

# YEAR 10



MONDAY 30<sup>th</sup> June – Friday 11<sup>th</sup> July



# Why do Work Experience?

- It fosters a positive 'can-do' attitude, crucial to success in any area of life
- It helps students see their own strengths and areas for development
- It builds confidence in handling new situations
- It teaches new skills, like working within a team
- It really builds resilience!
- **It can be a fun, enriching and – quite possibly! – future-enhancing experience**



*Work Experience placements are a good way for young people to gain an insight into working life and an insight into the types of roles typically available. They also give you some great experiences which you can then talk about in future applications and interviews.*

**AIRBUS**



*Employers look for work experience when it comes to applying for jobs; having as much relevant work experience to the area you hope to enter makes you a better candidate for us.*

# Work Experience & Skills Development

- Self-management skills
  - Team Skills
  - Resilience
- Awareness of others
- Problem Solving skills
- Application of Literacy, Numeracy and IT Skills
  - Role-specific skills, eg customer service



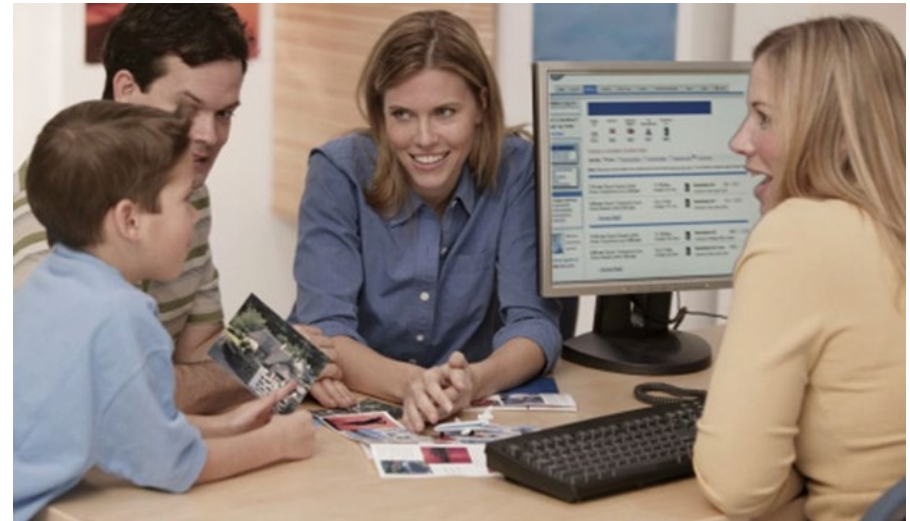


## In summary, WEX gives...

- an opportunity to 'try out' life in the real world
- motivation to do well in school
- a better understanding of what your child would like to do or - equally as important - what your child does not want to do in future
- develop 'employability skills' further

# Employers will expect students to:

- Be polite
- Think independently
- Try to problem solve
- Have a positive attitude
- Be happy to learn new things
- Work well in a team
- Take responsibility for themselves and their work





## Some comments from employers

- *Amazing, strongly encourage the student to apply for an apprenticeship next year with us!*
- *Very professional in her approach to work and completing jobs.*
- *XXXXXX has been offered a part time job.*
- *Would not hesitate to employ now if it were possible*
- *Working better than many of the casual staff that we have XXXXXX has a bright future ahead of them. I wish him well!*
- *Very quiet to start with, but now much more confident, great sense of humour and worked well with everyone, sorry to see her leave.*



# How to go about looking for a placement?

- **Family/ Friends** /Employer connections are a good source
- Take a **walk around your area** / local high street – pop in to local businesses
- Use the internet – google maps and **online business directories** – search for specific business near you or see all businesses in your area
- Encourage your child **to talk to their tutor**/Info Centre staff
- Use the **directory in the Info Centre** to see places that have accepted students previously
- Use the “**Top Tips** for finding a placement” help sheet
- Once you have found something you like, contact the employer and take the “Own Placement Form” to them





### OWN PLACEMENT FORM FOR WORK EXPERIENCE

SCHOOL: ADMIRAL LORD NELSON SCHOOL WORK EXPERIENCE DATES 4<sup>th</sup> July - 15<sup>th</sup> July 2022

STUDENT NAME: DATE OF BIRTH:

GENDER: M / F YEAR: TUTOR GROUP:

I agree to participate in the work experience scheme and confirm that I have read and understood the form. I will not disclose any information confidential to the employer, which I obtain during this period of work experience. I will obey all safety security and other instructions given by the employer.

Signed: \_\_\_\_\_

#### PARENTAL CONSENT

As parent/guardian of the learner I confirm that I have read the placement title and I am willing for him/her to participate in work experience with the employer for the agreed period of time. I also confirm that s/he is medically fit to undertake the placement, and s/he does not suffer from any medical condition which could result in unnecessary risk to his/her health and safety, and/or that of the other people (if in doubt please contact the teacher prior to signing this form).

