

# Work Experience Launch 2025

St. Joseph's Catholic School



Miss Gale  
Mrs Nobis

# Work Experience Launch 2025

- What is the World of Work Programme
- Importance of Work Experience
- Process of Applying



# Careers Overview



# The World of Work Programme 2025



# World Of Work Programme 2025

## Job Application

- Identify a job
- Create a CV
- Write a tailored cover letter
- Interview preparation
- Mock Interview

## Work Experience (WEX)

- Approaching employers
- Setting up work experience
- Attend 1 week WEX

# Task 1: WoW – Job Applications

## CHOOSE YOUR JOB!



# Going Places Ltd.

**JOB REFERENCE:** 123-SJS10026  
**JOB TITLE:** Photography Assistant  
**EMPLOYER:** GOING PLACES LTD  
**LOCATION:** SALISBURY  
**SALARY:** Many photographers are self-employed, working as freelancers, so their prospects and pay depend on their business skills as well as their photographic skill.  
**WORKING HOURS:** Variable




## DESCRIPTION

Photography is a mixture of art and technology. To take a good photograph involves having an artistic eye to compose the picture, and the technical ability to obtain a clear photographic image

## DUTIES TO INCLUDE

- Meeting clients to discuss their requirements
- Researching different ideas
- Choosing locations
- Communicating with models or people to be featured in the photos
- Setting up equipment and lighting
- Retouching images
- Printing photographs or arranging for them to be printed
- Quality control

# Going Places Ltd.

St Joseph's Catholic School, Salisbury • Quick Links ▾   

[HOME](#) [OUR SCHOOL](#) [KEY INFORMATION](#) [CURRICULUM](#) [PARENTS](#) [PUP](#)

## Current Vacancies

Below are our latest job listings and apprenticeships. Click on a sector to see the vacancies currently available, and then click on a job title to find out more.



▸ [Animal, Agriculture & Environment](#)



▸ [Art & Design](#)



▸ [Business, Finance & Administration](#)



▸ [Childcare, Teaching & Education](#)



▸ [Computing, Technology & Digital](#)



▸ [Construction Trades](#)

# Interview Preparation sessions Feb - March 2025





# Interview Prep Talk – via PSHE

## March 2025

- Effective Communication
- First Impressions
- Interview Techniques
- Virtual Times



# Mock Interview Day – April 2025



# Mock Interview Day – April 2025



# Task 2: Work Experience WEX is LAUNCHED! 28th January



# What previous students have said . . .



**Work Experience Week**  
**Monday 23rd to Friday 27th June 2025**



# Why do work experience?

<https://youtu.be/vPcOazsFca8?feature=shared>

## 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

**"An absolute credit to the school. Hardworking and pro-active. We'd love to have more of your students next year."**

**-Crafty Cup café in Wilton**

**"He has greatly impressed the staff with his strong communication skills and confidence."**

**-Tesco Superstore Amesbury**

**“St Joseph's are "the benchmark of how other schools should do Work Experience" and "your students are the best we've had".**

**"He is genuinely enthusiastic and is really enjoying being helpful, especially little tasks in preparation for next year. He is taking pride in what he is doing. He has worked well with small groups of children in class and with direction is becoming more confident in this"**

**"Just to say it was lovely having both of the boys in school this week, they were very polite and engaged well with the children. They were very willing to do any job on Monday too!"**

**-Sarum St Paul's Primary School**

**"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."**

**Hayball Motorcycles Ltd**



## Costs

- Basic Placement - £28
- Payment for the placement must be made on-line or by cheque when returning your child's form
- Late submission of forms – cannot be processed.



**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


## Finding an Employer 2

- Career Aspiration
- Related role
- Subject they enjoy
- Skills development
- Personal development



# Using the Link2 Database

<https://ssp.learnaboutwork.net/>



You are logged in as **Saint Joseph's Catholic School** **Log Out**

**Home** **Noticeboard** **Search** **Students & Bookings** **School Details** **Reports, Lists & Resources** **Own Placement Details** **Bulk Printing, Flags & Mailmerge**

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## Welcome

**Welcome to Link2.**

This site allows you to review work experience placements.

