

Guide to Year 10 Work Experience 2018 - 2019

Identify a placement

- Identify a work placement of interest to you.
- If you are unsure of what you would like to do ask your Tutor or Mrs Graham to organise a meeting with the careers advisor well in advance of your placement.
- Pupils make contact with the company and ask if the company would take them for work experience.

Forms

- Once the Employer has agreed to your placement they must complete a Work Placement Form (available from the the Careers Office in E Centre, Mrs Graham or the school website).
- The form must then be signed by yourself and a parent/guardian.

Form Deadlines

- Hand the completed form into the Careers and Work Experience Adminisator by:
 - **25 January 2019** Out of Area (OOA) Placements: any placement more than 60 miles from SN14 6RJ.
 - **25 February 2019** Any placement more than 20 miles from SN14 6RJ .
 - **29 April 2019 All Placement Forms.**

Health & Safety checks

- Once the form has been received, your placement will be Health and Safety checked, this may take several weeks.
- When the placement has been approved, the Careers and Work Experience Administrator will send you an email to your **school email address** and your parents to confirm.

Attendance

- Ideally 3 weeks before you are due to attend your placement, call the employer to reintroduce yourself and to finalise any arrangements such as working hours and uniform.
- Placements will start on Monday 15 July until Thursday 18 July 2019. If you cannot attend your placement for any reason, the school and employer must be informed by 8:30am on that day.
- All students are required to attend the De-Brief Day on Friday 19 July 2019.

If you require assistance with any of the above steps please contact Mrs Brenton as soon as possible:

in the Careers Office in E Centre

by email: vjb@hardenhuish.wilts.sch.uk

or by telephoning the school on 01249 650693.