

Work Experience Launch 2024



**Miss Gale – L6 Qualified Careers Advisor &
Lead Careers Professional**

St Joseph's
Catholic School

Monday – Friday

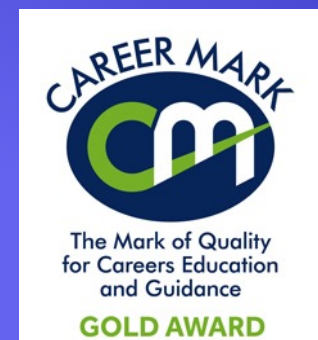


WEX LAUNCH – 26th January



SJCS World Of Work Programme 2024 – PSHE Learning Outcomes

- To know what "The World of Work Programme" is and how it will support them in their Careers learning.
- To understand the importance of Work Experience
- To understand the process of applying for WEX



Work Experience – Why?

<https://youtu.be/vPcQazsFca8?feature=shared>



Work experience:

- gives you insight into the skills needed for a particular job
- is an opportunity to test out a job to see if you really like it
- can broaden your knowledge of jobs you have never considered
- will increase your awareness of your own skills and strengths
- help you understand how the subjects you study in school link to certain jobs
- gives you insight into what the world of work is really like and employers' expectations
- can increase your motivation in school
- Puts you in contact with potential employers – expands your network!
- can give you useful experience for your CV and provide references
- helps you grow your skills in the workplace that are transferrable

The World of Work Programme 2024

Create a CV

Create a cover letter



Learn interview skills

Work Experience



Timeline for the World of Work Programme 2024

Date	What's happening
From 26th January 2024	WEX Launch through PSHE
March 2024	Interview Preparation support
April 2024	Mock Interview Day
15 th March 2024	WEX application deadline – Out of Area
22 nd April 2024	WEX application deadline – ALL
24 th –29 th June 2024	WEX Week

Interview Preparation Day

March 2024

- Local employers come into school to guide pupils through preparing their CVs.
- Pupils will complete a CV, and these will be used for their interview with a local employer – emphasising that first impressions count!
- Pupils will also complete a Letter of Application through their PSHE/English lessons.



Mock Interview Day

April 2024

- All pupils will have an interview with a local employer.
- In previous years, pupils have really enjoyed this day. It can be nerve-racking, but they gain so much from the experience.
- The interviewers are not there to catch you out! They will be marking their interview, how you come across, your ability in responding to questions, and your general manner. This will be fed back to the pupils after the event.
- Pupils can either attend in smart work clothes or in school uniform. There is no requirement to go out and buy an outfit!

Mock Interview Day – April 2024



Work Experience Week

24–28th June 2024

- Work experience is exactly what it says on the tin! It is about the experience of being in the workplace and understanding the importance of skills they can learn and develop.
- We encourage every pupil to go out and find their own placement. It doesn't need to be within the sector they wish to work in – sometimes there can be restrictions around confidentiality, safeguarding and age.
- Some pupils really flourish and mature in their new environment!



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."

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."



Costs

- **Basic Placement – £34**
(Catchment: Wiltshire / Gloucestershire / Somerset / Dorset / Devon / Cornwall / Hampshire)
- **Out of Area – Additional Cost of £50 –**
see Miss Gale
- **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



- Find an employer
- Make contact – ask if they can do WEX
- Confirm
- Pink Forms (MUST have employer & public liability)

