

Work Experience

8th – 12th July 2019

What do we want you to
gain from the week?

We would like you to develop skills such as

- Getting to work on time
- Making your own lunch arrangements
- Working with adults
- Working as part of a team
- Arranging your own transport
- Working with computers
- Working with maths
- Developing confidence

You have almost certainly got many of these skills – and others – already.

The week should give you the opportunity to develop further.

WHAT ARE YOU GOING
TO LEARN ABOUT THE
WORLD OF WORK?

WORK

- It's not always exciting
- You are treated like an adult
- You have to do as you are asked
- You will not be given homework
- It can be tiring
- You may well work longer hours than in school
- You have to follow the dress code specified by your employer.

Preparation

- During Tutor Time in morning registration, you will complete the first side of the yellow card. This asks you to list the skills you hope to develop.
- The second side will be completed during Wider Curriculum Week after Work Experience
- We will add the comments of the teachers who phone or visit you placement.

Preparation

- Everyone who is placed locally should have a visit from a member of staff.
- Those of you who have placements further away should receive a phone call to ensure that all is going well.

What you need to do next!

- This week or next, you should receive details of your placement together with a letter to take home.
- Please ask parents to read the letter and do so yourself to check your next steps.

Next steps

- You **MUST** contact your employer and have been given a phone number.
- This is especially important if the placement is one found by school.
- The exceptions are those going to the Army.
- If you have already had an interview, it would still be sensible to phone to check.

Next steps

- Please ask for help to make contact if you need it.
- Your tutor, student manager or I will help if necessary.
- Don't leave it until the Friday before Work Experience begins!

Information to check

- What time do I start and finish?
- What do I do for lunch?
- What time is my lunch break?
- What should I wear?

ENJOY THE OPPORTUNITY
and
GOOD LUCK!