Select who you are from the list below to log in to the site:

- **Employer**
- **Member of school staff**
- **Student**

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This copy of the Link2 system, and the data in it, is operated and managed by  
**Somerset Work Experience Partnership**  
[rebecca.cody@yeovil.ac.uk](mailto:rebecca.cody@yeovil.ac.uk)

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No personal data is collected or passed to any third party by Veryan Software Limited.

# Using the Link2 Database

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[Own Placement Details](#)

[Bulk Printing, Flags & Mailmerge](#)

## Student Log In

Enter your name and PIN, then click 'Login'.

N.B. You must enter your name and PIN *EXACTLY* as they have been given to you by your teacher.  
If the school name is incorrect, click on it to change it.

School **Saint Joseph's Catholic School**

Name

PIN



**SWEP**

You are logged in as **Rupert Acreman**

[Log Out](#)

[Home](#)

[Work Experience Resources](#)

[Search](#)

[Own Placement](#)

[My Placement Details](#)

## *Student Home*

This system has been designed to help you prepare for your placement, whether you are finding your own or selecting one from Link2.

Information to get started is in the Work Experience Literature, see above.

All the details you need to be aware of are on the job descriptions; make sure you have read and understood them before making your selections.

**Travel arrangements must be agreed by your parent / carer before submitting your placement choices.**

**If an employer requests an interview, you must attend.**

If you have any questions about work experience, please talk to your teacher / work-experience co-ordinator.

Go to "Search"

The screenshot shows the SWEP website interface. At the top, there is a navigation bar with the SWEP logo and a user profile section. The 'Search' menu item is highlighted with a yellow arrow. Below the navigation bar, the 'Search' page is displayed. It features three search options: 'Job number', 'Employer', and 'Postcode', each with a 'Go' button. A yellow arrow points to the 'Employer' field. Below these options is a grid of 18 job categories, each with an icon and a label. A yellow arrow points to the 'Postcode' field. At the bottom of the search section, there are input fields for 'Postcode', 'Town', and 'Telephone area code', followed by a 'Submit' button. A yellow arrow points to the 'Submit' button. The footer contains copyright information and a cookie notice.

You can search by:

**"Employer"** if you have somewhere in mind, or you can do a general search for estate agents or school, by using the % symbol ie.

**"%Estate Agent" or "%school"**

**"Postcode" or "Town"**

**After you add a postcode, or town press "Submit"**  
**If you clear searches, make sure you press "submit" to refresh the page; then select a category.**



## Found an employer – what next?

- Complete blue 3-way agreement form and cream Health form and return to Miss Gale/ Tutors with online payment.
- Health and Safety Check – Conducted by SWEPP
- Once accepted – student can log in and see full details  
They will get a printed copy several weeks before they begin.

← → ↻ sjcs.org.uk/careers-portal/#

WELCOME ▾ KEY INFORMATION ▾ PARENTS & PUPILS ▾ CURRICULUM ▾ ADMISSIONS ▾ TRANSITION ▾ SAFEGUARDING ▾ COVID-19 ▾ CONTACT ▾

HOME → CAREERS PORTAL

## CAREERS PORTAL


Welcome to the Careers Portal at St. Joseph's Catholic School. This resource is for parents, carers, teachers, employers, training providers and anyone who has a keen interest in the careers of their pupils for their future.

We are very proud of the careers provision at St. Joseph's Catholic School. We have been awarded a national Career Mark Gold quality standard which recognises excellence in careers, employability and enterprise. Our independent Careers Adviser, Sue Glover, has also been awarded the Salis Career Education and Guidance Award 2018.

Currently, the pace of change is more rapid than at any time in history. Changes in society are having a profound effect on traditional patterns of employment. If young people know more about the range of careers open to people with the right qualifications, they will have a clearer idea of the routes to better jobs.

