

YEAR 10
WORK
EXPERIENCE
INFORMATION EVENING



Strong Work Ethic

Dependable

Positive Attitude

Self Motivated

TEAM ORIENTED

Organized

WORKS WELL UNDER PRESSURE

Effective Communicator

Flexible

Confident

Benefits:

- Insight into the world of work
- Raises awareness of careers and opportunities available later in life
- Supports development of Cultural Capital
- Develops independence and personal responsibility
- Develops ‘soft skills’ sought after by employers

TOP TIPS...

- Use this as opportunity to find out more about the job / career you are interested in.
- Get it sorted early.
- Aim high – don’t be put off seeking work experience in professions such as law, medicine, or dentistry **OR** the location. Why not in London? *(Help will always be given at Woodlands)*



VOGUE The Bathrooms That Deserve A Place On Your Instagram



Restaurant Ours

Another design haven is Restaurant Ours, where its bathroom steals the show. Palm trees that cover wall-to-ceiling and complementary baby pink tiles make a trip to the loo feel like you've been transported to Beverly Hills.

Pupil Testimonials:

“It was amazing! I was treated like an adult and very much part of the team, I even got to go to client lunches meetings in restaurants”

“I learnt so much about myself and my skills outside of a school, I feel so much more confident”

“I have made some great connections, they’ve asked me to keep in touch and have offered me work experience when I leave school”

Welcome

**Now is the time to start thinking about Work Experience for
Year 10**

Mr Powell, Careers Lead

Work Experience Information Evening

Thursday 30th September 2021



When is it?

Monday 4th July to Tuesday 19th July 2022

As parents and carers, what can you do to help your child get the best out of their work experience placement?



So where to start?

Start asking your family and friends if they could have your child work with them for two weeks in July 2022.

You can apply to go to any business and do any type of appropriate work as long as the organisation has:

- **Employee Liability Insurance**
- **Third Party Liability Insurance**

You will need to use the Own Placement Form, available tonight.



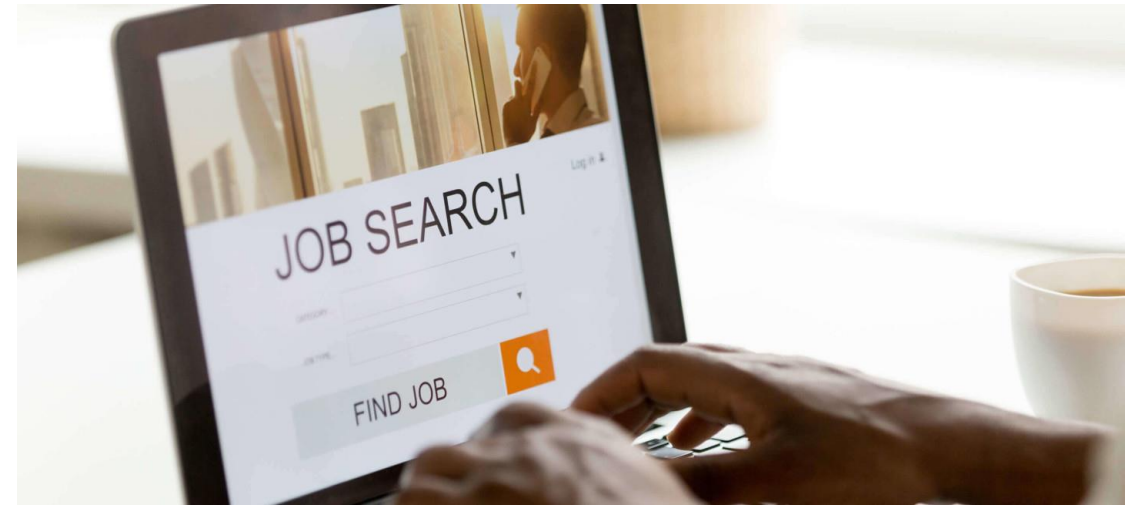
Start looking for a work experience placement now.

On our school website under Pupils → Work Experience, there is a list of local employers who are willing to host our pupils.

Look on the internet and see if there are local businesses/organisations that would accept work experience placements.

Use the internet to search for local businesses that you would be happy to work in, find out their contact details and send an email, write or phone them asking if they take work experience pupils, and if so, do they have a position available for you next year.

If they say they agree in principle, ask if you can send them a form or pop in for a visit to get the form filled in.



What steps can you take to find work experience?

Step 1 – If someone in your family works somewhere interesting, you can ask them if they'll contact their human resources department for you.

Step 2 – Ask neighbours and family friends if their work would consider you for a work placement.

Step 3 – If you already know of an organisation that interests you, do a web search for their contact details.

Step 4 – Find employers in your local area by looking on www.yell.com or www.thomsonlocal.com. Just type in your postcode and the kind of company you're looking for.

Step 5 – You can also check in a phone book such as Thomson Local or the Yellow Pages.

Step 6 – Read job adverts in the local newspaper to find employers in your area.

Step 7 – Think of companies you pass by when you are on your way to school or out shopping. Many students think of shops and local hairdressers as good placements, so there may be lots of you trying to go to the same place. Try to think of some different companies too.

Step 8 – Be willing to travel to other areas (especially **London**), as long as it's not too far or expensive to get there. This will give you more choice and open up other opportunities.

Things to Consider

- Parents/Carers: Discuss what sort of job you think pupils will be good at:
- You might be surprised what people who know you well think are your best qualities.
- Consider your strengths and weaknesses. Are you good at talking to adults outside of your family and school? Are you good at speaking on a telephone? Are you organised? Are you a team worker? Are you able to work unsupervised or do you need telling what to do?
- Do you enjoy certain activities more than others? Would you be happier in an office or out in the open? Are you very active, or do you prefer to work quietly? Are you happier with lots of people or working alone?
- Do you have a hobby, or do you belong to a club that you could work in?
- What do you want to do when you leave school? Is there a way you could try that for a week or so to see if it really does suits you?



