

# YEAR 10 WORK EXPERIENCE

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2 – 6 JULY 2018



# AIMS

- Purpose of Work Experience (WEX)
- Procedure
- Student Own Placements
- Role of The Employability Partnership (TEP)

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# Great reasons for doing Work Experience!

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- WEX is a fantastic opportunity to learn new skills, see what a real workplace is like and gain confidence.
- It also gives students the edge when it comes to applying for jobs in the future.
- **It helps students identify a career** - With so many options open to students, it can be challenging for students to pick a career sector and job role that's right for them. WEX is a great way to get a feel for a particular industry.



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- **Skills Development** - WEX lets students learn really valuable skills like communication abilities, problem-solving and people skills. In fact, research carried out by the British Chambers of Commerce found that over half of the 3,000 firms they surveyed thought that young people were lacking basic “soft” skills.
- Many young people are unaware of the skills they can and do gain from their work placements. By doing WEX it will help students to consider what skills they’ll need for work, and how they will develop them during the placement. WEX will help students focus on their “transferable skills” – so whether the placement’s specific selection is for them or not, what they learned during it will be useful in any career path.



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- **It will help students get a job** – According to a survey carried out by Gumtree, 90% of employers believe that WEX is more important than ever. Ultimately, by doing WEX it sets students apart from others when it comes to looking for work.
- Students' CVs should show off their skills, experience and knowledge.
- The 10 skills employers say they seek in importance order: teamwork, make decisions/solve problems, communication skills, be able to plan, organise and prioritise work, obtain and process information analyse data, technical knowledge related to the job, computer software programs, create and/or edit written reports and the ability to sell and influence others.



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## PROCEDURE:

- **ALL** Year 10 students are required to take part.
- Veryan Database
- Login and password details for Veryan
- Start now to think about job areas of interest and skills required
- Talk to parents – choices/transport
- 3 choices need and a statement for each – lunchtime sessions
- Completion date: **9 February 2018**



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## STUDENT OWN PLACEMENTS (SOP's)

- Employer must **NOT** be on the Veryan Database
- “SOP” Forms
- Deadline for returning completed forms: **9 February 2018**
- Employers must have “Employer’s Liability” and “Public Liability” Insurance





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## Next Step:

- Allocation of Placements – **NOT** on a first come, first serve basis, allocation done around Easter time
- Students/Parents notified of placements – job description and 2-way agreement sent. SOP's only job description sent
- 2-way agreement to employers
- Pledges Day – WEX preparation
- Interview with employers
- Workbooks





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## During Placements:

- Problems
- Appointment/Holidays
- Staff visits
- Check Workbooks

## Feedback:

- Evaluation forms completed – tutor time
- Certificate of Distinctions



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## INFORMATION PACK

- Work Experience Guide
- Veryan Booklet and Log-in details
- Student Own Placement Form
- Employer Information

For any questions about WEX, please contact: Nikki Pritchett –  
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