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


OUR CURRICULUM  
PSHE  
RSHE  
KEY STAGE 3 & 4 ▾  
HOMEWORK TIMETABLES  
EXTRA CURRICULAR & ENRICHMENT  
HIGHER ATTAINERS / MOST ABLE  
CAREERS PORTAL  
EXAMS & GRADING ▾



**Recognising Excellence**




← → ↻ sjcs.org.uk/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](#)



**Careercomp@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** - <https://nationalcareers.service.gov.uk/>  
Providing information, advice and guidance to help make decisions on learning, training and work.

**Apprenticeships** - [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk) Government portal containing information and advice about apprenticeship opportunities together with a search facility.

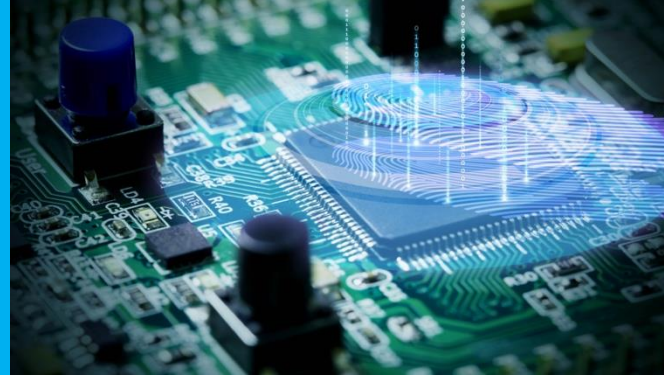


# Where are future jobs going to be?

Medical, Health Science and Care



IT and Digital Technology



Engineering and Construction



Environmental (Green Jobs)



This is Labour Market Information (LMI)  
Be in the know to know where to go

## Trouble finding a placement?

- Have you tried everything?
- Speak to Miss Gale!
- Your tutor
- Subject teachers