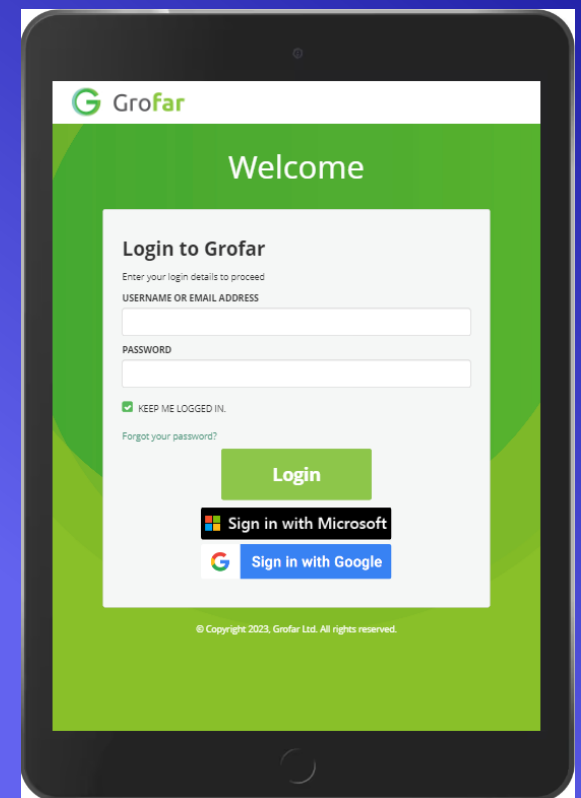
Finding an Employer



- Contact companies where you would like to do your work experience
- Database – Miss Gale – Friends, relatives... network!
- Be proactive!
- Think outside the box

Using the CSW – Grofar Database

- To access the database use the following link:
<https://auth.grofar.com/>
- USERNAME: School e-mail
firstname.surname@sjcs.org.uk
- Students get an e-mail from Grofar and set their own password.
- Students will need to answer some short questions about their skills, interests and Career areas.
- Enter e-mail & password to log in



Overview of how to search using the CSW Grofar database

The screenshot shows the CSW Grofar Student Portal dashboard. On the left is a dark teal sidebar with a menu. The top of the sidebar has the CSW logo and a 'Dashboard' button. Below it are icons for Placements, Timesheets, Timeline, Application, Calendar, and Files. Further down are icons for Job Explorer, Opportunities, Businesses, and Resource Library. An orange arrow points from the 'Opportunities' menu item to the 'Search opportunities' button in the main content area.

Dashboard

Welcome to your Grofar Student Portal

Placement summary

Hours logged	Targets achieved	Placement count	Evidence achieved
0 / 0	0 / 0	0	0

[Your stats explained](#)


Explore career paths
Use our Labour Market Information (LMI) tool to find out more about different jobs that interest you.

[Launch LMI](#)

Discover new opportunities
We're here to help you discover meaningful placement opportunities with local employers. Click below to explore and apply for these placement opportunities.

[Search opportunities](#)

Search "opportunities"



Dashboard

Placements

Timesheets

Timeline

Application

Calendar

Files

Job Explorer

Opportunities

Businesses

Resource Library

passport.grofar.com/opportunities/b38ed9d9-3d42-4f4b-89a5-e9287b4a98c1


Error

Opportunities ⓘ

Go to My Applications

Discover a new opportunity


Search through opportunities that are relevant to you. In this section you will be able to apply for placement, apprenticeship, and job opportunities that are made available to you.



Search Opportunities

Filters

Displaying 20 out of 8222 items



Animal Care Assistant


Placement

The Donkey Sanctuary

Contact Details:
Kathy Tomlinson
✉ kathy.tomlinson@thedonkeysanctuary.org.uk
☎ 01395 573099
Dealing with daily routines cleaning, sweeping and grooming, observing farrier at work. Accompanying vet as required. Observe medication delivery. Assisting with fetching and carrying as required. One to one supervision at all times. Donkeys, Ponies, Hinnies.
Industry sector: Agriculture, Forestry and Fishing
Placement type: External Work Placement (WEX)

