## **Objectives of Work Experience**

- To meet and interact with new people.
- To gain future contacts networking.
- To develop employability skills; team work, presentation skills, critical thinking.
- To find out more about a particular industry or profession.
- To help make informed choices about future career ideas.
- To experience travelling to and from work.
- To gain a better understanding of the working environment.
- To improve self-confidence.
- To utilise written and verbal communication skills within a work environment.
- To learn the importance of punctuality.
- To gain experience for a CV.
- To identify skills, including strengths and areas of development.



Year 10/12

# **Work Experience**

### Careers Advisor ~ Ms S Gardiner

gardiners@skdrive.org

WEX Coordinator ~ Mrs Duncan skworkexperience@skdrive.org

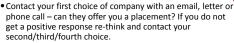


Stage 2

Stage 3

Stage

- Decide on the type of placement you would be interested in doing, is it suitable?
- Talk to your parents, friends, family how could they help you? What ideas do they have?
- Look up other local businesses/companies/organisations in this sector and draw up a list of possible options.



- Bear in mind that larger organisations might have a formal application process to follow/a HR department you may need to contact, this information is likely to be on their website.
- Once a placement is agreed, request confirmation of your work experience placement and full details.
- Complete the Student Initial Form on Unifrog. Ensure all email addresses are correct.
- Forms must be completed by 19th February.

• The information that you have provided will be used to contact and a visit to your placement will be made, this is to carry out safety checks.

- Once the information from these checks is passed back to the school we can agree your placement.
- A letter confirming your WEX placement will be sent to you and your parents/carers.

### What you need to do.....

DRAW UP A LIST OF POSSIBLE PLACEMENTS AS SOON AS POSSIBLE, <u>IDEALLY BY THE END OF TERM 1.</u>



## MAKE CONTACT VIA PHONE CALL, EMAIL OR LETTER.

#### FINALISE YOUR PLACEMENT AND COMPLETE WEX FORMS BY <u>19<sup>th</sup> FEBRUARY</u>.



CHECK EMAILS FOR UPDATES/CONFIRMATION OF YOUR PLACEMENT.