



St Joseph's Catholic School

Year 10

“World Of Work”

Work Experience

26th June to 30th June 2023



WORK EXPERIENCE

Dear Pupil

Now is the time for you to decide about your Work Experience Placement (WEX). We would like you to think about your future career plan and decide how your work placement can support you to make that plan a reality.

At St Joseph's School we undertake one week of work experience in the summer of Year 10. This is a valuable exercise in terms of the reality of the progression from full time education into employment. You have the opportunity to participate in your chosen field of employment, this may be a career path you wish to follow, something you are interested in or simply the possibility of trying something new. It provides a valuable insight into the world of work, the structures involved and employability skills. It is an essential element to career planning, giving you the chance to try out an occupation in a real-life situation.

Many work experience providers have additional application processes; you will need to ensure that you follow this carefully as any mistakes could jeopardise your chance of being considered for a place. There are several other local schools on work experience during the summer, so you need to act quickly so as not to miss out.

You must only apply for one placement at a time; multiple applications will not be considered. If you are unsuccessful with your first choice, then there will be plenty of time to look for an alternative.

You will be given a WEX diary to complete and during your work experience week a member of the school staff will either visit or telephone you in your placement to check that all is well. The Logbook also has an employer section which they complete, this can then be kept as a record of skills learnt and as a testimonial from the employer.

Over the years work experience has proved to be a stimulus for past pupils to work hard to gain the appropriate skills and qualifications needed to realise their ambitions.

CHOOSING THE RIGHT EMPLOYER

For the majority of pupils, the choice of employer is entirely their own, but you should try to choose an employment area that you are interested in.

As a rule, the more interesting the placement the more you will get out of it. Try not to go with parents, as you can try this at any time. Try to avoid self-employed people as these will possibly need to have a DBS done, which can take time to clear. You are able to do a placement out of county but not out of the country as we will not be able to monitor health and safety. If you choose an option out of county your parents will be responsible for all transportation, accommodation arrangements and costs.

Employers/pupils/parents/carers must complete the work experience form and this must be passed to the Careers Coordinator for processing. As long your chosen employer meets the health and safety criteria you will be able to do your placement with them.

HOW DO WE KNOW THAT THE EMPLOYER IS SAFE?

All businesses and employers will receive a visit from CSW Enterprise before the placement is approved. The premises and health and safety schemes will be checked and insurances sighted (Employer and Public Liability). Child Protection areas are covered in the Approval and Consent form (pink form). An employer does not have the necessary insurances or meet CP criteria, the placement cannot proceed. This includes placements with parents and family. During the week of work experience, a member of the school team will visit or contact the student to ensure all is well.

WHAT DO I DO NEXT? HOW TO APPLY FOR THE PLACEMENT

- Collect a pink WEX form from the Careers Coordinator and take it to your work experience employer.
- The pupil needs to complete **Student Details** and sign the form.
- The employer needs to complete the section **Employer Details**
- **Parent/Carer** needs to authorise the placement by signing the form

- The form should then be **returned** either by the employer or the pupil to the Careers Coordinator at: St Joseph's Catholic School, Church Road, Laverstock, Salisbury SP1 1QY **by 13 Apr 23** for out of area placements **or 8 May 23** for placements within the CSW catchment area.
- **Payment of £34 must be paid on-line, or by cheque, to the school at time of applying for a placement. Please contact the Finance Office if you need support. No placement will be actioned until this is received. Late submission of the WEX form will incur an additional £20 fee**
- The pupil then needs to write a letter to the Head Teacher stating why they want to do work experience with that particular employer. This letter needs to be handed to Careers Coordinator. The Head teacher will authorise whether the pupil is entitled to go on their chosen placement.

AIMS OF THE WORK EXPERIENCE PROGRAMME

· Transitional

- Careers taster
- Understand the world of work
- Getting references or maybe a job

· Developmental

- Self-confidence – broaden horizons
- Maturity – personal and social development
- Motivation – make the curriculum relevant, raise aspirations

· Educational

- Deepen understanding of subject knowledge
- Develop skills for employability
- Follows the school's programme for careers education and guidance
- Qualifications – vocational courses, extended project

WHAT HELP IS AVAILABLE?

There will be a presentation evening to all Year 10 pupils and parents/carers. The presentation will include where to look for a placement, how to contact the employer and completion of the relevant legal paperwork.

