not sure ask

Checklist

- ▶ Parent/carer consent letter signed and returned to school by Friday 18th November 2022
- ▶ Self placement form completed and returned to school by Friday 18th November 2022