View Details

Add to applications



Retail Assistant

Placement

Chloes mugs

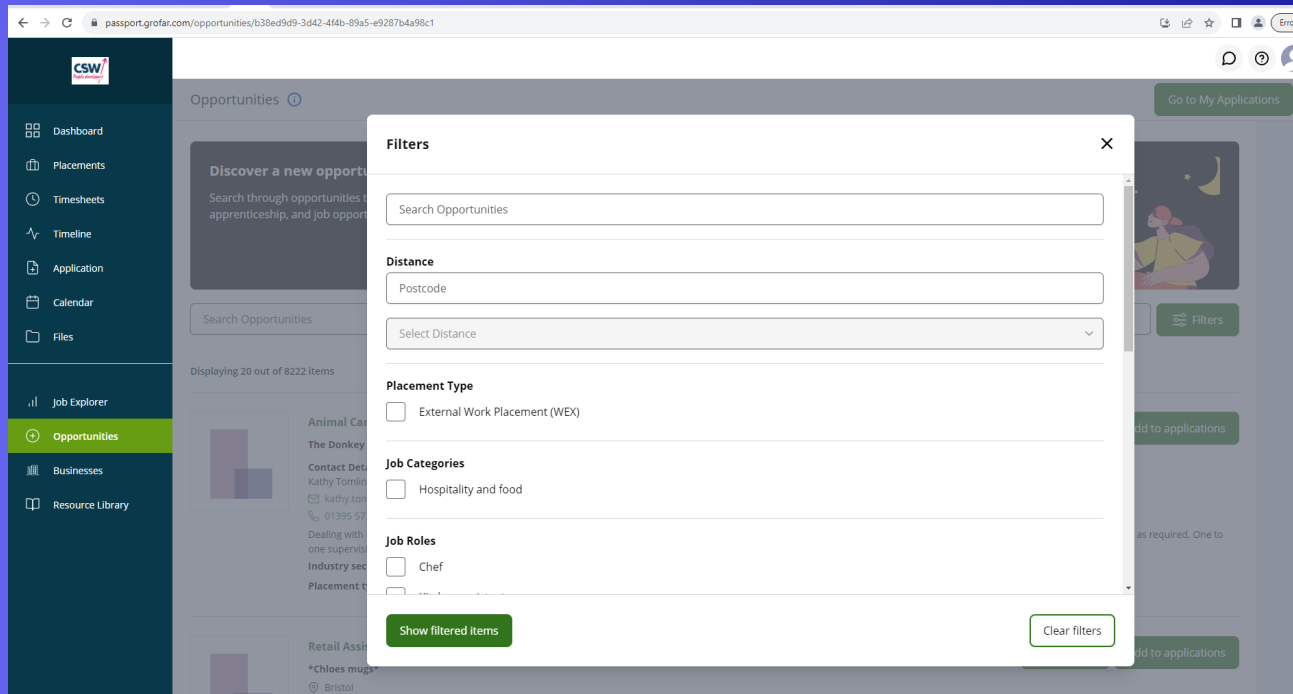
📍 Bristol

View Details

Add to applications

You then get the full list and can filter...

Overview of how to search using the CSW Grofar database



Use "filters":

- Distance from your/ school postcode
- Job categories/ Careers

KEEP IT BROAD!

There are 121 placements within 5 miles of school, SP1 1QY


The screenshot shows a web browser at the URL `passport.grofar.com/opportunities/b38ed9d9-3d42-4f4b-89a5-e9287b4a98c1`. The left sidebar contains a menu with the following items: Dashboard, Placements, Timesheets, Timeline, Application, Calendar, Files, Job Explorer, Opportunities (highlighted), Businesses, and Resource Library. The main content area displays three placement cards, each with a placeholder image and the following details:

- Theatre and Drama General Assistant** (Placement)
Wiltshire Creative - Salisbury Playhouse
SALISBURY
Contact Details: Contact details not provided
Aims: This will give an insight into working in all departments at the theatre....
Placement type: External Work Placement (WEX)
Buttons: View Details, Add to applications
- Administration Assistant** (Placement)
Wiltshire Creative - Salisbury Playhouse
SALISBURY
Contact Details: Contact details not provided
Aims: This will give an insight into clerical /secretarial work...
Placement type: External Work Placement (WEX)
Buttons: View Details, Add to applications
- Factory Assistant** (Placement)
Wilton Carpet Factory Ltd
SALISBURY
Contact Details: Rob Load
sales@wiltoncarpets.com
01722 746000/746005
Aims: This will give an insight into working in Carpet Factory...
Placement type: External Work Placement (WEX)
Buttons: View Details, Add to applications

An orange arrow points from the text "You can then 'view details'" to the "View Details" button of the "Administration Assistant" placement.


You can then "view details"

Placement details – will show job role, some key tasks, skills, qualities and a map of the location.



- Dashboard
- Placements
- Timesheets
- Timeline
- Application
- Calendar
- Files
- Job Explorer
- Opportunities
- Businesses
- Resource Library

Back to opportunities



Administration Assistant (Placement)

Wiltshire Creative - Salisbury Playhouse

SALISBURY

Contact Details:
Contact details not provided

Add to applications

Description

Aims

This will give an insight into clerical /secretarial work

Key Tasks

The student will gain an appreciation of an office environment and will assist with the general office duties. This will include opening post, word processing, filing, fax work, photocopying etc.

Categories Art, Media and Publishing

Pathways Art, Performance and Design


Desired Skills

Desired Personal Qualities

It is advisable for the student to be numerate and literate.

[View location](#)
[Get Directions](#)

Location



Found an employer – what next?

