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Welcome

Year 10 Work Experience Virtual Information Evening 21st April 2021



Please note this meeting is being recorded to be shared with those who cannot attend





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Introductions

Mark Holding – Assistant Principal
Lorraine Sparrow – Careers Support
David Hoskins - YCH





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Etiquette

Please remain muted, there will be several opportunities for questions.





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Aims Of This Evening

1. To explain why we do work experience
2. To explain how to arrange a placement (and key dates)
3. To provide other key information relating to your work experience placement





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Why Do Work Experience?

1. To provide an experience of the **real world of work**
2. To help students understand and **develop the key skills and personal qualities** which are sought by employers
3. To help students make informed decisions about their **future careers**
4. To ensure that our students are **well prepared** for the adult working environment
5. To help students understand the **relevance of school** to future work and learning
6. To improve the **employability** of the students
7. To develop **maturity and self confidence**





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Key Learning Outcomes

Students will be/have been presented with many learning opportunities their placement.

Students will be able to:

1. Identify, understand, develop and assess the **key skills and attitudes** they need to survive and thrive in the world of work
2. Identify **differences between school and the world of work**
3. Identify and understand the importance of **Health and Safety issues**
4. Improve their **interview technique**



Statistics – CV & Interview

During Careers Week 2021, Year 10 received a CV workshop & Interview Skills session

64% of Year 10 students found the CV workshop useful

Of the 36% that did not, **71%** still have a completed CV

72% found the virtual interview useful



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Feedback – CV & Interview

'It was really useful because they explained how we would actually write a CV and what it is used for'

'It was good and informative'

'I thought my interviewer was nice and that she explained what I did right and wrong very clearly and how I could improve.'

'The person who I was interviewed by was very understanding and gave me a lot of answers and the truth behind job interviews that made me less nervous'

'I really enjoyed it, and found it very useful'





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Feedback – CV & Interview

'Extra time for finishing it'

'Make the actual interview easier to access'

'Longer interviews and in person instead of on teams'

'It should give more examples of a good cv'

'Make sure that they join the call'





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Work Experience Arrangements

Due to current restrictions, we are offering three options:

1. YCH has limited 'face-to-face' placements available in businesses*
2. You may find a private work experience placement
3. Your child will participate in an in-school virtual work experience and employability week, with elements of raising achievement (lesson catch-up)





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Private Placements

The range of YCH placements is limited for students. Hence we are encouraging all students to look for appropriate private placements. This is the best way to ensure a placement is relevant to your personal interests and ambitions.

Securing A Private Placement

- Complete the Parent/Carer's Consent and Medical Form - **Friday 28th May 2021**
- Collect a Private Placement Form from Student Reception
- Research and make contact with your prospective employer
- Complete the Private Placement Form (student and employer) and return to Student Reception – asap, at the latest **11th June 2021**
- YCH carry out Health and Safety checks, in order to confirm the suitability of the placement
- Placement confirmed





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Private Placements

Contacting employers

- All students have had the previously mentioned CV Workshop & Interview Skills session
- We encourage all students with placements to contact their work experience provider, in advance, by telephone or email and for them to send their CV





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Private Placements

What is **not** acceptable?

- One person businesses
- Based in or operating from private homes
- Mobile worker with no fixed base
- Certain high risk activities (e.g. operating dangerous machinery)
- Inadequate insurance and health, safety and welfare arrangements





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School / YCH Placements

- Complete the Parent/Carer's Consent and Medical Form - **Friday 28th May 2021**
- **Please note that there is no guarantee that students will be allocated a YCH placement**
- Students will be advised of their allocated placement during w/b **7th June 2021**, and will be advised of special information regarding that placement





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School / YCH Placements

Cost

- School/YC arranged placements:
FREE (100% school funded)
- Private placement (in county area):
FREE (100% school funded)
- Private placement (out of county area): £45.00





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FAQs





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FAQs

Payment / Journey / Food

- Students **are not allowed to receive any wages** whilst on work Experience although employers can offer assistance with lunches and fares if they so wish.
- Students are expected to **make their own way to and from the placement.** Parents are responsible for the travelling expenses and the provision or cost of meals.
- Note that students receiving Free School Meals can collect a packed lunch each morning if they wish (please inform in advance)





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FAQs

Health Issues

- It is important that the school and employers are aware of any health or medical issues, which may affect the student during their placement.
- The Parental Consent Form must be completed and returned to Student Reception ASAP





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FAQs

Working Hours

Students will be expected to fit in with the general hours of work at their placement as indicated on the placement sheet, not the school day





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FAQs

Punctuality/Absence

- Students are expected to **attend for the whole period** and to arrive punctually each day for work.
- If a student is ill or unable to attend the placement for any reason the school and **the employer must be contacted by 8.00am on that day.**
- A letter of confirmation from parents to confirm the absence must be supplied when the student returns to school. If a student does not attend their placement it will be recorded as unauthorised absence or truancy





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FAQs

Behaviour and Presentation

- We expect the **very highest standard of behaviour** from students at all times during their placement.
- Students are expected to **dress appropriately** for the environment in which they are working. Information about dress code or special clothing will be included in the details provided by the employer on the placement sheet.





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Dos & Don'ts

Do

- Make the most of this experience, you do not know where it will lead
- Keep a record of your achievements so that you leave with a list of the transferable skills you have gained.
- Take every opportunity to expand your role; the more tasks you can try your hand at the better.
- Complete every task, however small, to the best of your ability. If people see you are hardworking they are likely to give you more responsibility.





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Dos & Don'ts

Don't

- Expect the organisation you are going to work for to treat you as a child. You're in an adult environment and need to be respectful of your temporary colleagues.
- Pick a placement without doing your research. If you turn up without knowing anything about the company or the role you won't get the most from the experience.





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Careers Research Tools

[Careers advice - job profiles, information and resources | National Careers Service](#)

National Careers Service provide information, advice and guidance to help you make decisions on learning, training and work.

[Careers helpline for teenagers - GOV.UK \(www.gov.uk\)](#)

Department for Education Careers Helpline for Teenagers

[Career Ideas And Options For Students | UCAS](#)

Find career ideas with UCAS by exploring different jobs, taking our career quiz, or looking at volunteering, apprenticeships, or starting your own business.





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Careers Research Tools

[The Careers & Enterprise Company \(careersandenterprise.co.uk\)](https://careersandenterprise.co.uk)

Careers and Enterprise - Inspiring and preparing young people for the fast-changing world of work

[Jobs and careers \(ychservicesforyoungpeople.org\)](https://ychservicesforyoungpeople.org)

Information and advice on careers, learning, jobs and opportunities for young people in Hertfordshire

[Careers websites and resources for students - C&K Careers Online](#)

- [Career Planner | What job should I do? | Prospects.ac.uk](#)
- [Buzz quiz – icould](#) Start thinking about your career and discover your personality type





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Contact Us

If you need contact us with regards to Work Experience please email or telephone.

Tel: 01992 424200

Email: careers@goffs.herts.sch.uk

Student Reception staff are available at break and lunch times for your child to pop in and ask questions or to collect private placement forms.





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Thank you & Questions

