

# FEEDBACK FROM PREVIOUS WEX PLACEMENTS

## **Old Sarum Primary School**

She impressed the staff with her maturity and friendly character. She demonstrated excellent aptitude in every task we gave her. She asked sensible questions and showed willingness to learn and do her best at all times. It was a pleasure to host her work experience.

## **Giant Steps Nursery**

She has been an asset to the nursery during her work experience placement with us. Her professionalism and enthusiasm to be part of the team and learn, making the most of her time. Should nursery work continue to be her profession in the future, we would happily welcome her. She naturally works well with children and they enjoy her company. I would like to express what a credit she is to your school and hope we will have more of the same calibre of students in the future.

## **The Godolphin School**

She was a very good placement. Eager to learn, superb time keeping and a good standard.

## **ABC Networking Ltd**

We were all very impressed with him. He turned up early looking very smart. He was willing to undertake all tasks given to him – he appeared to be a fast learner and was accurate. He interacted well with staff at ABC and customers when he attended site visits. He came across as polite and confident. If the opportunity arises I will look to provide some summer work (paid). He is a credit to the school. He is very employable. A genuine young man.

## **Hayball Motorcycles Ltd**

He attended his first day with enthusiasm and interest. He undertook every task set and achieved his goal each time. He has fitted in really well with the team.



CAREERS SOLUTIONS  
WILTSHIRE LIMITED



Sue Glover

Independent Careers  
Consultant

St. Joseph's Catholic  
School

Mondays & Tuesdays



# The World of Work Programme 2023



# Our Programme

At St. Joseph's we are very proud of our World of Work Programme. Through the programme, pupils will:

- Learn how to develop themselves through careers, employability and enterprise education
- Learn about careers and the world of work
- Develop career management, employability and enterprise skills

During our World of Work programme, we want our pupils to really experience the process of what it's like to look for and apply for a job! We want them to be able to recognise their skills and qualities, and use research skills so that they are equipped today for the career choices of the future.



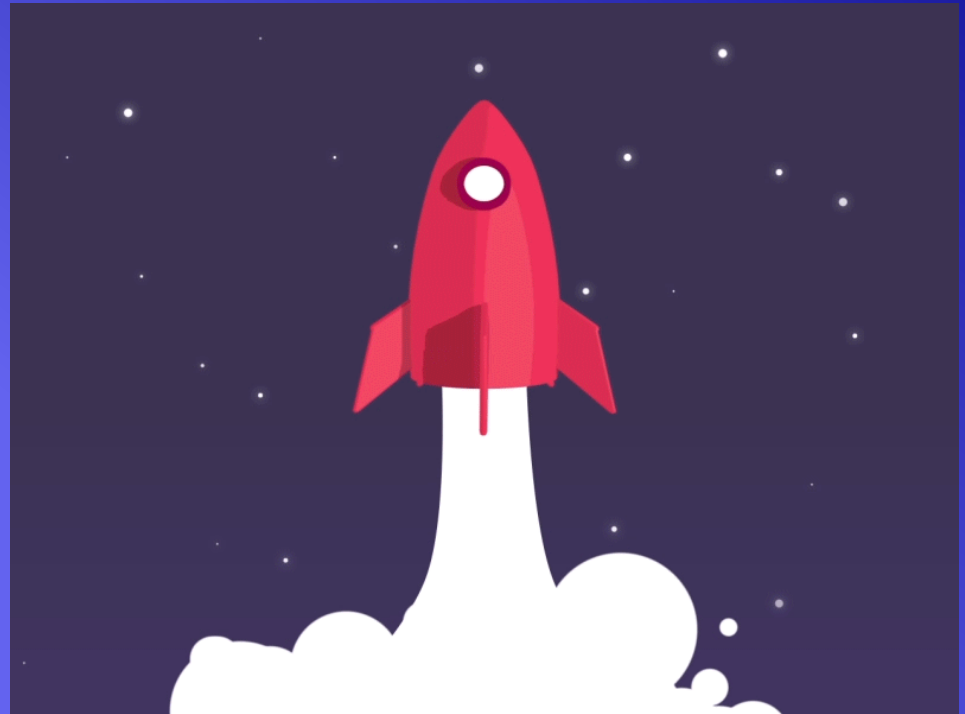
# This Presentation Covers...

- More about the World of Work programme
- The importance of Work Experience
- What to do next & the process of applying



# WEX LAUNCH – 13<sup>TH</sup> MARCH

- The WEX launch happens through PSHE lessons.
- Pupils will run through the process and what is involved in the World of Work programme, and how to apply for a placement.