I confirm that if he/she leaves the employer's premises during lunch break periods, no liability can be accepted by the employer or the School for any incident that may occur. Once on the placement, parents should discuss the arrangements for lunch and break periods with their child and make sure they are suitable for any incident that may occur.

Signed: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Please return this form to: Kelly Flood, ALNS, DUNDAS LANE, PORTSMOUTH, PO3 5XT

kfflood@alns.co.uk

### EMPLOYER DETAILS

COMPANY NAME:

CONTACT NAME

ADDRESS:

POSTCODE:

TELEPHONE NO:

MOBILE NO:

WEBSITE:

EMAIL:

TYPE OF WORK EXPERIENCE BEING OFFERED (Job Title / brief description of tasks)

DRESS CODE:

DAILY HOURS: From: To: Lunch: From: To:

Lunch Provided YES/NO Packed lunch/ Canteen

Is this placement exclusively with one member of staff? YES/NO

As a representative of the above employer I agree to the student named above working on my premises in accordance with the Letter of Understanding (see overleaf) and acknowledge my responsibilities under the Health and Safety Work Act. The student's age and inexperience will be taken into account when agreeing tasks, and I understand that the student must not undertake prohibited activities.

I also sign to confirm that:

- I HAVE EMPLOYERS AND PUBLIC LIABILITY INSURANCE
- I HAVE CHECKED THE STUDENT IS COVERED BY THIS INSURANCE
- I AM WILLING TO PRODUCE THIS CERTIFICATE FOR THE H&S VISITOR IF NECESSARY
- I WILL AGREE TO A HEALTH AND SAFETY CHECK IF NEEDED.

Policy Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_  
Signed: \_\_\_\_\_ Position: \_\_\_\_\_  
Name (Printed): \_\_\_\_\_ Date: \_\_\_\_\_

- May we contact you for possible future placements? Yes/No
- Would you be willing to support future career events in school? Yes/ No

# Things to consider!

- **Competition:** other schools are also looking for placements – make sure your enquiries are top notch!
- Employers such as BAE, McDonalds, Airbus require you to **apply online and early**.
- Certain career pathways or job sectors are **not easily available** to young people due to age / security / risks involved: construction, medical practice, legal and some others.
- **Be realistic** – be prepared for refusals / second or third choice of placement / high expectations
- **Early** application is key!
- Students should seize this chance of having a go at real life and **find a placement themselves**.

# What do students need to do and when?



1. Begin to contact employers from today.
2. Once a placement is confirmed, students take the 'Own Placement' form to employer to be completed.
3. The form must be completed by the person who has agreed to give your child a placement:
  - a summary of the type of work they will be required to do
  - Break / Lunch time arrangements
  - Dress code, etc
  - Insurance details!NB! The employer has primary responsibility for health and safety of the student.
4. Parent/Carers sign the form
5. Student returns the completed form to the Info Centre by the deadline – 28<sup>th</sup> Feb 2025

## REMEMBER...

All work experience placements will be valuable, it doesn't necessarily have to be their dream job or chosen career path.



# Over the coming months

- Use this opportunity to research local employers for potential placements
- CV writing – will be done in AF over February
- Looking at LMI (Labour Market Information) – Locally and Nationally
- Interview Skills and Techniques (February)
- Prep for Work Day – Interview with a local employer – CV used for this interview (April)
- Health & Safety in the Workplace (June)
- Expectations while on placement (June)
- WEX reflections (July)



# Parental involvement



- Your support with the whole process is vital
- You must consent to placements
- Please encourage your child to source their own placement and support them with phone calls/emails (but avoid doing it for them!)
- Reassure them that nerves and anxiety is completely normal when starting a new job
- Encourage them to keep going, even when things are tough
- Encourage them to be punctual and attend every day (unless they are genuinely ill)
- Talk to them about your own experiences of the work place (good and bad!)

- QU: I can't find a placement in the area of work that I am interested in?
  - Don't worry; all placements are valuable, encourage them to think about other options positively
- QU: I have found a placement, what do I do next?
  - Ask the Employer and Parent/Carer to complete the Placement Form and return it to school
- QU: I don't have any family contacts so where do I start?
  - Start with job area or location on search on google. Look in the directory in the Info Centre. Talk to your tutor!
- QU: Can I work with my Parent/Carer?
  - Yes, absolutely!
- QU: Can I split the placement across two employers?
  - Yes, this is fine. 1 week blocks work well
- QU: What can I do to support my child prior to the placement?
  - Make sure that they have the basic information from the employer e.g. start time, lunch arrangements, dress code etc.





[careers@alns.co.uk](mailto:careers@alns.co.uk)



ADMIRAL LORD  
NELSON SCHOOL

THANK YOU!  
Any questions?