

WORK
EXPERIENCE

AT
SOUTHMOOR
ACADEMY



Year 10 Work Experience *2021- 2022*

Preparation



Why do Work Experience?

- Gain insight into a career
 - Gives a purpose to your education showing the link between how education prepares you for the world of work
 - It can help you find a job
 - It can help with your application to Sixth Form, College or University
 - You gain valuable skills for your development
 - Adds value to your CV
 - To gain a positive reference from an employer
 - Building up contacts
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Take work experience seriously

- All work experience is valuable, no matter in what field it is. Evidence of:
 - Positive attitude to work, being polite
 - **Flexibility and enthusiasm**
 - Initiative – ability to think for yourself in the workplace
 - **Reliability – turning up on time**
 - Communication skills – confident to talk to people, willing to ask for help and a good listener
 - **Team worker – gets on well with others**
 - Literacy, Numeracy & computer skills



Next steps

- Approximately 170 students are going out on Work Experience starting on Monday 13 June.
- **Majority of Health and Safety Checks have been completed – there are still more taking place this week and final paperwork being checked.**
- By the end of today, a list will be displayed outside the Careers Hub with the fully confirmed placements so far.
- **The list will be updated during the week so keep checking as more will be confirmed during the week.**
- Parents will receive information through Class Charts about placements with final details.



To do before Monday 13 June

- Phone or go in to see the employer before you start your work placement.
- Remind them that you will be arriving on Monday 13 June.
- Check:
 - How are you going to get there?
 - What time will you need to leave to get there on time?
 - Start times and finishing times
 - Who to report to on arrival
 - What to wear (specialist clothing?)
 - What happens at lunchtime
 - Do you need to bring anything with you?
- It is important to make the employer aware of:
 - Any medical needs that may affect your work placement



Work Experience Journal

- We are providing you with a work experience journal which we expect you to complete each day
- Complete the first two pages before Monday
- On the last page, there is a space for employers to provide a reference which you can use for future applications.



Important Information

- **For any reason you will be unable to attend your work placement on a particular day:**
 - **Parents to contact school as normal to report absence**
 - **You must contact employer to let them know by giving the reason**
- **If you ever feel at risk, please contact your parents and let school know immediately**



If you have not secured a work experience

- You will be in school **as normal** on Monday morning.
 - Only those with a work experience that has been fully checked and approved will be allowed out of school from Monday.
 - There will be a mixture of activities taking place during the week.
 - You will be in most of your normal lessons but there will be some extra careers-based activities taking place during the week.
 - More information will be given on Monday.
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