# Interview Prep Talk – via PSHE

## 17th March 2023

An outside speaker will come in to talk to our pupils about:

- Effective communication
- How first impressions really count: what you wear, how to introduce yourself, how to use your voice to sound assertive
- Interview techniques

They will also introduce our pupils to the concept of how virtual interviews and how they are very much becoming the norm.

This will equip you with all the skills you need to really shine at interviews!

# FEBRUARY/MARCH 2023

## CHOOSE YOUR JOB!

Between now and Interview Prep Day on the 20th March, pupils will be tasked to choose a job profile through our very own company – Going Places! This will be in preparation for the CV Writing Workshop on 20th March.

There should be a good variety, but equally there may not be the exact job you are looking for! Life can be a bit like that when we are looking for employment. However, you will need to choose one of them and your CV, Covering Letter, and Interview will be based around this job description.

**Going Places Ltd.**





# Interview Preparation Day

## 20 March 2023

Then on 20th March, local employers will be coming into school to guide pupils through preparing their CVs. These need to be completed during the session. However they are handed in to us will be used for their interview with a local employer, reemphasising how much first impressions count and that the interviewer will be forming an opinion by the way the CV is presented.

Pupils will also complete a Letter of Application through their English lessons.



# Mock Interview Day

## 25 April 2023

On 25th April 2023, all pupils will have an interview with a local employer.

The interviewer will be given your completed CV and Covering Letter prior to your interview in whatever state you hand it in to us!

In previous years, pupils have really enjoyed this day. It can be really nerve-racking, but the pupils' feedback always tells us how much they enjoyed the experience. This is a great way to prepare for job and college interviews in the future.





# Mock Interview Day

## 25 April 2023

Remember, the interviewers are not there to catch you out. They will be marking your interview, how you come across, your ability to respond to questions, and your general manner. This will be fed back to the pupils, in written form, after the event.

Here are some photographs of previous mock interview days. Pupils can either attend in smart work clothes or in school uniform. There is no requirement to go out and buy an outfit!



# Virtual Work Experience

Pupils can also access virtual work experience via SpringPod and Speakers for Schools. Details are sent via School Comms, Form Tutors and via Teams. They are also promoted on the Careers Portal on our School website. If anyone is unsure, speak to the Careers Team and also visit our Careers Portal.

(Please note that virtual work experience must be completed in your own time!)

All of these opportunities can enhance applications to college, sixth form, for Saturday jobs, and applications to university in the future.





# Work Experience Week

## 26 June to 30 June, 2023

Work experience will then be delivered between 26th & 30th June, where we really encourage every pupil to go out and find a placement. It doesn't necessarily have to be within the sector they wish to work in as sometimes there can be restrictions around confidentiality, safeguarding, and age.

Work experience is exactly what it says on the tin! It is about the experience of being in the work place and understanding the importance of skills they can take, learn, and develop new ones!

We certainly notice how some pupils absolutely flourish and mature in their new environment.

# Why do work experience?

Work experience:

- gives insight into the skills needed for a particular job
- is an opportunity to test out a job to see if your child really likes it
- can broaden their knowledge of jobs they have never considered
- will increase their awareness of their own skills and strengths
- helps them understand how the subjects they study in school link to certain jobs
- gives insight into what the world of work is really like and employers' expectations
- can increase their motivation in school
- puts them in contact with potential employers
- can give them useful experience for the CV and provide references
- helps them appreciate the skills needed to succeed in a job

# Costs



- Basic Placement - £34  
(Catchment: Wiltshire/Gloucestershire/Somerset/Dorset/Devon/Cornwall)
- Out of Area – Additional Cost of £50 – see Careers Co-ordinator (This includes Hampshire)
- Payment for the placement must be made on-line or by cheque when returning your child's form
- Late submission of forms - £20

# HOW TO APPLY



- Work experience booklet – provides information, advice and guidance
- Pink form – this will need to be completed by the pupil, the parent/carer, and the employer providing the work experience placement



# Finding an Employer



- **Think about where you would like to go.** If you already have ideas, that's great! If you are stuck and need some help, please speak to Mrs Fenwick. We can signpost you to some useful websites that will help generate ideas.

# Finding an Employer



- **Be proactive!** We encourage you to contact businesses directly. Do some research! Look in the work experience booklet for more guidance on this. Parents/carers – by all means help and encourage but please do not do the work for them. Finding a job is hard and they will not learn if you do it all for them!

