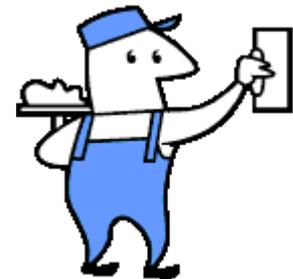


# Welcome



## Year 10 Work Experience Information Evening 12<sup>th</sup> December 2017



# Introductions

**Mark Ellis – Vice Principal**  
**[mel@goffs.herts.sch.uk](mailto:mel@goffs.herts.sch.uk)**

**Maria Thornton – Work Experience Lead**  
**[mth@goffs.herts.sch.uk](mailto:mth@goffs.herts.sch.uk)**

# Aims and Objectives

# The Aims of Work Experience

- To provide an experience of the real world of work
- To help pupils understand and develop the key skills and personal qualities which are sought by employers in a work environment
- To ensure that our students are well prepared for the adult working environment
- To help students understand the relevance of school to future work and learning
- To improve the employability of the students
- To help students make informed decisions about their future careers
- To develop maturity and self confidence

# The Key Learning Outcomes:

Students will be presented with many learning opportunities throughout their placement.

Students will be able to:

- Identify, understand, develop and assess the key skills and attitudes they need to survive and thrive in the world of work
- Identify differences between school and the world of work
- Identify and understand the importance of Health and Safety issues
- Write a letter of application
- Improve their interview technique
- Understand the concept of Equal Opportunities

# Private or School Placement?

# Private Placements

The variety of placements is likely be limited for students. Hence we are **encouraging all students to look for appropriate private placements.**

- Those interested in finding a private placement will need to get a **Youth Connexions private placement form**. This will need to be completed by you and the employer including details of their public liability insurance (*Insurance Company and policy number*). These can only be collected once a parent consent form has been handed to Maria Thornton.
- Once this is returned to the school (as soon as possible) we forward it to Youth Connexions for Health and Safety checks to be carried out.
- Assuming there are no Health & Safety issues then the pupil is committed to taking up this placement.
- If Health & Safety fails we will place the pupil with one of the Youth Connexions placements.

# 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

# Writing letters of application

- Please refer to the 'Guide to Writing Letters for Work Experience'
- We will be working on this during the Curriculum Enrichment Day on 21<sup>st</sup> February 2018

# THE COST

- Youth Connexions arranged placements: **FREE** (100% school funded)
- Private (in county placement): **FREE** (100% school funded)
- Private (out of county) placement: **£35.00**
  
- Two different placements: one will cost **£35.00**
- (if both are out of county cost would be **£105** for both)
- (if one is in county and one out of county cost would be **£70.00**)
  
- Late return of **any** private placement: **£85.00**



# FAQs

# Payment

- 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.

# 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 enclosed Medical Consent Form must be completed and returned to Ms Thornton by 18<sup>th</sup> December 2017.

# 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.

# 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.

# Behaviour

- We expect the very highest standard of behaviour from students at all times during their placement.

# Dress code

- 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.

# Dos/Don'ts

Respect • Confidence • Achievement



- **Do...**
- 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'll give you more responsibility.
- **Don't:**
- Expect the organisation you're 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.

# KEY DATES

DATE	
<b>12<sup>th</sup> December 2017</b>	Work Experience Parent Information Evening
<b>18<sup>th</sup> December 2017</b>	Parent Consent Forms to be returned by this date
<b>21<sup>st</sup> February 2018</b>	Curriculum Enrichment Day – Careers Based (interviews/CV writing/Careers Fair)
<b>16<sup>th</sup> April 2018</b>	<b>Deadline</b> for Private Placement Forms to be returned
<b>w/c 30<sup>th</sup> April 2018</b>	Distribute student choice forms in Assembly
<b>w/c 11<sup>th</sup> May 2018</b>	Placement allocation to be notified in Assembly
<b>w/c 21<sup>st</sup> – 1<sup>st</sup> June 2018</b>	Contact to be made with Employers to arrange an interview or visit – <b>Very Important this is done</b>
<b>2<sup>nd</sup> July – 13<sup>th</sup> July 2018</b>	Students attending their work experience placement

# Making the most of the experience

- Throughout the year students undertake a planned programme of study to prepare fully for their work experience placement. On 21<sup>st</sup> February 2018 a **Careers Curriculum Enrichment Day** will be taking place, which will help with working on interview skills, CV writing, letter of application and work experience preparation; all of which will be needed for work experience.
- During the placement, students will be expected to complete a **Work Experience diary**, recording their learning experiences.
- On their return to school, students will undergo a **full debrief** of the weeks, sharing their experiences with others and evaluating the learning outcomes.

# ANY QUESTIONS

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

Tel: 01992 424200

Email: [mth@goffs.herts.sch.uk](mailto:mth@goffs.herts.sch.uk)

Maria Thornton is also available at Student Reception at break and lunch times for your child to pop in and ask questions or to collect private placement forms