




Work Experience Week

1ST – 5TH JULY 2024

Why do Work Experience?

- ▶ Hands on experience at a job of your choice
- ▶ Chance to find out if you really like the work area you have chosen
- ▶ Your first real opportunity at a job/career area that you are interested in
- ▶ Opportunity to make contacts for part-time work or future employment
- ▶ To help identify skills used in the workplace
- ▶ To help equate school work with the work environment



Where can students do a Work
Experience Placement?

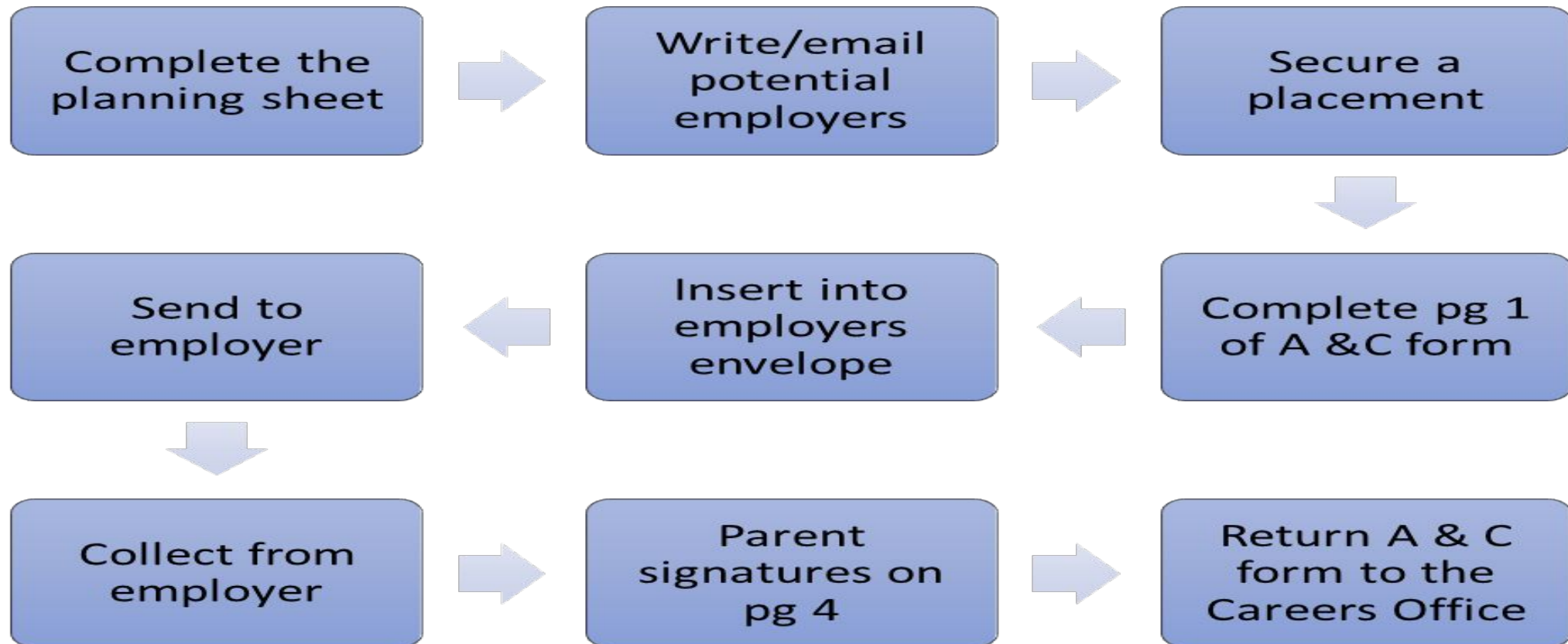
Anywhere in the UK !

- ▶ providing parents/carers agree and arrangements for accommodation and travel have been put in place

Work Experience Folder

- ▶ Students will be given a blue Work Experience folder
 - This will contain;
 - ▶ A Work experience Approval & Consent form (Lilac)
 - ▶ Contact details for the College and restricted work experience placements
 - ▶ An envelope containing information for employers
 - ▶ A work experience planning sheet

What to do next?



Parents/carers can help!

- ▶ Read all the information carefully with your parent/carer.
- ▶ Think about what job you would like to do.
- ▶ Do you know anyone in that sector that would be able to help you.
- ▶ Lots of placements are found through friends and family.

Vital Information

- ▶ Employers will need to have **Public Liability Insurance** **and** **Employers Liability Insurance** for the placement to be approved by the College.
- ▶ Placements can only start when the paperwork has been completed and returned to Mrs Acaster and it has been approved.

Key Dates and Deadlines

- ▶ **February** – Placement secured and paperwork taken to employers
- ▶ **13th June** – All paperwork completed and returned to the Careers Office
- ▶ **1st July – 5th July 2024** Work Experience Week