

YEAR 10 WORK EXPERIENCE

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

**DUKE OF EDINBURGH STUDENTS ON EXPEDITION FRIDAY 14TH JULY*

WEX 2023



Jesmond Park Academy Year 10 Work Experience 10 – 14 July 2023

At Jesmond Park Academy we are proud to work with our students to develop their employability skills. This starts in Year 7 and continues through to Year 13.

We send students out for one week's work experience placement in Years 10.

This is designed to give students a greater understanding of the world of work, prepare students for the responsibilities and opportunities of adult life and the opportunity to work with adults other than teachers.

The experience of work does not have to be in a business. It could be an education provider such as a primary school, or any other work place suitable for 14/15 year old young adults.

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.

WHAT WILL I BE DOING?

- Every placement is different.
- Some placements may ask you to observe certain things.
- Some placements may be very 'hands on'.
- Some organisations may give you a task to complete over the week, or something for each day.
- It very much depends upon the type of placement that you are able to arrange.

SHOULD I BOTHER?

- Students frequently ask 'Is there any point to doing something if it isn't what I want my career to be later on?'
- Yes! All experience is good experience. Many colleges and universities report back to the school that students with ANY type of work experience is beneficial, and can help with applications to particular degrees/courses.

EMPLOYABILITY SKILLS

Teamwork

Resilience

Communication

Enthusiasm

Effective Listening

Negotiating

Leadership

Problem solving

Assertiveness

Time keeping

Personal
presentation

NEXT STEPS

This year we are working in partnership with a company called Futurework.

You will need to find your own work placements and you can do this in one of two ways:

1. You can independently find your own placement and complete the Futurework work experience placement form. Futurework will then complete the health and safety and vetting procedures on behalf of Jesmond Park academy.
2. You can access the Futurework database to access known businesses and companies in the local area who offer work experience placements. You would then still need to approach the business or company in the usual way and, once accepted, complete the Futurework work experience placement form.

DEADLINES

Deadline One: Monday 27.2.23 – Initial intention sheet

Return the initial intention sheet. This form indicates to us whether you intend to independently find your own placement or whether you need assistance to access the Work Experience database to find local employers and businesses. You have had the next few weeks and over half term to establish whether or not you will be able to find your own or whether you need access to the database. At any time you can contact the school and ask for support securing a placement using the work experience database. Please note that if you would like to access the database to assist you with finding a placement the sooner you return the form the sooner we can start to help.

Deadline two: Friday 24.3.23 – Futurework Work Experience form

Return the Futurework Work experience form. This will need to have all of the information completed by you, your parent/carers and the work placement provider. Futurework will then complete all of the relevant Health, safety and vetting checks in order for the work placement to go ahead.

FORMS TO COMPLETE

WORK EXPERIENCE: 10-14 JULY 2023

INITIAL INTENTION FORM - DEADLINE MONDAY 27.2.23

Student name: «Forename» «Surname» **Form:** _____

Please tick as appropriate:

EITHER

☐

I intend to independently access my own placement and will return the Futurework Work Experience form by Friday 24.3.23

OR

☐

I need assistance to access the Work Experience database to find local employers and businesses and then having done so will return the Futurework Work Experience form by Friday 24.3.23

Signed: _____ (Parent/Carer)

Parent name: _____

Relationship to student: _____

Contact no: _____

Date: _____

Please return this form to student reception by Monday 27 February 2023. |

FORMS TO COMPLETE



Work Experience Placement Form

Please ensure that as much information as possible is filled in and that handwriting is legible. Have a great placement!



To be completed by the learner:							
Learner Name:					Tutor Group:		
Learner Age: (tick appropriate box)	Under 16:		16-17:		18 plus:		
Notes (e.g. medical conditions or allergies):							
Placement Details – to be completed by the business/placement provider:							
Placement start date:				Placement end date:			
Business Name:				Business e-mail:			
Business Website:							
Business Address:					Business Postcode:		

FINDING A PLACEMENT

You can find your own placement contacts through family, friends, neighbours, looking up on the internet, local businesses, knocking on doors.

You can ask for an appointment to look at the database of known work experience providers in the local area.

Either way you will then need to make contact to request a placement.

SECURING A PLACEMENT

Use Frog; under the Careers icon; Work Experience Section. We will ask your Form Tutors to go through this.

There are hints and tips on making contact with employers or placement providers:

Calling Employers to ask if they offer work experience placements.

Examples of emails.

Covering Letters.

Blank CV.

Example CV.

OTHER TOP TIPS

Speak to people at home, they may have a network of friends or contacts who may be able to offer you a work experience placement.

Ask for help if you need it!

Don't be too disheartened if you ring 10 employers before you may get a positive response.

Its okay to feel a bit nervous, this is preparing you for trying to find a job in the future.

Maybe practice a call with a friend or someone at home, in school.

OTHER TOP TIPS

Don't leave it too late.

If you are finding it difficult to find your own work experience placement, we can try and help you through a database from Futurework of Employers, in School.

If you do write an email, complete a CV, covering letter, read it over, check your spelling and grammar, your capital letters are used and full details are completed in the sections.

You could ask somebody to read it over to check and improve your CV, covering letter or email.

CV

There are lots of examples CVs out there.

A good CV, will be a maximum of 2 sides of A4.

A word document which is typed in Arial
Font size 12

Should be easy to read

ATTACHING A CV

If sending a CV via email, always double check somebody's email address and write it down or copy straight into a blank email.

You should always in the body of the email, write a covering letter/email: this explains who you are, why you are writing to the employer and the dates you are looking for a work experience placement.

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Initial intention sheet

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Parent name: _____

Relationship to student: _____

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Please return this form to student reception by Monday 27 February 2023. |

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Futurework Work Experience form

futurework[®]

Work Experience Placement Form

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To be completed by the learner:

Learner Name:				Tutor Group:	
Learner Age: and year/six	Under 16:	16-17:	18 plus:		

Notes (e.g. medical conditions or allergies):

Placement Details – to be completed by the business/placement provider:

Placement start date:	Placement end date:
Business Name:	Business e-mail:
Business Website:	
Business Address:	Business Postcode:

WHO CAN HELP?

Mrs Beeley Careers Manager located in the Careers room next to student support. She'll be around at breaks and lunches for advice.

Mr Cleland Head of Year 10.

Mrs Winship Year 10 Manager.

Mr Henderson KS4 Year Manager.

Mr Holmes Deputy Principal.

Speak to your Form Tutor – they will let the Year Team and Mrs Beeley know that you need help.