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St PAUL'S CATHOLIC SCHOOL

Work Experience

Monday 9th January – Friday 20th January 2023



Aims & Objectives

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Aims & Objectives

Students taking part in the Work Experience scheme are likely to benefit in the following areas:

Employability and key skills:

Gaining insight into skills and attitudes required by particular sectors and employers; opportunities to develop, practise and demonstrate key skills in a work setting, in particular, recognising hazards, assessing and controlling risks, working with others, ICT skills and improving their own learning and performance. One of the main aims of work experience is to display a positive attitude in your work placement.



Careers education guidance:

A better understanding of changes in the world of work and the implications these have for their own careers.

Vocational subjects:

A better understanding of the vocational areas being studied, the opportunity to investigate real examples for coursework and the opportunity to gather evidence of vocational skills developed.





Personal and social development:

The development of increased maturity, with improvements in aspects such as motivation, self-confidence and interpersonal skills leading to demonstration of a positive attitude.

General subjects:

Opportunities to enhance students' understanding of the National Curriculum, develop a practical understanding of a range of issues involving health and safety, economic and business issues, citizenship and environment and moral and social education.



Although we will try our best to arrange for students to undertake Work Experience within a career area for which they have a particular interest, the above skills and opportunities will be found within all placements offered by the school in partnership with Best Practice.

WORK EXPERIENCE IS NOT INTENDED TO BE CAREER TRAINING

KEY MESSAGES FOR STUDENTS

Think about employability/key skills not just careers eg customer service, admin skills, IT skills, practical skills, team working rather than law, banking, mechanics, hairdressing. Many jobs need a variety of these skills and a student in a placement that isn't their career ambition will still find themselves using the skills they will need.

Think about what you might be able to do on a placement taking into consideration your age and experience. A good example are legal firms where students are unlikely to get practical experience of the law but are more likely to be involved in admin, IT and possibly customer service. Likewise in hairdressers you will be involved in doing the more basic duties as opposed to cutting hair.

If you have a specific job you want to experience arrange it for yourself. Although we will have a database of employers who wish to be involved in work experience, past experience has shown that some may not be able to help. MK have many schools sending students on work experience and most businesses are not able to cope with having a work experience student every month so will sometimes say no to requests. We will not know if they are accepting students until they are approached by Best Practice. Also, due to the situation caused by Covid-19 there is some uncertainty as to whether lots of the usual Work Experience placements will be available for students in January 2023. If students pin their hopes on getting a particular type of placement they may be disappointed. If you are able to arrange a placement yourself, complete the own placement form you have been sent and return to school.

We are all working at the moment in the context of the COVID-19 pandemic. We understand that many parents will be concerned about the safety of the child while on a work placement. The school will continually monitor the situation and will work in partnership with parents to overcome emerging challenges. We ideally want pupils to go on work experience as we feel it is extremely valuable. However, the safety of pupils is always our primary focus. Please email paul.winter@st-pauls.org.uk if you have any questions about work experience. The Employer Risk Assessment for the placement will also take into account the risk assessments in light of the COVID-19 pandemic.

Applications forms are to be submitted to Miss Beth Kendall in B101 by the deadlines set below.

Thursday 30 June 2022:	Own placements forms to Miss Kendall.
Wednesday 6 July 2022:	For those students who have not completed an Own Placement form, students will select a placement on-line using their allocated PIN number.
Wednesday 20 July 2022:	All signed application forms to be returned to school and handed to tutor or Miss Kendall in B101

Other Dates relating to Work Experience:

(date tbc):	Workshop 1 - Introducing Work Experience
(date tbc):	Workshop 2 - On-line database instructions.
(date tbc):	Workshop 3 - Interview Skills
(date tbc):	Workshop 4 - Health & Safety
September 2022:	Work Placement Contracts will be distributed to students. (Please note Best Practice hope to be in a position to send 90% of contracts out by this date – please do not be concerned if you do not receive yours on this date. We will endeavour to work with Best Practice to get contracts to all students asap.
February 2023:	Workshop 5 – Work Experience Review

Please call your employer immediately when you receive your contract to arrange an interview. You must take your contract with you to your interview and your employer will sign to agree to your placement with them at the end of a successful interview.

Helpful Hints

The following tips should help to smooth the way to a successful work experience placement:

Arranging the placement:

When considering placement opportunities try and be as flexible as possible about the areas you can travel to. You are more likely to get a placement matching your requirements if you can travel further away. Consider using the bus – timetables are available online.



Job Description:

The job description is a guideline only. If you are successful in obtaining a particular placement do not expect to be doing everything on it. Providers will do their best to give you a variety of interesting things to do but it will depend on what is happening whilst you are there.

Own Placement/On-line Application Form:

Aim to return your completed Own Placement Form to Miss Kendall ASAP. (These can be returned before the deadline date of **Thursday 30th June**). On-line database available on **Wednesday 6th July** for students to choose their placement. The form with the chosen placement needs to be printed and signed by parents and returned to tutor for completion no later than **Wednesday 20th July**.





Once the placement is arranged:

Make sure that you read the detail on your contract carefully. It will tell you the times you need to work – most employers will be flexible about this and will be happy to talk to you about changing them to fit in with transport needs. Do not be afraid to ask. Many providers will expect you to work Saturdays in return for a day off in the week – this is reflecting their normal working pattern. If you do not know where the placement is situated try an on-line map or use the phone number on the contract to ask.

Interview:

All students should have a pre-placement interview – we consider this to be an important part of the experience. It will help reassure you; give you the opportunity to try out the route there, meet someone from the placement and ask questions about what you should wear, what the arrangements for lunch are etc.



Contacting your placement:

Although the thought of phoning a stranger to arrange your interview may seem scary it is important that you do it – not your parents. It does not create a good impression with the placement provider if your mum phones to make the arrangements! Try and make the appointment out of school hours.



Starting the placement:

You are likely to be spending more time on your placement than you normally would at school and you will feel tired especially for the first few days. It is very different to being with all your friends and you may not like it at first. Persevere, things will get better as you settle in, most students in past years have found that by the end of the placement they are having a great time.

Working at the placement:

If you have problems at the placement the first person you should talk to is your supervisor. If you are unhappy they need to know. Talk to your parents or another adult you know who has experience of work, they may be able to put your mind at rest. If you are unable to resolve a problem please contact Miss Kendall at the school.



Certificates:

All students who successfully complete their work experience will be presented with a Certificate.

If you are unable to attend your work placement because of sickness or for any other reason, please contact firstly the employer then the school.