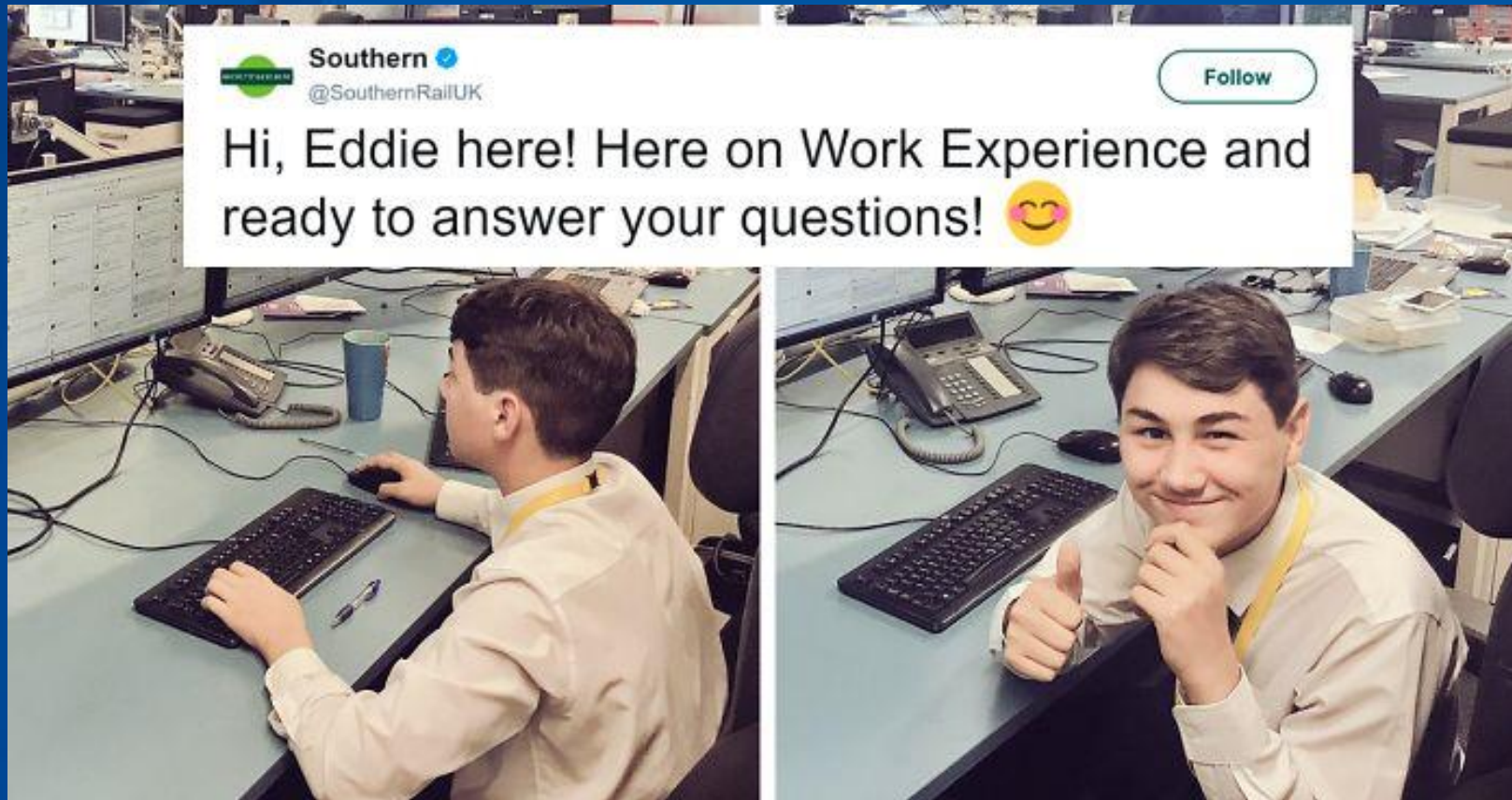
# The Placement

- 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?

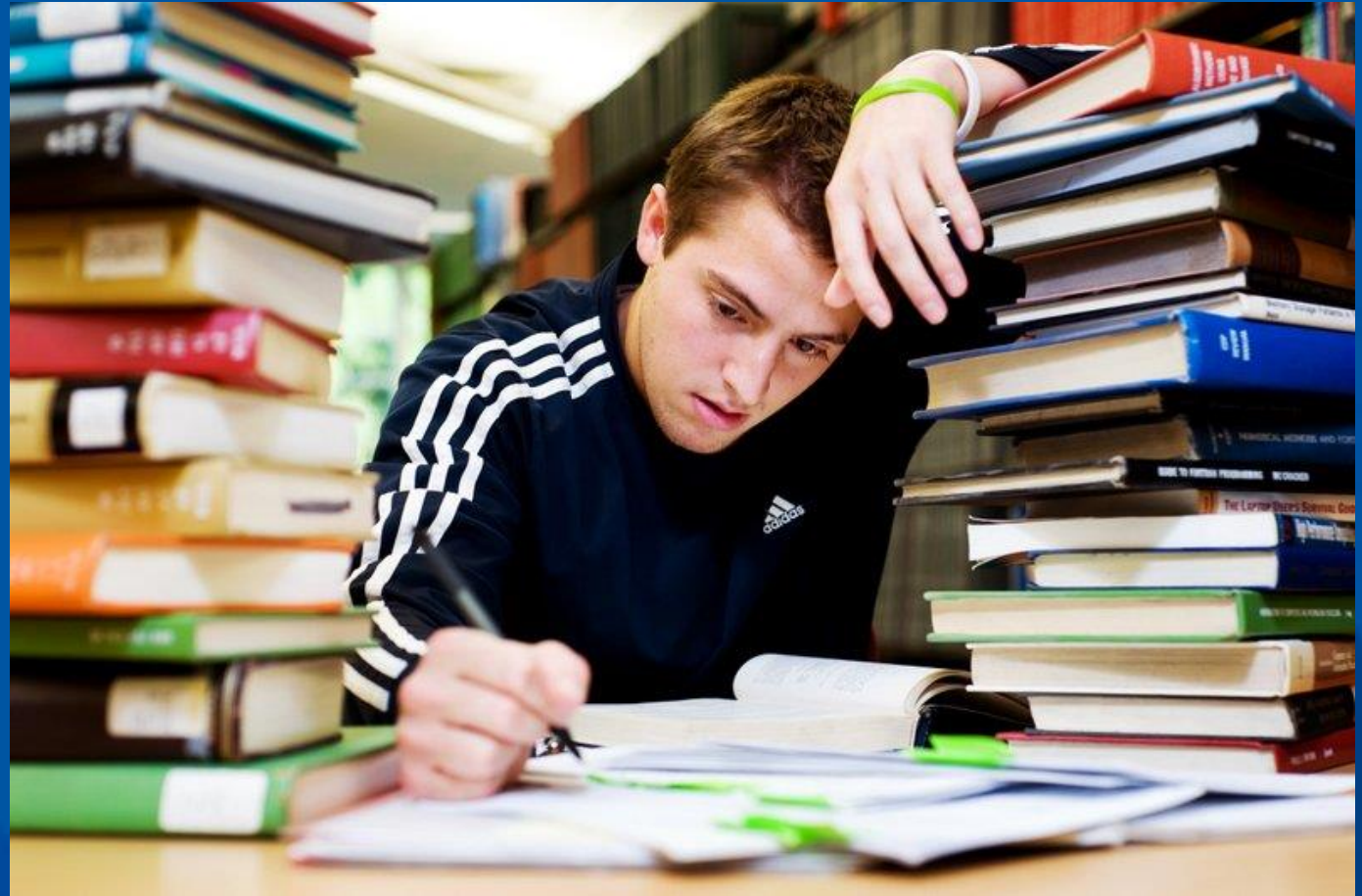
.....you never know what might happen!...





