

## WHAT IS WORK EXPERIENCE?

With guidance, students of all ages can learn from their experiences in the world of work to develop their key competencies and skills and enhance their employability.



### FOR HOW LONG AND WHEN?

There is a lot of competition for placements therefore students are only offered 1 week. The majority of students will be finished their exams by 25<sup>th</sup> June. If you want the school to monitor the placement, you must complete your work experience before the end of term, i.e. before Friday 20<sup>th</sup> July 2012. You can, however, do work experience any time you want (however we advise you to wait until after your GCSE's) - so, if your prospective employer offers you a week in August, and you are not going on holiday, it is best to accept the offer.

Where possible a teacher will visit you on your placement and a report will be put in your school file. You are also given a form (profile) to complete on your own impressions of your placement and this, together with the employer's comments, will be placed in your school file. Both reports are essential when you apply for jobs or higher education

### HOW DO I DECIDE WHAT TO DO?

- Listen to the year twelve students at the Work Experience Assembly on Tuesday 17th November.
- Go to the careers room and look at the pamphlets.
- Use any contacts you made on your work shadowing placement in Year 10.
- Ask Antonia Lewis (Careers Adviser) at Year 11 Options Evening on 7 November, for a Careers Interview.

## SUGGESTIONS FOR PLACEMENTS

Librarian, accountant, teacher, solicitor, doctor, dentist, vet, optician, surveyor, architect, journalist, mechanic, travel agent, physiotherapist - or better still, think of something yourself.



### TIME PLAN FOR WORK EXPERIENCE 2012

**Thursday 17/10/11** – by then parents will have received a letter and this information booklet explaining Work Experience Scheme

**Tuesday 15/11/11** - A member of the school's administration team and Karen Norris, Work Experience Manager from the Enfield Education Business Partnership, will be present at the Year 11 Parents Evening to answer questions on Work Experience.

**Thursday 17/11/11** - Work Experience Assembly takes place

**Thursday 24/11/11** – Last date for students to return reply slip to the school office stating whether they will be seeking a school placement or arranging their own work experience placement.

**Thursday 29/3/12** – Date by which students organising their own placements will be required to have returned completed health & safety forms.

### SCHOOL PLACEMENTS

If the school is organising your placement, you must to apply online by 15<sup>th</sup> December. Mrs Conway will email students requesting a school placement their individual pin number and supporting instructions on how to access school placements, review job descriptions and make selections. Mrs Piccirillo and Miss Olivelli will also be available Wednesday and Friday lunch times (1pm to 1.30pm in C20 and C21) from the 2<sup>nd</sup> to the 9<sup>th</sup> December to help students make their selection and answer questions on work experience. School places are auto allocated by Enfield Education Business Partnership. The website will go live on 1<sup>st</sup> December 2011.

## OWN PLACEMENTS

Students who have indicated they will be organising their own placements will be sent a letter and health & safety form after 28<sup>th</sup> November 2011. This form must be completed by both employer and parents and **returned to Mrs Conway in the school office no later than Thursday 29<sup>th</sup> March 2012.** It is most important employers complete the Health & Safety section and the Employer's Liability Insurance details are disclosed.

## GENERAL ADVICE

- Have a back up plan – ask more than one family contact.
- Make your CV as attractive as possible.
- Prepare thoroughly for interviews.
- If you can't think of any ideas talk to the careers adviser or go to the careers room.
- Once you have your placement arranged keep in contact with your prospective employer.
- Always arrive early and dress appropriately.
- Check if the employer has a website and find out as much as you can about them before you arrive.
- Always show initiative and ask for extra work if you can.
- Thank your teacher when they visit you.
- Write a thank you letter to your employer.
- Keep checking with the school office for any updates and if you are arranging your own placements keep the office informed of any changes.
- A list of teachers who will be visiting you will be on display in the Small Hall from mid May 2012.

# The Latymer School



## Work Experience 2012