

Year 10 Work Experience 2024 Parent IAG

Vicky Brenton – Careers & Transition Manager

- 1 to 1 careers guidance appointments
- Work experience for Year 10 and Year 12
- Employer, Apprenticeship, University and College events including careers fairs, talks, mock interviews and workshops
- Y11 Sixth Form applications & interviews
- UCAS applications

Work Experience Week

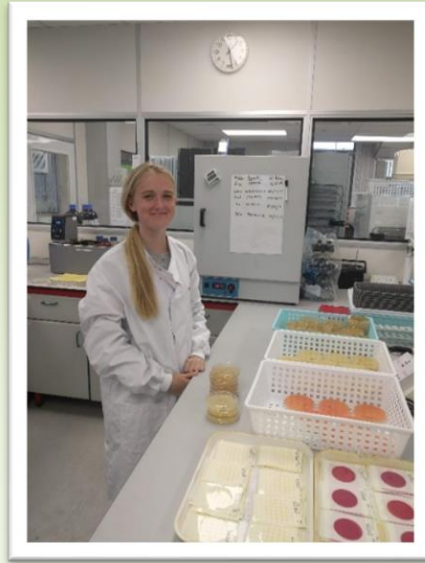
The last full week of this school year:

Monday 15 – Friday 19 July 2024

Supported by school and fantastic opportunity!

Compulsory for all pupils

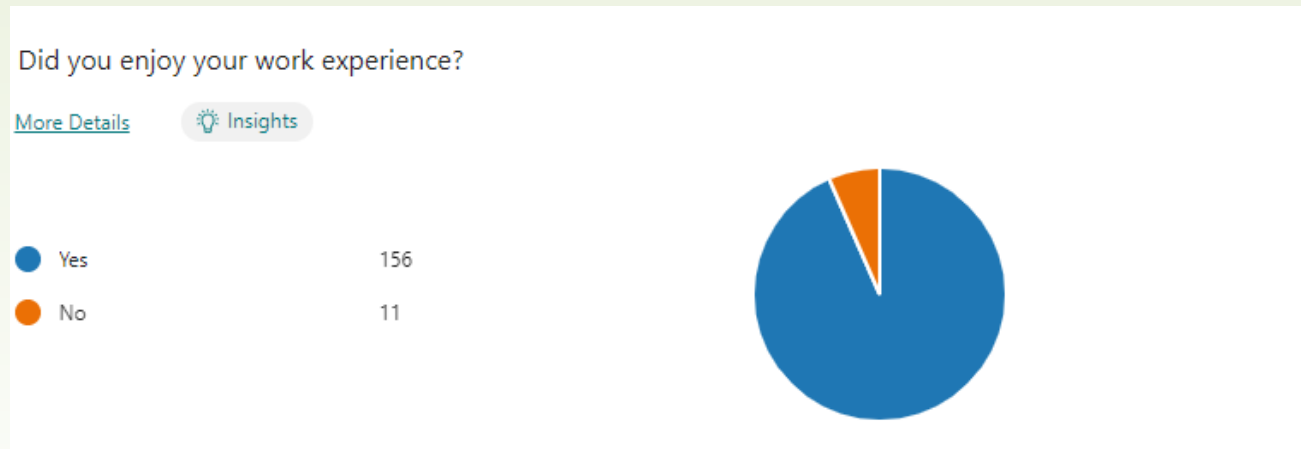
What is the purpose of work experience?



- Gain an understanding of careers
- Essential for some careers
- Develop employability skills
- Provide evidence of interests and skills for personal statement or CV
- Help with subject choices next year

Year 10 WEX - feedback

- 94% of pupils enjoyed Work Experience
- Fantastic feedback from employers!

