

The following report outlines a review of the “World of Work” programme for 2021/22.

The Work Experience (WEX) programme was launched in January 2022. This year we were unable to invite parents/carers in the hall for a formal launch evening due to Covid, but all information relating to the WEX programme was presented by our independent Careers Adviser, Sue Glover in a video presentation. The presentation outlined the year ahead, the procedures that were to be followed and then talked through the paperwork that would need completing. We feel by getting the parents/carers on board, they can see how much the school values work experience and the impact it can have on their children.

The presentation was made accessible through the Careers Portal in the [Work Experience](#) section within the School Website. This link and all other WEX information was sent home and shared with pupils through School Comms and Teams on a regular basis as well as through form tutors. Pupils were also encouraged to continue to look at alternative placements through the virtual WEX programme to ensure that pupils were still able to access WEX throughout the academic year, particularly during school holiday, and apply for a placement.

We used two main platforms for VWEX – Speakers for Schools and Springpod. Each of these platforms had a huge variety of virtual placements available. Pupils could register, search, and apply independently. This helped them gain experience of the job search process, applying and waiting to see if they were successful or not – this process also gave them an understanding of the process of applying for employment in the future.

In March this year all of Year 10 were taken off timetable as part of Interview Preparation Day. All pupils were supported by outside employers to understand the importance of applying for a job and to create their own CV based on a job profile they had chosen from our schools' own recruitment agency 'Going Places' which is, again, accessed through our career's portal. Within their English lessons they were taught how to write a covering letter based on the job profile they had chosen, their skills and qualities and their completed CV. This was very successful, and pupils produced some outstanding CVs and covering letters which were then emailed to employers ready for Mock Interview Day.

Prior to this, pupils were privileged to have an Interview Preparation workshop delivered by the Education Business Partnership (EBP), which gave pupils an insight into how to prepare themselves for interview, the importance of language and dress at an interview and how to be confident. Pupils also had a virtual presentation by our school Enterprise Adviser, Adam Macmillan-Scott, from Babcock International who delivered a talk on the importance of a good CV/Mock Interview techniques and how to present yourself in interview, highlighting what pupils had learnt through the EBP workshop.

In April pupils were given a Mock Interview. This year we were able to invite employers back into school. Our visiting employers, all of whom were used to conducting interviews, set themselves up in the hall in individual interview booths, so this was as close to a real-life job search and interview process as possible. Employers fed back on the way the pupils presented themselves, the quality of their paperwork and how they could improve themselves for future interviews. At the same time pupils were asked to evaluate themselves, they were asked what went well/not so well and a comparison between their evaluation and the employers was made. Feedback was positive all round.

### **Some personal feedback comments about pupils from the Employers:**

“Very enthusiastic about the job. Good communication skills, I would employ this young person as a Nursery assistant.”

“Friendly, confident and well presented. The job wasn’t important in this case, but what was important was the manner of this young man – open, honest and engaging. I would employ as he has the right mindset.”

“A delightful, engaging, impressive young man. If I was an employer, I would be absolutely offering him a job there and then! It was an absolute pleasure to meet and talk to \*\*\*. A real credit to the school – Congratulations. I wish you the very best for the future”

“A real delight to meet – smiley – well dressed and relaxed. Excellent eye contact and relaxed body language. He will be an outstanding interviewee 10/10.”

“I enjoyed our interview, once \*\*\* has completed his schooling I feel he should easily gain employment based on his performance today. I would have hired him had this been a real interview – 10/10.”

“Very good paperwork which showed that the pupil had done their research thoroughly.”

Work Experience Week June 27<sup>th</sup> – July 1<sup>st</sup> : A chance for our Year 10 pupils to gain experience in the workplace. Although pupils were tasked with finding a placement for one week at the end of June, pupils found that employers were still working from home or still unable to take pupils due to the knock-on effects of lockdown. However, half of our year 10 pupils managed to find a WEX placement and became employees for the week, learning about the world of work and how businesses run. The feedback from employers has been fantastic, showing that the preparation our pupils received prior to their placement, really helped them to understand what employers were looking for.

## **Some personal feedback comments about pupils from the Employers during their week of Work Experience:**

“\*\*\* is enthusiastic and a very good communicator. She completed every goal she was set. She is a quick learner, and it was a pleasure to have her in the office”

“I have been really impressed with \*\*\* initiative and flexibility this week. She has taken on a variety of tasks across EYFS & KS1. She has also been a great help at Sports Day. It has been a real pleasure to have her”

“We have really enjoyed having \*\*\*. She has a lovely way with the children and has helped in any way she can. Thank you!”

“\*\*\* has been a delight to have on the estate. He has worked in various departments. All staff have reported back informing me how well he works in a team. He listens and follows instruction being very polite. We all wish him well and have no doubt he will thrive at whatever he decides to do”

“\*\*\* has adapted well to a busy engineering workshop. He’s had experience on C.A.D systems, Inspection equipment including C.M.M., C.N.C machines. He followed company rules and H&S guidelines”

“\*\*\* showed a keen interest in learning and understanding in how we operate the Business. Time keeping was brilliant, cannot fault him! Very polite and well mannered! Positive attitude!”

“\*\*\* is not only a credit to his parents but also the school. There was nothing negative to report this week. Welcome here any time”

“\*\*\* is a real credit to your school. He works well and diligently and was a joy to have around”

For those pupils who stayed in school, Annette Holdsworth Employer Engagement Enterprise Coordinator for Wiltshire Council ran a two-day WEX workshop looking at Marketing and Apprenticeships. Pupils were given various team building exercises and challenges to complete relating to Apprenticeships Vs FE/HE which led to some interesting discussions. Pupils were also joined by various guest speakers who talked about Marketing and Apprenticeships. After the presentations, pupils were tasked to work in small teams to create a Campaign Design to promote Apprenticeships. Having listened to the presentations, pupils were definitely influenced by what had been talked about and these were incorporated into their own new ideas for their campaign to promote apprenticeships. The two-day programme gave pupils an insight into the world of work.

## **Summary**

To conclude: This has been our first full year back in school since lockdown and it has been great to get guest speakers and employers back into school to work with our pupils to deliver face to face workshops and presentations. The World of Work programme has enabled pupils to gain experience first-hand through work experience by understanding the importance of applying for a job and having a real-life job interview. Pupils produced some outstanding CVs and covering letters and all pupils, no matter how nervous they were, took part in Mock Interview Day which was a credit to them all. By taking part in the World of Work programme and experiencing employer encounters, this has set them up for their future when they look to apply for a job. All pupils have learned valuable life skills going into Year 11 and before leaving school.