Help does not stop there – the Careers Coordinator is available each day to help all pupils find a suitable placement should they require it. Pupils may also talk to form tutors and members of staff, who may be able to help with ideas. We will also have tutor periods dedicated to finding a placement.

WHEN SHOULD I START TO LOOK FOR MY PLACEMENT?

As soon as possible! It is vital that you start planning your work experience placement early as the majority of schools in Wiltshire have the same week planned.

Please note that some employers will also have closing dates for applications.

ADDITIONAL INFORMATION

For pupils' safety, placements are subject to a Health & Safety check and employers must have employer liability insurance. If for any reason the placement is deemed unsuitable by our work experience provider your child will not be able to go.

Work experience placements now incur a fee of £34 per placement which is payable at the time of handing in the placement 'pink' form. This should be paid on-line, or by cheque, direct to the school.

Placements will not be processed without payment. If however pupils secure placements out of area they could be subject to an additional "out of area" fee of £50 which will be invoiced by the school once the placement has been confirmed (see map). If a placement fails the H&S check by CSW Enterprise then a refund will be issued.

PUPILS WITH ADDITIONAL NEEDS

The work experience co-ordinator ensures that no one pupil is treated any less favourably than any other pupil. Steps are taken to provide placements where a student will not be disadvantaged and can gain a real experience, whilst taking into account their special requirements and needs.

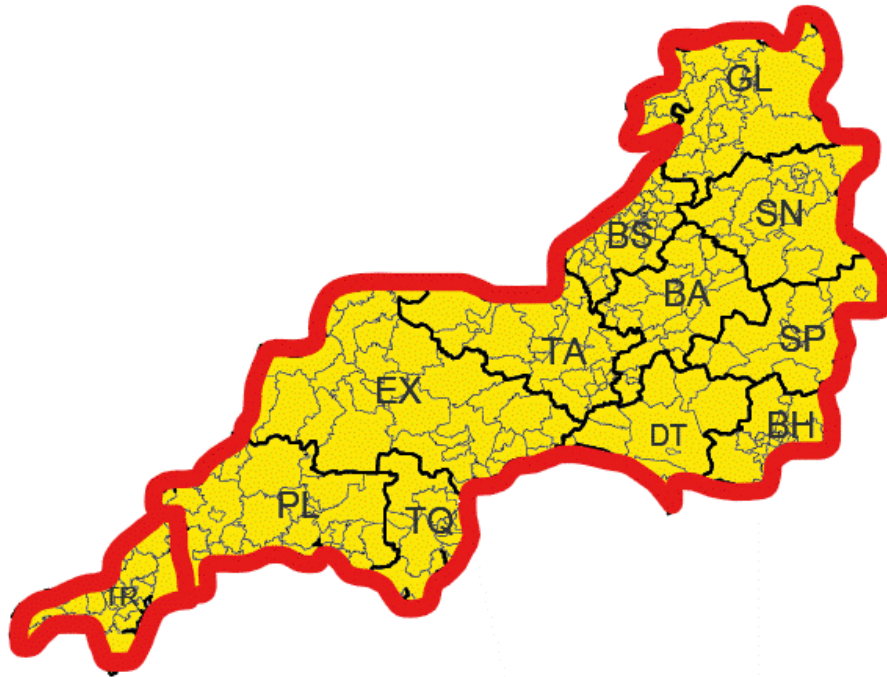
KEY DATES

- | | |
|----------------------------------|--|
| 10th January 2023 | Information evening to parents/carers and pupils regarding process for work experience. |
| 13th January 2023 | WEX launch through PSHE lesson |
| 17th March 2023 | Preparing for interview presentation—PSHE lesson |
| 20th March 2023 | Interview Preparation Day: CV writing workshop |
| 13th April 2023 | Out of area placement deadline (see map) |
| 25th April 2023 | Mock Interview Day |
| 8th May 20223 | Deadline date for completed Approval and Consent form (pink form) to be handed in to the Careers Coordinator along with payment of £34 |
| 26th June –30th June 2023 | Work experience week. This will include a visit or telephone call from a member of the school staff to check progress |

Work Experience catchment area

Placements outside of the catchment area will incur extra costs.

South West Postcode Map



GUIDE FOR PARENTS

Why is it important?

As part of the curriculum, Work Experience can contribute to a learner's careers education, personal and social education, understanding of a particular subject or course and acquisition of key skills.

In Years 10 and 11 the emphasis tends to be on personal and social development, with Work Experience being used as an opportunity to introduce learners to the world of work. In Years 12/13 and in college, the focus is often more related to learners' specific career ideas and their chosen subject or course of study.

