

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.



**CATHEDRAL
SCHOOLS
TRUST**

Year 10/12

Work Experience

Careers Advisor ~ Ms S Gardiner

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WEX Coordinator ~ Mrs Duncan

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Stage 1

- 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.



What you need to do.....

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

Stage 2

- Contact your first choice of company with an email, letter or phone call – can they offer you a placement? If you do not get a positive response re-think and contact your second/third/fourth choice.
- 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.



MAKE CONTACT VIA PHONE CALL, EMAIL OR LETTER.

Stage 3

- 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**.



FINALISE YOUR PLACEMENT AND COMPLETE WEX FORMS BY 19th FEBRUARY.

Stage 4

- 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.



CHECK EMAILS FOR UPDATES/CONFIRMATION OF YOUR PLACEMENT.