

Work Experience

19th – 21st May 2025

A unique opportunity to raise aspirations



Work Experience

- “Work experience may be defined as a placement on an employer’s premises in which a student carries out a particular task or duty, or a range of tasks and duties, more or less as an employee, but with the emphasis on the learning aspects of the experience” DfES (Feb 2002)
- Work Experience is not.... cheap labour, a skive from school, a holiday for your teacher or a path to a sure job!!!
- Work Experience is a chance to meet new people, to find out more about industry and commerce, to experience travelling to work, to exercise more self- discipline and responsibility, to improve your self- confidence, to improve your social skills and to learn the importance of punctuality.



Why do Work experience?

- Gives a purpose to your education showing the link between how education prepares you for the world of work
- To see what working would be like, to understand the pros and cons of working and to get more information about jobs.
- Work experience is often the first opportunity for you to operate in an adult working environment. A potentially powerful experience that can improve awareness of different surroundings, behaviours, practices, cultures and attitudes. A chance for employers to help young people understand employability and core skills.
- It can help with your application to Sixth Form, College or University
- You gain valuable skills for your development & work with people of different age groups.
- More important than ever now, as some of the skills you need for the world of work can only be achieved in a place of work.
- Adds value to your CV
- To gain a positive reference from an employer
- Building up contacts
- Effective work-based and work- related learning can help you to become: successful learners, confident individuals, responsible citizens, effective contributors to society and work.



When is Work Experience?

Monday 19th May 2025

to

Wednesday 21st May 2025

It is expected that all students find their own work experience placement.



How can I find a placement?

- Identify the type of work you would like to do that matches your interests and abilities & then identify employers from a range of sources
- Write to local employers – this could be an email or company website
- Call in direct and ask to speak to the manager
- Telephone and ask to speak to the manager
- Speak to your family – do they have contacts at their own place of work?
- Ask your teachers – do they have any contacts?
- Use the Work Experience Contacts List on the school website
- **START APPLYING NOW**



Where shall I go?

In the past, students have completed their work experience in the following places:

Retail stores

Doctors surgeries

Veterinary surgeries

Hairdressing salons

Gyms/Leisure centres

Garages/Repair workshops

Hotels/Tourist places

Restaurants & Cafes

Solicitors/Legal firms

General offices

Council offices

Banks & Building Societies

Schools

Nurseries

Garden Centres

Some businesses that have to be careful with client confidentiality will not accept work experience students. Examples of this may include doctors surgeries, solicitors offices, the George Eliot & UHCW Hospitals.

Placements can be in Coventry & Warwickshire or anywhere in England.

Outside of a 35 mile radius to the school, Health & Safety checks are completed by an external provider and will incur a cost to parents/carers.



The must haves.....

- The employer **must** have Employer Liability Insurance & Third Party Public Liability Insurance, **unless**, your child is on placement with their parent/carer
- All forms **must** be fully completed with all employer contact details
- All forms & consent **must** be completed by parents/carers
- Must pass a pre-placement health & safety check. This is carried out by an approved person from school or an outside agency.



What happens now?

Information about Work Experience, including this Power Point presentation will go home to parents/carers on today.

You need to start looking for a placement now – please do not leave it until the last minute.

Once you have found a placement, your parents/carers will complete the relevant forms and return them to school. All forms/information can be found on <https://www.highamlaneschool.co.uk/workexperience>

Deadline is Friday 14th February 2025