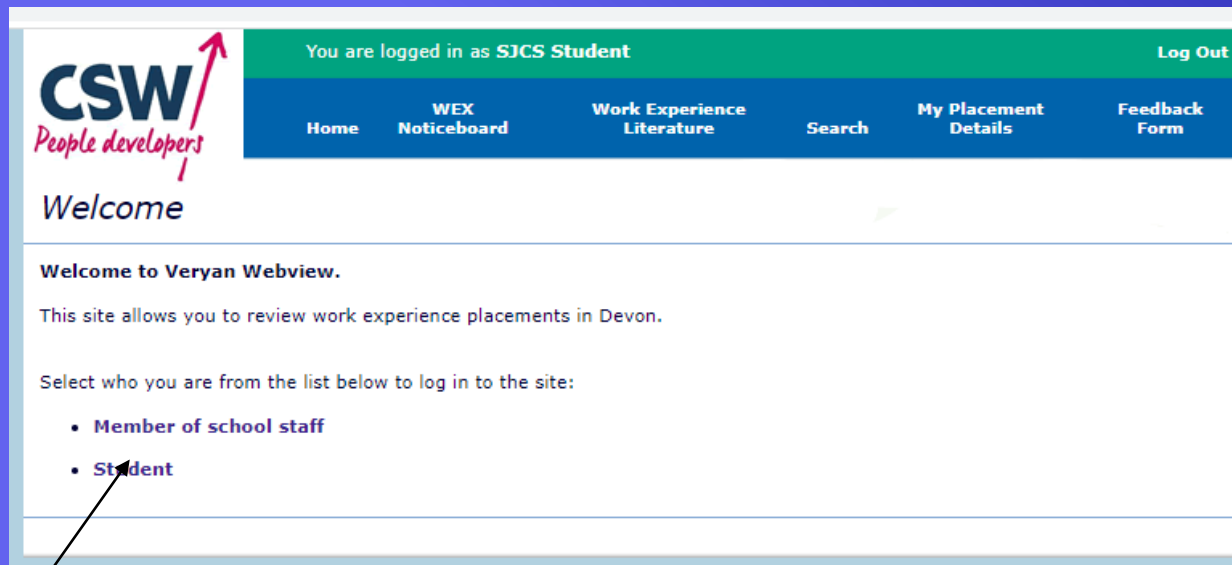
# Finding an Employer



- **Think outside the box!** For example, if you want to be a plumber, not all plumbers work independently – the NHS employ plumbers, Wiltshire Council employ electrical technicians, etc. Think a bit wider!

# Using the CSW Database

CSW are our WEX providers. They have a database where pupils can access employers who have supported WEX placements in the past. This information can be accessed by logging onto their website using the details in the WEX experience. **A guide to using the database can also be found in the WEX booklet.**



Click on Student



# Overview of how to search using the CSW database

The screenshot shows the CSW database search interface. At the top left is the CSW logo with the tagline 'People developers'. A red arrow points from the logo to the 'Search' button. The top navigation bar is green and contains the text 'You are logged in as SJCS Student' and a 'Log Out' link. Below this is a blue navigation bar with links: 'Home', 'WEX Noticeboard', 'Work Experience Literature', 'Search', 'My Placement Details', and 'Feedback Form'. The main search area has a header 'Search' and a prompt 'Please select from the options below, or enter the job number here:'. There are input fields for 'Company', 'Town/Area' (containing 'Salisbury'), 'Telephone', and 'Postcode(s)'. A grid of 24 job categories is displayed, each with a colored icon and a checkbox. A blue arrow points from the 'Salisbury' text to the 'Town/Area' input field. Another blue arrow points from the 'Legal and Political Services' checkbox to the 'Search' button. At the bottom left is a checkbox for 'Restrict search to Industrial Cadet places only'. At the bottom right are 'Search' and 'List' buttons. A blue arrow points from the 'Search' button to the 'Search' button.

