**KEY DATES:**

Feb/March 2025      Interview Preparation Support – World of Work   
18th March 2025 Mock Interview Day – World of Work

**31st March 2025 WEX Initial Blue & cream form deadline & payment**

**22nd April 2025**  **WEX FINAL Blue & cream form deadline & payment**

**23rd – 27th June 2025** **Work Experience Week**

**FORMS:**

There are 2 forms that need to be completed, signed and returned to school by the above deadline:  
  
1) **Work Experience Health & SEN Declaration Form** (Cream) – even if there is nothing to add, it must state “no” in the first box and be signed and returned.

2) **Work Experience 3-Way Agreement Form** (Blue). Please ensure all sections have been completed and signed. Parents and employers should also read page 2 before signing the form.

Please ensure forms are completed in full with child, parent and employer signatures – otherwise they will not be accepted. The signatures on the Blue, 3-way agreement form, confirms to us that everyone has agreed to the placement and Health & Safety checks can go ahead.  
Forms need to be returned to Miss Gale in Careers or alternatively via their tutor.  
When forms are submitted, please also ensure payments are made via school gateway, for the £28.

Any concerns over payments, please speak to Miss Gale [vgl@sjcs.org.uk](mailto:vgl@sjcs.org.uk) or Mrs Nobis; we do not want this to be a barrier for any student. Students in receipt of pupil premium need to state this on school gateway.

Please encourage and support your child to research and approach employers to ask about work experience. I have included on the next page a template crib sheet for an initial e-mail to employers.

**TIP: Don’t just e-mail!   
Call them, visit, and speak to them if possible; send a polite follow up e-mail.**

**TIP: Don’t wait!**   
The deadline isn’t until March/April, however places go quickly – other schools, colleges, university students look for placements and summer term is popular – so it’s advised to get sorted sooner rather than later.

**USEFUL WEB LINKS:  
WEX Link2+ Database:** [**https://ssp.learnaboutwork.net/**](https://ssp.learnaboutwork.net/)You can search employers and job roles for Work Experience.(students will use their full name and PIN code to log in)  
**Appren-T-Fest Website:** <https://apprenticeshipsinsalisbury.co.uk/> (“explore businesses”)  
**Other:** Also try to search for employers via: <https://www.yell.com/> and <https://www.google.co.uk/maps/search/> (use search window i.e.. Estate agents Salisbury) or job sites.  
**SJCS Careers Portal:** <https://sjcs.org.uk/careers-portal/> You can find website links to Career Pilot and eclips to research Career ideas; you can access the “Going Places Ltd” site for the World of Work, mock interview task (there is a list of job roles to look at for mock interviews - this is NOT for Work Experience).

If you are an employer who would be happy to take one of our students, please complete the forms doc: <https://forms.office.com/e/BKVBKc0Dnw>

Thank you for your support – Happy hunting!!

Miss V Gale   
Careers Lead Professional

\*\*Send a covering letter to your e-mail contact at the company you want to do Work Experience with and cc. copy in careers: [careers@sjcs.org.uk](mailto:careers@sjcs.org.uk) \*\*

An example you can use to help you write this is below (amend it to suit you!):

Dear Mr Atkin,

I am a Year 10, student at St Joseph’s Catholic School, Salisbury and I’m writing to ask about the opportunity to do my Work Experience placement within The Avenue Primary School, from Monday 23rd – Friday 27th June 2025. I have copied in my Careers Advisor at school if you have any queries.

**(What are you doing in school?)**   
**I am currently doing options in** BTEC Media studies, PE, French and Geography.

**What do you want to learn/ develop on Work Experience?**i.e. I would like to learn more about the different ways of communicating within a classroom setting . . .  
or I would like to develop my confidence working in a work environment with other people.

**(Future plans/ ideas)**   
**I am considering becoming a** . . .  
i.e. teacher in the future and would like to gain some experience working with children, ideally in Key Stage 1.  
or I am not sure what I want to do in the future, so I am keen to gain some experience, which relates to my PE and media studies course. I would also like to develop my confidence in a work setting. As I enjoy PE, I would welcome any opportunity to work with pupils in their PE lessons.

**(A bit about your hobbies/ interests)**   
I enjoy sport and play netball for school, I also play the piano, so would be keen to use my skills in the school to support the children.

**(Book your visit – if you can, to get the paperwork sorted & signed, or do this via e-mail)**

I would like to book an initial visit to see you and do some important paperwork. I am available on . . .

(Give a few days and times that you could do during the week, be specific with dates and times and give a few options. You can go after school or possibly leave early to visit.   
Please ensure your parent writes into school, as usual, if you will need specific time off to do this. Where possible, any visits need to be outside of usual school hours.

I look forward to hearing from you,

Yours Sincerely,

Daisy Mae