- Pink form & White Health 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 Head
 - Attendance
 - Behaviour
 - Suitability
- Health and Safety Check – CSW Enterprise



CAREERS PORTAL

Our Careers Portal is for pupils, parents, carers, teachers, employers, training providers and anyone who has a keen interest in preparing our pupils for their future.

We are very proud of the careers provision at St. Joseph's Catholic School. We have been awarded the national Quality in Careers Standard using the Career Mark approach, which recognises excellence in careers, employability and enterprise.

Currently, the pace of change is more rapid than at any time in history. Changes in society and work are having a profound effect on traditional careers open to people with the right skills for the jobs.

This page will link you to sources of information that are right for further information.

<https://sjcs.org.uk/careers-portal/>

- House Structure
- School Meals
- School Library
- The Haven
- Higher Attainers
- Homework Timetables
- Exams
- Revision Resources
- Science Portal
- Careers Portal



Careerpilot is a free one-stop website helping 13-19 year olds in the South of England to find out about all of their options. Careerpilot also has a Parents Information Zone to help parents/carers support young people in making the right decision about study and work.

Go to
CAREERPILOT



Careercompa@nion provides students and parents/carers with the most up-to-date, independent, and impartial careers information about education, apprenticeships, labour market information, special educational needs, job hunting, qualifications, and more.

Username: stjosephsstudent
Password: stjosephsstudent

Go to
CAREER COMPANION



eCLIPS helps young people to make informed study and career decisions. It has accurate information on over 1400 jobs including live labour market information and lots of advice on education and employment choices.

Login: StJosephs

Go to
ECLIPS

MORE USEFUL LINKS AND RESOURCES

National Careers Service – Provides information, advice and guidance to help make decisions on learning, training and work.

Apprenticeships – Government portal containing information and advice about apprenticeship opportunities together with a search facility.

Labour Market Intelligence – Labour Market Intelligence, or LMI for short, is all about providing



We have achieved Careerpilot Super User



Labour Market Information

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

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

<https://youtu.be/yjBPjEfGOeU>

Labour Market Information, or LMI for short, is vital for our pupils to understand the jobs market both locally and nationally. Here is a short film to explain this further. Our pupils access this information through their careers education lessons and through using the software package – Careerpilot. But they can also use Work Wiltshire for a more local level.



Trouble finding a placement?



Speak to Miss Gale!

Miss Gale is available in the Benedict Building for drop-ins every day at lunchtime.