**CSW**  
*People developers*

You are logged in as **SJCS Student** [Log Out](#)

[Home](#) [WEX Noticeboard](#) [Work Experience Literature](#) [Search](#) [My Placement Details](#) [Feedback Form](#)

## Search

Please select from the options below, or enter the job number here:

Company

Town/Area

Telephone

Postcode(s)  or

<input type="checkbox"/> Administration, Business and Office Work	<input type="checkbox"/> Financial Services	<input type="checkbox"/> Performance
<input type="checkbox"/> Building and Construction	<input type="checkbox"/> Healthcare	<input type="checkbox"/> Personnel and Administration
<input type="checkbox"/> Catering and Hospitality	<input type="checkbox"/> Languages, Information and Culture	<input type="checkbox"/> Retail Sales and Customer Services
<input type="checkbox"/> Computers and IT	<input type="checkbox"/> Legal and Political Services	<input type="checkbox"/> Science, Mathematics and Statistics
<input type="checkbox"/> Design, Arts and Crafts	<input type="checkbox"/> Leisure, Sport and Tourism	<input type="checkbox"/> Security and Armed Forces
<input type="checkbox"/> Education and Training	<input type="checkbox"/> Manufacturing and Production	<input type="checkbox"/> Social Work and Counselling Services
<input type="checkbox"/> Engineering	<input type="checkbox"/> Marketing and Advertising	<input type="checkbox"/> Transport and Logistics
<input type="checkbox"/> Environment, Plants and Animals	<input type="checkbox"/> Media, Print and Publishing	<input type="checkbox"/> ALL

Restrict search to Industrial Cadet places only ☐

Search by  
Company/Town/Area/Telephone or  
Postcode

Tick in the boxes of job areas you  
are interested in. You can tick  
several

Click on Search

## Opportunity List

Records 1 to 3 of 3

Organisation	Job Title	Town	Job No.	Details
Inspire Family Solicitors & Mediators Ltd	Office Assistant	SALISBURY	55428	<a href="#">View</a>
Richard Griffiths & Co	General Legal Assistant	SALISBURY	20222	<a href="#">View</a>
Royal School of Artillery BST	Gun Simulator Operator	SALISBURY	31247	<a href="#">View</a>

Records 1 to 3 of 3

**View the placement details and contact employer if interested**

### Job Description

[Printable version](#) | [Return to job list](#) | [New search](#) | [Add to selections](#)

Employer	<b>Richard Griffiths &amp; Co</b> SP1 2QD		
Job Title	<b>General Legal Assistant</b>		
Job Number	20222		
Classification	LAB - Barrister and advocate		
Business	Solicitors		
Aims	This will give an insight into a solicitors office.		
Activities Involved	Student will carry out general office/clerical duties, shadowing solicitors and maybe visiting local court for a suitable case.		
Other Information	Interested in pursuing a career in the legal profession. Minimal jewellery and no facial piercings. Students should note that strict confidentiality is required on this placement. Confidence, communication skills, honesty and tact. The student should be a team player and show initiative. Must be literate, numerate and able to follow instructions		
Hours	09:00-17:00 The number of hours worked by the student should not exceed 37 per week - (standard 7-8 hour day).		
Meals	Student to bring own packed Lunch or money . May leave premises during lunch break. Breaks to be discussed. 1 hour for lunch.		
Travel	Student to arrange own transport to and from the placement. Student is covered as a passenger in company vehicles.		
Clothing	It would be essential for the student to have a smart appearance. Smart clothing suitable for the office. No jeans or trainers. Sensible shoes. Long hair to be tied back. Minimal jewellery and make up.		
Interview	Yes, student to arrange		
Employer's Risk Assessment	Students will be given an induction on their first day that will include Health and Safety. At no time will the student be left alone on the premises. The number of hours worked by the student should not exceed 37 per week - (standard 7-8 hour day). Parents & students are reminded that under the Health & Safety at Work Act 1974, students are classed as employees and will be subject to Health & Safety regulations that legally requires them to take proper care of themselves and others. It is also an offence to misuse or interfere with anything provided in the interests of Health and Safety. Students must NOT enter areas designated as off limits or use/interfere with equipment also considered as off limits. Students are prohibited from some client meetings and have restricted access to computer files.  . HAZARDS: Slips, Trips and Falls. Manual Handling. Work with DSE. Moving vehicles. Electricity. Sharps/Blades. Cooking appliances. Building/Environment/Weather. Children/Members of public. Items stored at height . CONTROLS: Good housekeeping maintained. Sensible footwear to be worn . PROHIBITED ACTIVITIES: No working unsupervised . PROHIBITED AREAS: None . EQUIPMENT WHICH MAY BE USED BY STUDENT: PC/General office . SPECIFIC TRAINING/SUPERVISION REQUIREMENTS: On job training and full supervision		
Website	<a href="http://www.richardgriffithsandco.com">www.richardgriffithsandco.com</a>		
Address	86 Crane street SALISBURY SP1 2QD	Contact Tel. Email	Ms Rachael Griffiths 01722 329966 <a href="mailto:rachael@richardgriffithsandco.co.uk">rachael@richardgriffithsandco.co.uk</a>



Tel. 01722 329966  
Email. [clush@rg-law.co.uk](mailto:clush@rg-law.co.uk)

[Click here for a map](#)

A job description and the employer contact details can now be seen

# Found an employer... what now?

- The pink form needs to be completed by the pupil, parent/carer and the employer and returned to the school with payment.
- Pupil writes a letter to the Headteacher, outlining:
  - Attendance
  - Behaviour
  - Suitability
- A health and safety check will be conducted by CSW Enterprise.