Reassure your child

- Everyone is nervous about work experience, every year.
- They are NOT alone! Encourage them to talk to tutors, family and friends about what they are most worried about.
- It is quite normal to be really quite worried about going into the workplace for the first time. We all get a bit scared about new experiences. For most of Year 10, this will be the first time mixing with adults other than family.
- Remember that everyone at your workplace had a 'First Day' once – even if it was a long time ago. Even teachers had to do a 'First Day'.
- Tell them not be tempted just to apply to an old Junior or Infant school, because they feel comfortable there. Be brave and see what they're capable of.
- Try to get pupils to do all the phoning and paperwork, you will have to remind them! It is good practice for when they leave school and have to get a job. Even getting into college next year will require going to an interview.



Other things to consider

- **Make sure you double check where the placement is.**
- **If another pupil is going there too, parents might be happy to take turns driving you both there.**
- **Time the journey before the work placement starts so they'll be on time every day.**
- **You can make use of online services, such as Google Maps.**
- **Remember, sometimes a shorter journey may require more buses than a longer one, and you have to pay your own travelling expenses.**



What will they be able to do?

Be aware that as this is only work experience, pupils won't be allowed to do everything that the permanent staff do. Health and Safety, lack of training and experience and rules specific to that company may stop under 16's from taking part in certain tasks and activities.

- ✓ Most shops won't allow them to operate the cash register. Shop work will be stock-based.
- ✓ Building companies will limit what they can do and where they can work.
- ✓ Hair Salons will not allow them to cut hair!
- ✓ Working with animals may be messy.

The truth of the matter is that nobody starts out at the top of the company unless they started the company themselves. There is always tea to be made, sandwiches to collect, shredding to do, leaflets to deliver and pencils to be sharpened.

It's ONLY a problem if that's ALL they do.

Safety – Ensure the employer goes through it with you.



Employer Expectations

Smartly dressed or wearing appropriate clothing

- You need to dress appropriately for the type of job: shirt & tie, trousers or a blouse and skirt for an office, smart but comfortable for a nursery, comfortable shoes for a hair salon etc.
- The employer will tell them what to wear if not sure. They should provide any special clothes required.



On time

- Hours will be set by the employer.
- Check to see what they are and stick to them.
- Make sure that you know how long it will take to get there in rush hour traffic and that you return promptly from breaks and lunches.



Employer Expectations

Show Willing

As parents we might accept tutting and rolling eyes when you ask them to put the bins out, but your employer doesn't have to.

You're there to learn what it's like to earn a living, not to see how little you can get away with!

The employers are going above and beyond to support our pupils so it is important we return that favour by being helpful and having a positive attitude.



Show Interest

Ask relevant questions, politely and respectfully.

What is the point?

***I don't want to do Work Experience. What's the point?
Why should I?***

It's a great time to find out about yourself, what skills you have, and where you need to improve.

- **Get experience you can put on your CV and applications for apprenticeships, colleges, Sixth Forms and universities.**
- **Find out what work you love (and what you really DON'T love!)**
- **Opportunity to thrive in a new setting – talking to adults you don't know and completing tasks independently.**
- **Experience the real-world process of job hunting: doing research, contacting organisations, arranging your interview etc.**
- **Reflect on what sort of career you are aiming for.**

Benefits of pupils finding their own placements

Pupils have greater input in choosing their placements. The process helps develop key work-related skills through:

- Planning their journey
- Making decisions
- Evaluating the benefits v risk in making their choices
- Thinking about what they want to do in the future
- Organising their own paperwork
- Speaking on the phone and communicating with adults



Problems in the workplace?

Nerves and miscommunication can cause problems in the workplace. Pupils should refer to their job description for clarification of their duties, and should keep calm and polite.

Pupils are entitled to breaks, but should ask their supervisor for permission to have a break or to finish their shift. Refer to the job description for working hours.

Parent/carers...you may need to persuade pupils to keep trying. It can be hard work and very tiring. Don't give up!

School staff will contact you/visit you during the two weeks to see how you are doing.



Support from the School

Pupils will be helped through the process of choosing placements by their Tutor, Head of Year, Mr T Davies, the Careers Lead, Mr Powell, Assistant Head teacher Mrs Heseltine and Deputy Head teacher Mr Roberts.

We advise that parents call the place of work after the first day to check how things have gone and to ensure there are no problems.

Parents are more than welcome to call the school for advice.

The school will also contact the workplace at some point during the two weeks.



All Year 10 pupils do Work Experience

Encourage them to be brave, look for an interesting job that they will enjoy, and organise it as soon as you can so you get the best possible placement. The best jobs go to the people who choose first.

Get them to speak to older brothers and sisters, friends and ex pupils that have done work experience in the past, you will find majority of them really enjoyed it.

Next Steps

- ✓ **Discuss possible Work Experience opportunities.**
- ✓ **Start your research.**
- ✓ **Approach companies and organisations that may be able to offer you a Work Experience placement.**
- ✓ **Arrange a visit or phone call with potential employer.**
- ✓ **Complete Own Placement Form.**
- ✓ **Return completed Own Placement Form to school.**



Thank you for your attendance

Any Questions?

For general enquiries, and to return any Placement Forms BY THE END OF TERM, please contact Maureen Allen in the School Office, or via e-mail at : mal@woodlandsschool.essex.sch.uk

Further Support

Mr Powell, Careers Lead: jpo@woodlandsschool.essex.sch.uk

**Mrs Heseltine, Assistant Head teacher:
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Mr Roberts, Deputy Head Teacher: ero@woodlandsschool.essex.sch.uk