The school is committed to improving the employability of young people and meeting the recruitment needs of prospective employers. Education admissions tutors increasingly look for evidence that candidates have undertaken a satisfactory period of Work Experience. Your son/daughter will therefore be encouraged to keep evidence of his/her achievements in a diary or Progress File.

What are learners expected to do on Work Experience?

Although learners are not paid, during Work Experience they will be treated like young employees.

- They will undertake or observe normal duties and usually work normal hours.
- They will need to obey health and safety regulations.
- They will be supervised by more senior employees.
- They will be expected to complete a work diary and/or project set by their teachers.

How can you support your child?

These are some of the ways you can help your son/daughter get the most out of Work Experience:

- Your son/daughter will be encouraged to find their own placement. It would be helpful therefore if you could help them to find a work placement that they would like to do.
- Ensure that all consent forms and paperwork are returned promptly along with payment.
- Encourage them to find information about the organisation they are aiming for. The organisation may have a website where you can find information.
- Help them to prepare for their interview with the employer. It helps if they have thought about why they want to work in a particular workplace and can come up with good reasons.
- Help your child to understand the goodwill shown by the employer in offering the work placement and to be realistic about what to expect. They may well spend some time making the tea or helping with simple but essential administrative jobs such as photocopying or filing.

- Encourage him/her to have a positive approach to the placement, even if it is not quite what they expected. It is important to leave a good impression as this could be helpful in making contacts which will stand him/her in good stead later on when seeking employment.
- Ensure that your son/daughter attends the placement regularly and punctually and that both the employer and the school are notified if he/she is unable to attend their work placement.
- Remind him/her that if he/she does not understand how to do something, he/she should always ask someone.
- Talk to them during the placement about what they are doing and how they are getting on and encourage them to complete their diary.
- Although Work Experience is discussed and evaluated when learners return to school/college, you can help by stressing the positive aspects of having undertaken a placement.
- Should you require any further information, please contact the Careers Coordinator in school.

Contact: Careers Coordinator

Telephone Number: 01722 335380

Searching for a Placement

Searching for your own placement isn't difficult as long as you are motivated and well organised, but just like searching for a real job you might have to approach more than one placement provider. Don't get disheartened if the first ones you contact say "no". You also need to consider how you are going to get to a placement before you approach a company as you are responsible for paying and organising your own transport to and from the placement.

- You can ask your family and relatives if they can help, they may have useful connections
- Call into companies where you would like to work and ask if they take students for work experience
- Email
- Telephone companies and ask!
- Approach local businesses

How do you find contact details for companies?

- Use search engines like Google to do a search on the internet.
- Have a look at business directory websites such as Thomson or Yell.com or look at the telephone directories from the same companies (Thomson and Yellow Pages).
- Use local newspapers – look and see what companies are advertising that might be of interest to you.

Questions a placement might ask you....

When contacting companies for a work experience placement, you are likely to be asked some questions. Below is an example of some questions you may be asked....

- Why do you want to do work experience with us?
- What do you hope to learn from your placement?
- What skills and qualities can you bring?
- Why might you be good at this job?
- What are your hobbies and interests?
- What are you good at and what do you enjoy in school?

Before you contact a company think about what your answers will be if you are asked any of the above, that way you will be prepared.

Searching for a Placement – Help Sheet

You can make contact either:

- in person
- by phone
- by letter
- by email

In a large company you are best contacting the Human Resources Department. In a smaller company you will usually need to contact the Manager.

Below are some pointers on the information you need to have written down before searching for your own placement.

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- Write down what you want to say.
 - Have a pen and paper in front of you.
 - Introduce yourself “My name isfrom St. Joseph’s Catholic School and I am looking for a work experience placement. Can I speak to the Manger please?”
 - Know the dates of your work experience
 - Say why you are interested in the type of work the company is involved in.
 - Ask for the name and address of where you need to send the pink placement form for them to read and complete.
 - Be cheerful, polite and clear.
-



In this booklet is an example letter for you to use if you are corresponding by email or letter.



- If you do not know the name of the person who is in charge of work experience at the company, address the letter to: Dear Sir/Madam
- Make sure that you include your contact details and email address on all correspondence.
- If you make contact by email you will need to send a copy of the pink placement form.
- Be polite and clear in your email, remember first impressions count.
- If you haven’t heard from the company within two weeks give them a call or send another letter or email.