# Labour Market Information

- Labour Market Information, or LMI for short, is vital for our pupils to understand the jobs market both locally and nationally. Our pupils access this information through their careers education lessons and Careerpivot, but they can also use Work Wiltshire for a more local level.

<https://workwiltshire.co.uk/wp-content/uploads/2019/09/Wiltshire-LMI.pdf>

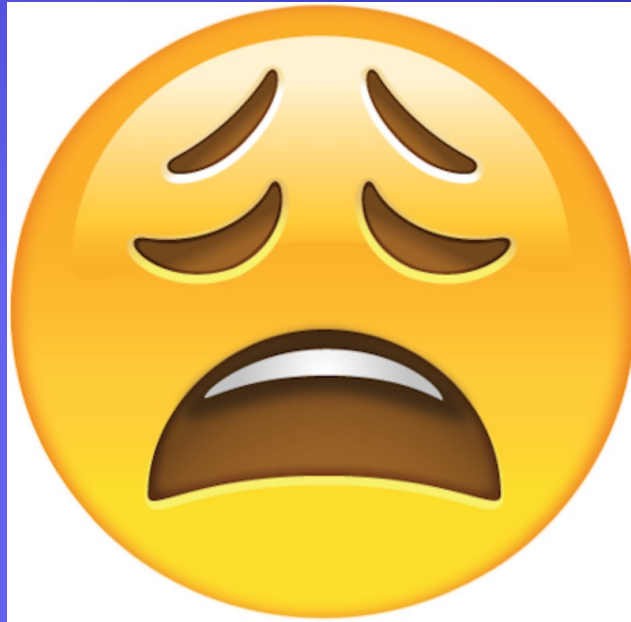
<https://www.careerpilot.org.uk>

<https://youtu.be/yjBPjEfGOeU>





# Trouble finding a placement?



Speak to Mrs. Fenwick!

# The Placement

- Summer term – pupils contact their placement
- Pupils keep a work experience diary to record skills they have learnt
- Staff visit or telephone placements
- Note: It's important for pupils re-establish contact with their placement as staff leave or forget!

# Reflection and Evaluation

- The skills they have learnt?
- What did they do/what was the role?
- The highlights/downside to the role?
- The effect on future plans?
- What were they good at/not so good at?
- How have they benefited from WEX?
- Are they likely to pursue it as a career?

# Timeline

- 13.03.23 WEX Launch through PSHE Lesson
- 17.03.23 Interview Preparation Presentation
- Now–March Choose your Job Vacancy
- 20.03.23 Interview Preparation Day
- 25.04.23 Mock Interview Day
- 13.04.23 **WEX Application deadline – Out of Area (this includes Andover)**
- 08.05.23 **WEX Application deadline – all remaining placements**
- 26–30 June '23 **WEX Week**



# You never know what might happen!

- A 15-year-old student from London was left in charge of Southern Rail's Twitter account when on work experience.
- He introduced himself in a tweet and within moments, Southern Rail's 161,000 followers were tweeting Eddie questions. (Probably a welcome change for the rail firm, which has faced months of criticism from customers for cancelled services and strike action.)
- I suspect he will go far... and have an amazing CV to impress future employers with!

# You never know what might happen!




# What if I don't find a placement?



If unable to find a placement in time, pupils will remain in school and catch up on lessons as normal.



# Any questions or feedback?



## YOUR FEEDBACK

We are proud of the careers programme that we run at St Joseph's. We are always interested in hearing ways in which we can improve or feedback about what we're doing well!

If you have any comments about our Careers programme and the information you or your child have received, please share your feedback using this form:

**Name \***

**Email \***

**Feedback/Comments \***

On our Careers Portal, there is an opportunity to give us feedback about this presentation or any other matters relating to our Careers programme.



# Contact details for Mrs Fenwick

- Email: [sfe@sjcs.org.uk](mailto:sfe@sjcs.org.uk)
- Tel: 01722 335380
- Or pupils can come and find her in the Benedict building in school.