

YEAR 10 WORK EXPERIENCE

MONDAY 10TH JULY - *FRIDAY 14TH JULY**
PENULTIMATE WEEK OF TERM

**DUKE OF EDINBURGH STUDENTS ON EXPEDITION FRIDAY 14TH JULY
**SOME STUDENTS ARE DOING THEIR WEX THE PREVIOUS WEEK*

WEX 2023



The aim of work experience is to give you an understanding of an adult working environment by being part of a real workplace. You can often learn a lot about yourself during work experience.

We are using the Barclays' LifeSkills WEX booklet to support our placements – more about that later.

WHY IS WEX IMPORTANT?

- Adding to your CV.
- Giving you a chance to explore new things.
- Showing you how organisations are run.
- Taking you out of your comfort zone.
- Getting you to speak to adults outside of home and school in a professional way.
- Determining if a career would suit you or not.
- Experiencing the world of work.

CHECKLIST BEFORE YOU GO

Use your employer conformation sheet to complete the information one page 1 of your booklet. There are some key questions below - You may also have to contact them in advance for the information.

- Were you instructed to contact your employer before you start? If so, have you?
- Where is the placement?
- How you will get there?
- How long the journey will take?
- What time do you start and finish?
- Who do you have to ask for when you arrive?
- Do you have a uniform? Is there anything you can't wear?
- What are the break/lunch arrangements?

REMINDERS DURING WORK EXPERIENCE



Be punctual!

Follow all instructions carefully.

Follow Health & Safety guidelines.

ASK if you don't understand or need help.

Be realistic about what to expect from the 5 days.

Be interested, keen, polite and helpful.

Complete your Work Experience Diary.

Hand your employer the Assessment Form to complete.

If you are ill and unable to turn up for work on any day you **MUST** ring the employer before work, AND ring school to inform Mrs Aspinall. (0191 2818486)

HEALTH AND SAFETY AT WORK



Health & safety is very important in any workplace.

You will watch the following video over a couple of registration sessions. It is 18 minutes long.

<https://www.youtube.com/watch?v=PX7rQxZjDPg>

Make sure your parents/ carers complete and sign the medical sheet.

This sheet should be handed in to the person in charge of you at your work experience.

Remember to take it with you **ON YOUR FIRST DAY**

WORK EXPERIENCE DIARY



It is an expectation that you complete your work experience diary during your week.

You will be expected to bring it back to school.

Your teacher will go through an electronic version of the diary so you can see what is compulsory to complete.

WORK EXPERIENCE DIARY

You must complete the following before or during the placement:

- Placement details
- Skills and values
- Diary days 1 – 5 (some of you are only doing 4 days if you are DofE)
- My work experience review
- Skills and values self assessment
- Employer assessment – this is very important and you must ensure that your employer knows to do this
- Parent/carer comments
- Saying thank you – the back yellow page gives you ways to do this.

FINALLY

ASK if you have any questions before you go. Mrs Beeley, Mrs Aspinall, the Year Team or your Tutor can help.

Make sure they complete the assessment form.

Bring back your booklet when you come after school.