Suggested outline for a Letter or Email

If you are sending an email and don't have an individual's name or email address at the company, mark your email at the beginning as Dear Sir or Madam.

If you are sending a letter it can be hand written or typed on the computer. Ideally it should be no longer than one side of A4 paper.

Remember – this is the first contact you will have with a placement provider, and you therefore want to create a good impression so check that the following are correct:

- Presentation and layout
- Spelling
- Company name and address
- You have the right dates for your work experience

Example Outline

Your Name

Today's date

Your Address

Person's Name or The Manager

Name of Company

Address of Company

Dear (Contact Name at Company – if not known Sir/Madam),

I am writing to enquire about the possibility of a work experience placement with your company from (WEX dates)

I am (your age) years old and a student at St. Joseph's Catholic School. I am currently studying GCSEs in (list the subjects you are studying).

I would like to do a work experience placement at (company name) because (reasons why – explaining why you want to work for them, perhaps you would consider a career with them when you leave full-time education).

I am(list some of your personal skills and qualities e.g. friendly, reliable, hardworking, enjoy meeting people etc.) My personal interests are....(write any down that may help with your application). I have..... (list any extra-curricular events/activities you are involved in e.g. sports club; cadets; Duke of Edinburgh; Drama Club).

If you are able to offer me a work experience placement I will forward to you a placement form. I look forward to hearing from you.

Yours sincerely, (If you are addressing your letter to a named person.)

Yours faithfully, (If you are addressing your letter to either Sir/Madam)

(If you are sending the letter by post, sign your name here)

(Type your name here)

Over the years past pupils have had very successful placements in many different areas, here are just a few to give you some ideas.



John McNeill/Exeter House

First Steps Day Nursery

Five Rivers Leisure Centre/Parkwood

Stonehenge/Hampton Park Vets

Memory Opticians

Trussell Trust

Natwest Bank/Nationwide BS

Wessex Archaeology

Bonallack and Bishop

Blue Frontier/ABC Networking

Cholderton Rare breeds

Heaven Hair/Hair & Beauty

Royal Air Force

Vivien Sherrif Milliner

Apsley Engineering

Elevate Dance Studio

Milford House Nursing

Various Primary Schools / Pre Schools

Waitrose

Thruyton Motorsport Centre

Wiltshire Wildlife Trust

A list of placements is also available from the CSW database. See overleaf for further details on how to access placement details

CSW Database – login details

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 below:

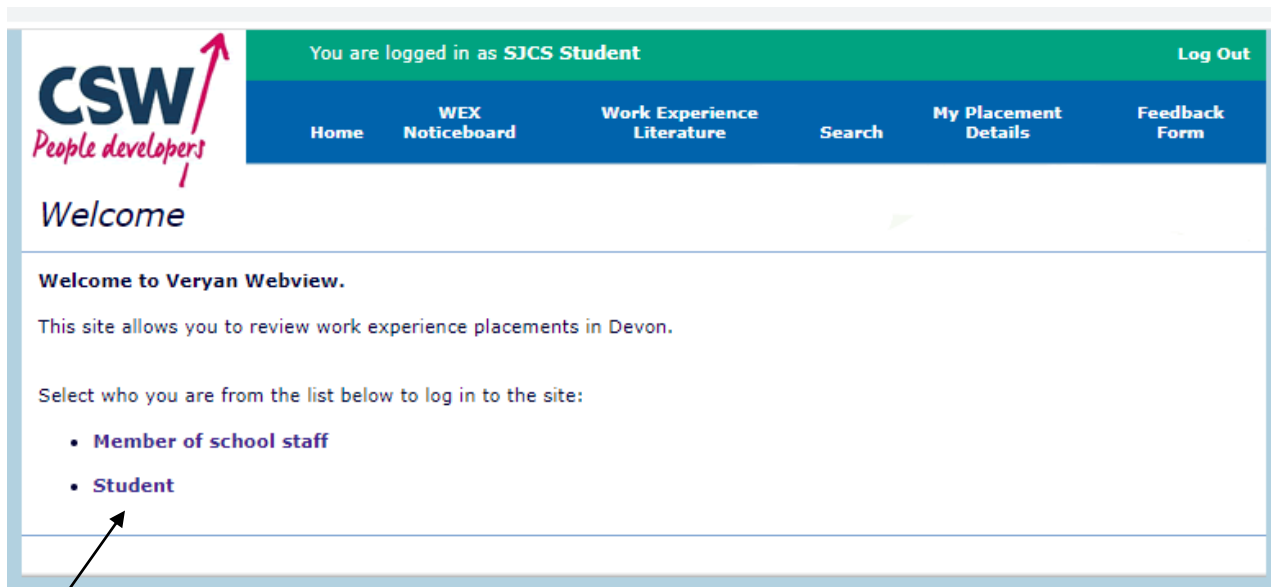
<https://devon.learnaboutwork.org/>

NAME: SJCS Student

PIN: 4455

Here pupils can research jobs by a company, town or an area they are interested in looking for a placement. Once an organisation has been found that is of interest, click on the View button to research the placement further. Within this area pupils will find contact details of the employer. Pupils should then make contact to see if a placement would be possible. Please note that although companies may be listed on the database, some may not be able to support WEX during the week our pupils have been allocated.

Please see screenshots below showing a guide on how to access the WEX database:



Click on Student

Enter school

Lookup your school name , then click 'Submit'.

School

- St Josephs Catholic School
- Sir John Hunt Community Sports College
- South Dartmoor Community College
- South Molton Community College
- St Boniface Catholic College
- St James' School
- St Josephs Catholic School**
- St Laurence School
- St Luke's C of E School
- St Mary Redcliffe and Temple School
- St Peter's C of E Aided School
- Stansfield Academy
- Stoke Damerel Community College
- Stonehenge School
- The Deaf Academy
- The John of Gaunt School - A Science, Mathematics and Computing College
- The King's School
- The Maynard School
- Tiverton High School
- Tor Bridge High School
- Torlands Academy

Student Log In

Please confirm your name and PIN

School **St Josephs Catholic School**

Name

PIN

Insert username and password:

NAME: SJCS Student

PIN: 4455

Continue

Clear

Press Continue

You don't need to select 3 choices to progress

Click on the Search button

You are logged in as **SJCS Student** Log Out

Home WEX Noticeboard Work Experience Literature Search My Placement Details Feedback Form

Opportunity List

Records 1 to 3 of 3

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

Records 1 to 3 of 3

View the placement details and contact employer if interested

Useful Websites for Work Experience Research

If you are unsure about what to do for your work placement, links to the below useful websites can be found in the [Careers Portal](#) in the Careers Education section on the school website.



Careercompanion

U/N: stjosephsstudent

P/W: stjosephsstudent



Quick Links

The following information sites are available through the Quick Link button within Careercompanion



E-clips contains lots of information about different careers. Does your skillset match the career(s) you are exploring?

Login: stjosephs



If you have no idea about what to do begin by going to Job Sectors and use the Jobs Quiz to generate ideas. You can also look at careers that can develop from interests in certain school subjects

Still have questions?

Q1. What is work experience/work related learning and why do I need to do it?

A. This is a chance for you to try out a job or follow a career path that you may have thought about doing when leaving school. The week should confirm or change the type of work you decide to do. It will also help with your communication skills and improve your confidence.

Q2. I want to take part but I don't know where to start. How do I go about choosing a placement?

A. If you do not have a set idea about what you want to do later in life use Career Companion to explore possible career ideas. To generate ideas try the Buzz Test. Useful sites to look at are "ICould", Eclips or Careers box. If you still need help then ask the Careers Coordinator.

Q3. Who decides who gets chosen and when will I hear if I have been successful?

A. The Head Teacher will make a decision on your suitability for a placement but also the work experience provider will have the final say on who has been successful once the health and safety checks have been completed. Remember the school will take into account behavior, attendance and maturity. You will hear at the start of the summer term if your placement has been approved by CSW Enterprise, our work experience providers.

Q4. I have looked at the booklet and I don't think work experience is for me. Is there anything else I can do?

A. Yes there is. Work experience isn't for everyone and so you can spend that week in school catching up on missed work or exploring potential career opportunities with the careers team. However, making the most of this opportunity looks impressive on CV's and college applications at the end of year 11.

Why go out on Work Experience?

When someone applies for a job, the employer wants the best person they can possibly get for their money. Just like you want the best phone for your money, the best meal for your money and the best education for your money. You want someone who knows what they are doing, enjoys what they do and is going to stick at it.

Work Experience is a great way, at a young age, of trying things out to see if you like it, to understand what it is all about and if you want to invest your time in getting there.

Employers really want to see young people with experience coming to them and demonstrating they can walk the walk as well as talk the talk.

Work Experience will give you the opportunity to gain valuable experience.