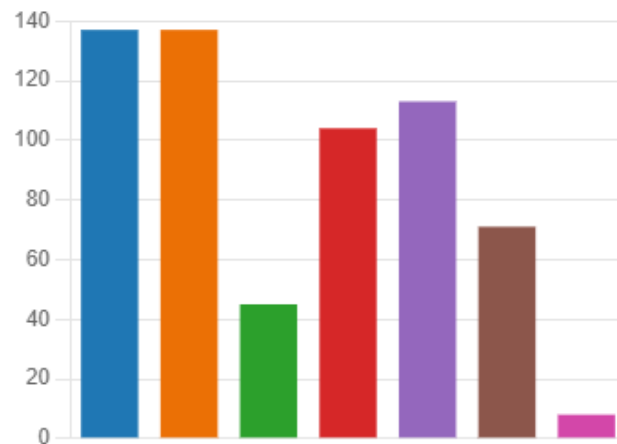


Year 10 WEX - feedback

Work experience has helped you to (tick all that apply):


[More Details](#)

Learn new skills	137
Understand the workplace	137
Decide on a career	45
Feel more confident	104
Try new things	113
Open doors for the future	71
Other	8



What was the best thing about work experience?

[More Details](#)

 Insights

167
Responses

Latest Responses

"helping out "

"The independence that we were given when working "

"gaining an experience of how a business is operated"

Finding a Placement

- Pupils should start by thinking about the type of placement they would like and then research different companies
- Pupils need to pick something they think they will enjoy – we want it to be a positive experience!
- Placements do not need to be what they want to do as a future career
- Make contact with the company to ask if they can offer work experience

Finding a Placement

- Placements can be anywhere in the UK
- Placements can be working with a parent, family member or family friend
- Virtual Work Experience done from home is allowed

To get the best placements start this process early!

Placement ideas – to help you get started!

- Accountants
- Architects
- Art Studios
- Care homes
- Charities
- Churches
- Dance schools
- Pet groomers/ dog walkers/ Kennels
- Engineering or IT Companies
- Estate Agents
- Farms
- Garages/ Mechanics
- Gardening/Grounds Maintenance
- Gyms/ Sports Centres
- Hair and Beauty Salons/ Spas
- Laboratories
- Local Government
- Medical settings/ Hospitals/ Doctors
- Military
- Museums
- Office Work
- Restaurants/ Hotels/ Cafes
- Primary Schools/ Preschools/ Nurseries
- Shops/ Supermarkets
- Solicitors/ Courts
- Theatres
- Universities
- Vets
- Wildlife Rescue Centres

Previous Placements

SIEMENS

Wiltshire Council
Where everybody matters



**THEATRE
ROYAL
BATH**

the egg

BECHTLE

IXYS



the brain injury association

**SWINDON
105.5**

Daring to be different...



**SWINDON
WYVERN THEATRE**

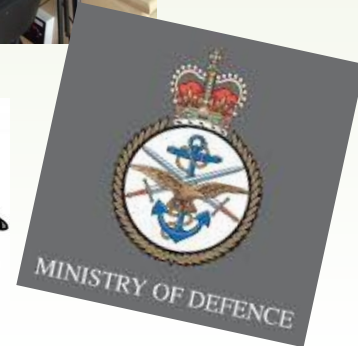
M+W GROUP

SPRINGBOARD
OPPORTUNITY
GROUP SINCE 1986




AVAGIO
Switched on IT

**LLOYDS
BANKING
GROUP**



Check company websites for their work experience process

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Apply for work experience




[Gweld y testun isod yn Gymraeg / View the text below in Welsh](#)

We are no longer accepting applications for work experience for placements in January, February and March 2016.