# What if I don't find a placement?

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



# Virtual Work Experience

Other work experience that our pupils can access is SpringPod and Speakers for Schools who all offer virtual Work Experience so check these out. Details are sent via School Comms, Form Tutors and via Teams. They are also promoted on the Careers Portal on our School website. These must however be completed in your own time!

All of these opportunities can enhance applications to college, 6<sup>th</sup> form, for Saturday Jobs and applications to University in the future.



# Timeline for the World of work programme

- From end January 2025 WEX Launch through PSHE
- Feb/March 2025 Mock Interview Preparation support
- March/April 2025 Mock Interview Day
- 31 March 2025 **WEX Initial Application - deadline**
- 22 April 2025 **WEX FINAL Application deadline**
- 23rd – 27th June 2025 **WEX Week**

# **Year 10 Work Experience**

**Monday 23rd June –  
Friday 27th June 2025**



THANK YOU  
FOR YOUR  
ATTENTION  
ANY  
QUESTIONS

# Parent/Carer Feedback Form!

← → ↻ sjcs.org.uk/careers-portal/#

*outstanding provision through the dedicated, determined and passionate work of their careers coordinator and careers adviser.*

*CAREERMARK GOLD - AWARDED IN JULY 2019*

*independent careers adviser in preparing them for the future.*

*OFSTED - JANUARY 2018*

## 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 \***

First Name  Last Name

**Email \***

Email Address

**Feedback/Comments \***

Please enter your feedback here.

Submit Feedback

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

# Contact details for Miss Gale

- Email: [vgl@sjcs.org.uk](mailto:vgl@sjcs.org.uk)
- Tel: 01722 335380

Year 10 Work Experience - Saved

## Year 10 Work Experience

**Happy New Year!**  
I hope you all had a lovely break and are excited to return back. Exciting news is that we have a new Careers Lead Mrs Gale who is really excited to be working with us as we start exploring options for your work experience week. There is an information evening for both parents and pupils on the **23rd Jan 6-7pm**. It is really important that you attend this to get all the information you need. Please can you answer the survey below regarding work experience. This is so we are able to have an idea of where you want to go and to support those who are struggling to think of a placement.

Any questions, let me know!

Miss Moss

1. Write your full name and tutor group in the box below

Enter your answer

2. Do you know where you want to go for work experience?

Yes

No