

Why do Work Experience?

Work experience is an integral part of the school curriculum for all students - it is not about training for a particular job. However, it should be an interesting and stimulating period for a student to gain an insight into employment. This is of increasing importance as the business world is forever changing its demands and specialisms.

Work experience placements offer many benefits and opportunities such as;

- To enable students to apply skills and deepen knowledge and understanding of concepts learned in the classroom
- earning about the world of work
- insight into factors which may determine career choice
- prepare them for adult life and making the transition from school to work
- to broaden the range of training, education and employment which students consider
- to improve attainment by making learning more relevant

Work Experience Co-ordinator

Mrs Jo White on 01691 664407 or white.j@marchesschool.net

A Parents Guide to Work Experience 2017



How are students prepared and briefed before Work Experience?

Students are prepared and briefed for work experience mostly through work in the Personal, Social and Health Education programme.

The process involves the following stages:-

- Preparation
- Briefing
- Placement
- Debriefing
- Follow up

Students are encouraged to visit or telephone their placement prior to starting to meet their supervisor and check arrangements.

Application & Interview Route

We will be taking a new approach to our work experience programme, we would really appreciate your support with a new venture to bring the entire work experience programme in line with the current labour market.

We are planning to advertise some of the more **popular** roles by sector at the beginning of the school year, where we will require the students to apply with a completed application form and covering letter which will then be followed by an interview. We will keep you updated via e-mail and our website with the jobs that will be released on a weekly basis. The sectors which will be advertised are and dates for advertisement.

Although around **50** placements will be advertised for students to apply for, we will also be encouraging students to apply via the traditional method for work experience places.

What is the Traditional Route?

There are a variety of approaches to finding a suitable placement but students **MUST** keep the schools Work Experience Coordinator (Mrs White) informed to avoid repetition and overlap. Early contact with employers is encouraged as there is a great demand for Work Experience and often limited places available.

- Students have access in school to a directory of approved employers, and those who have taken students in previous years, to help inform students of possible local employers.
- Many employers prefer students to make contact themselves through a letter or visit requesting a placement. If accepted, the contact name, address and telephone number should then be forwarded to Mrs White
- Some employers prefer to liaise with the school and offer placements which will then be filled from student requests.
- Students can find placements outside Oswestry if they can arrange transport and accommodation.
- All placements must be checked to ensure they have the required health and safety standards and appropriate insurance cover, this is undertaken by an outside agency who requires three months notice in order to arrange visits.
- Students should try not to do work experience with an employer with whom they already have a part time job or with very close family members as this may not allow new learning experiences of the world of work.

How many hours will my child work?

This normally depends on the usual working hours of the industry where they are placed. It is recommended that students should not be asked to work more than a standard eight hour day.