

WORK EXPERIENCE

Overview of the process:

Although the placement takes place at the start of July, the whole process begins in the previous November. It is important for students and parents/carers to realise that the placement does not always have to be linked to a future career choice. At this stage, many students may not have decided what they may want to do on leaving the Academy but Work Experience can give them valuable help in making these decisions as it gives them a chance to have a 'taster' of an area of work.

Term 2:

In November, parents/carers of all year 10 students are invited to a Work Experience Parents' Evening at the Academy. The whole process is explained and the parents/carers' information pack is available for collection. This contains a summary of the presentation and relevant paperwork.

In early December, all students attend an interactive session run by the Work Experience Co-Ordinator where the process of obtaining a placement is discussed and worked through. This includes practising how to make the first approach to an employer by phone or in person.

Term 3:

Students have a deadline for arranging their placement and submitting the details to Ms Thomas. Before this date, Ms Thomas will have been meeting students during Mentor times, break and lunchtimes to see how they are progressing and giving support wherever necessary. This may take the form of suggesting employers to approach, coaching students in making phone calls to specific employers or in interview techniques and writing CVs. Students are taken to interviews if necessary and the whole focus of this period is to support them and increase their confidence in dealing with what for some can be quite a daunting challenge.

Parents are encouraged to help & support their son/daughter but the emphasis is on the student - not the parent/carer! – finding the placement.

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Terms 4 & 5:

All placements are subject to a Health & Safety check by an external company for the Academy. No student will be allowed to attend a placement if this check has not been carried out or the check has failed.

At this point, any student who has not managed to find a placement will be found one by Ms Thomas. Parents/carers will be consulted first of all in case a friend or family member might be able to offer some work experience.

Term 6:

A couple of weeks before the Work Experience week, parents will receive a letter with full details of the placement.

The students will also receive a session entitled 'ABC – Attitude, Behaviour and Communication.' As the title describes, this will cover the vital aspects of what they will do whilst at the placement. It is also designed to reassure and allay any concerns and worries and to ensure that they are able to gain maximum benefit from their placement.

On return to the Academy in September:

Students will have been given a Work Experience diary to complete whilst on placement. This is to be submitted to Ms Thomas by the end of September and it will be assessed and graded as Pass, Merit or Distinction depending on the diary content, any additional supporting material submitted and the evaluation from the employer.

All students providing Ms Thomas with this will receive a summary of her assessment and a certificate. These can then be used as part of a folder of supporting evidence when the student later applies for 6th form, College or employment.

Contact details:

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