Work experience FAQs


Get the answers to some common questions



Introduction to Radio Operations

Kick-start your technical and operational career

Work Experiences



Work Placement Form

- Spare copies available from tutors, the Year 10 Office or the school website
- Must be completed by student, parent/guardian and employer
- Employers signature can be digital

Forms will not be accepted with missing signatures

- Please ensure the employer has **emergency contact details** and any **specific learning or medical requirements** prior to the start of the placement

Year 10 Work Experience Placement Form 13 – 16 July 2020		Pupil Name:
		Year & Tutor Group:
Employer Details		
Company Name:	Contact Name:	
Address:		
Contact Number:	Direct Line:	
Fax:	Email:	
<small>For Health & Safety Verification of this placement please complete the Employers Liability Insurance (ELI) and Public Liability Insurance (PLI) details below. Without ELI and PLI the placement cannot be approved. Please contact the Work Related Learning Office at the school if you have any questions.</small>		
Insurance Company		
Policy Number		
Expiry Date		
<small>As a representative of the above employer I agree to the student named above working on my premises and acknowledge my responsibilities under the Health & Safety at Work Act. I give consent for my details to be shared with the student, parent/guardian held on a database by Hardenhuish School for the purposes of sharing with students and pupils of the school for future placements and career events.</small>		
Tick here if you do consent <input type="checkbox"/>		
Signed _____		Date: _____
Name (Printed) _____		Position in Company _____
Job Title and Duties: Please use this space to give a brief description of duties the pupil will perform on their placement and to help establish the level of Health and Safety check required.		
Working Hours: _____		
Lunch Arrangements: _____		
Clothing Requirements: _____		
Student Details		
Emergency Contact (whilst pupil is on placement): _____		
Telephone Number (whilst pupil is on placement): _____		
Parent's email address: _____		
If your child has any specific learning or medical requirements that the employer needs to be aware of please list them below.		
<small>As the student named above I agree to take part in this work experience programme. I also agree to hold in confidence any information about the Employer's business which I may obtain during this work period and not to disclose any such information to another person without the Employer's permission. I also agree to observe all safety, security and other regulations in place by the Employer and made known to be either by the Employer's representatives or by displayed instructions. I give consent for this form to be shared with the Employer.</small>		
Pupil Signature: _____		Date: _____
<small>As parent/guardian of the student named above I agree to his/her taking part in this scheme and undertake that he/she will observe the conditions set out. I understand it is my responsibility to inform the employer of any medical conditions my child has. I agree to the information on this form being shared with the employer.</small>		
Parent Signature: _____		Date: _____

Form Deadline

Hand completed form to Tutor by:

4 March 2024

Competition time!

Hand completed form to tutor by:

4 March 2024

First Tutor Group to
80% wins a pizza
delivery!



Health & Safety Process

- Once the form is handed in, we arrange for the placement to be health and safety approved. This can take several weeks
- The school may contact parent/pupil, if there are any issues with the placement

Insurance

- Work Experience pupils have the same status as employees.
- Employers must have Employer's Liability and Public Liability Insurance that covers pupils for the length of placement.
- Cover: Injury to pupils or others; damage to or loss of employer's or pupil's property at the place of work.

Before the Placement

- Pupil should make contact with employer a few weeks before placement to ensure they know:
 - Where to go and who to meet
 - Uniform or clothing requirements
 - Working hours and lunch arrangements

During WEX week

- WEX Diary to complete
- Member of staff will visit or contact the pupil whilst on WEX placement to check that pupil and employer are happy
- Pupil to contact the employer and school if they are sick and unable to attend their placement **by 8:30am on each day of absence.**

What next?

- Work experience will be launched to pupils in assembly
- This will be followed by tutor sessions next term about organising WEX
 - Looking at skills and qualities to match careers
 - Contacting employers
 - Action planning

Support Available

Seek help if needed:

- Tutors - pupils should discuss their WEX planning with their tutor during one-to-one mentoring
- The Year 10 Office
- Ms Brenton in the Careers Office at the top of the stairs in Sixth Form at break or lunchtime – ideas and contacts

Please direct any questions at any time during the process to:

– Vicky Brenton VJB@hardenhuish.wilts.sch.uk

This is a great opportunity - please encourage students to challenge themselves while seeking a placement and to start looking now!