

Work Experience 15th – 19th July



Before you start your placement . . .

- Make sure all consent forms have been returned to school (check with parents/carers)
- Do you know where you are going – exact address
- How are you getting there – bus, lift, train, walking (check times, distance to work)
- What time do you start/finish
- Who will be your supervisor for the week – Name & contact information
- What do you need to wear – is there a dress/colour code
- Do you need to take a packed lunch or are they providing you with food ?
- Research the business so you have an idea of what's ahead

Whilst on placement

- Be Professional – you're going into a workplace, be on time, be polite
- **You must** take any essential medication with you; epi-pen, inhalers
- Professional discretion – what is said in the workplace stays in the workplace, do not post on social media or speak detrimentally about the business
- Sickness or lateness – Call the school initially and immediately afterwards the employer
- Speak to members of the work team, what job do they do, how did they get into their role. What school subjects would be relevant
- Mobile phones – Do not use whilst on placement keep in your bag or an allocated space/ locker
- You're a School Ambassador – representing Wellsway School

During the week

- A member of staff will be out to visit you or telephone your workplace to ask how you're getting on. They're all eager to hear about your week
- Wednesday – there will be an email with a link sent to you for an evaluation of the week so far
- Friday – an email will be sent to the employer for feedback on their experience of your placement.
- Monday 22nd July – you will all receive an email asking for your feedback on the week. Please fill it in
- **If you do not have a placement you need to attend school**

Objectives for work experience

- **Explore career opportunities** – talk to the people around you, does this job appeal to you, could this be a career option? Don't worry if it doesn't appeal, at least you know what you don't want to do and can start to look at other options
- **Identify** how your transferable knowledge & skills are being used; Maths, English, Science etc
- **Develop your personal skills;** communication, problem-solving, critical thinking, resilience

Enjoy the experience –

Don't forget to thank the employer at the end of the week - they are giving up their time to support you

Any further questions or queries

Find me in the Careers Hub

OR

Email – amillard@wellswayschool.com