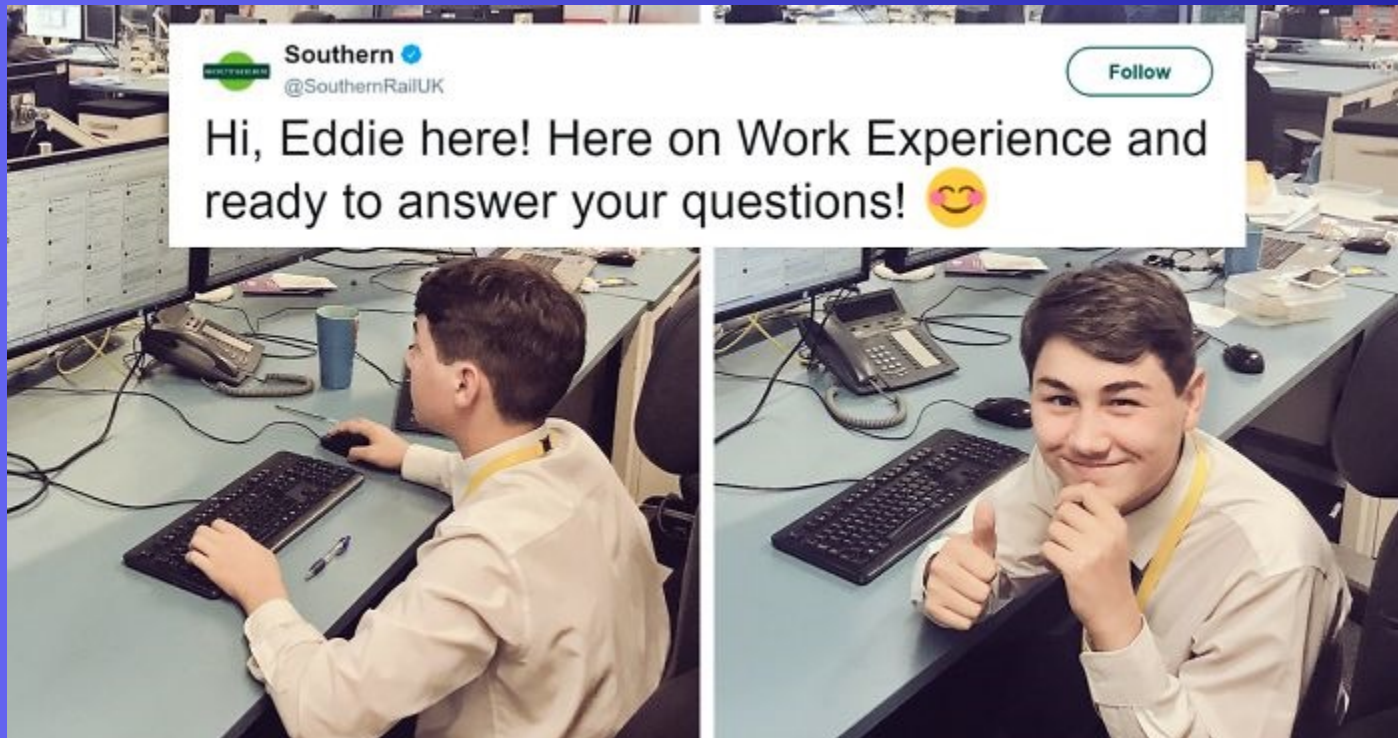
The Placement

- Summer term – pupils contact their placement
- Pupils keep a work experience diary to record skills they have learnt
- Staff visit or telephone placements

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?

You never know what might happen!



What if I don't find a placement?



This year you will stay in school and catch up on lessons as normal!

Virtual Work Experience



Students may also be able to take part in Virtual Work Experience through platforms like SpringPod and Speakers for Schools.

Details for these are sometimes sent via SchoolComms, from Form Tutors, and via Teams. They are also promoted on the Careers Portal on our school website. To find out more, speak to Miss Gale.



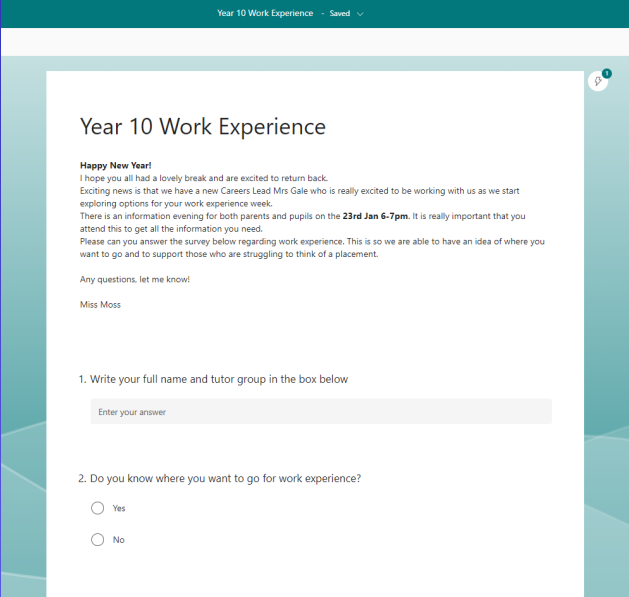
Please note, however, that Virtual Work Experience must be completed in your own time!

Contact details for Miss Gale

- Email: vgl@sjcs.org.uk
- Tel: 01722 335380

Important Form Links:

- 1) Students – please complete, Miss Moss' WEX initial feedback form: <https://forms.office.com/e/0r5ymqDArA>
- 2) Employers – Can you help with a WEX placement?
Please fill out this form: <https://forms.office.com/e/BKVbKc0Dnw>



The screenshot shows a web form titled 'Year 10 Work Experience' with a 'Saved' status in the top right. The form content includes a 'Happy New Year!' greeting, a welcome message from Miss Gale, and an announcement of a new Careers Lead, Mrs Gale. It states that an information evening for parents and pupils will be held on the 23rd Jan 6-7pm. The form asks respondents to complete a survey regarding work experience. It includes a section for questions and a 'Miss Moss' signature. The form has two main questions: '1. Write your full name and tutor group in the box below' with a text input field labeled 'Enter your answer', and '2. Do you know where you want to go for work experience?' with radio button options for 'Yes' and 'No'.