



### **WORK EXPERIENCE AIMS**

In order to maximise the outcomes of work experience, it is important to be clear about what you want the learning outcomes for students to be. The learning outcomes fall into three main categories:

- 1. Generic skills:** experiencing work, including following working routines, working with adults, undertaking new tasks, developing confidence. You may also wish to use the placements to focus on, for example, improving motivation by highlighting the links between learning in school and working life, or on raising awareness of opportunities in work or learning.
- 2. Understanding and developing employability skills.**
- 3. Learning outcomes related to subjects.** These are particularly relevant for students on vocational courses and are more often a feature of placements for post-16 learners.

### **STUDENT CHECK LIST – WORK EXPERIENCE**

**The date for work experience is 10-14 July 2017:**

- 1. Ask your parents to read the information letter on the front of the pack so that they are aware of what you need to do and how they can help you.**
- 2. Make sure that you read through the pack to ensure that you know what the procedure is and when the deadlines are.**
- 3. Research places of interest.**
- 4. Write application letters (school will help with this).**
- 5. Keep a record of where you have applied.**
- 6. If you have not received a reply after a couple of weeks, telephone to check that your application letter has been received and politely ask if they have had chance to consider it.**
- 7. When you have received an offer you wish to accept, complete a work experience form (available from Mrs Speed) and return to school.**
- 8. If you are lucky enough to be offered more than one placement, make sure you decline any you are not going to accept to enable other students to access them.**
- 9. When you receive your job description, risk assessment, consent forms envelope, make sure all relevant forms are completed and returned to Mrs Speed ASAP. Your place will not be confirmed in writing by school until this is received and you could lose it if time passes and they think you are not really interested!**

**10.** Do not wait until the last minute in the hope that it will sort itself. The longer you leave it, the more chance there is that companies will already have made offers to other students and deadlines will be missed.

**11.** If you are not sure what to do at any time, please ask Mr Feeney or Mrs Speed ASAP.

**Remember:**

- You cannot go to a placement that has not been authorised;
- A placement will not be authorised after the deadline has passed;
- You cannot go another week due to exam/coursework time constraints;
- If you do not secure a placement, you should attend school as normal.

**YOU WILL NOT BE PERMITTED TO PARTICIPATE IN YOUR WORK EXPERIENCE IF IT HAS NOT BEEN AUTHORISED AND SCHOOL ARE NOT IN RECEIPT OF YOUR SIGNED CONSENT FORMS**