

Work Experience

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How does a student get a placement?

Students can express where they would like to go by:-

- ▶ Discussing this during their Annual Review
- ▶ Talking to their Form Tutor or Work Experience co-ordinator.
- ▶ Looking through the database provided by Northbrook College which gives details of all the placements available.

Once a placement has been found

- ▶ The class team will email or call the respective company to arrange for the student to participate in some work experience. They will be given some dates and times that are suitable.
- ▶ The work experience co-ordinator will arrange with Northbrook College for all necessary Health and Safety checks to be carried out; this can take up to 2 weeks.
- ▶ The relevant paperwork, Work Experience Agreement and Health and Safety forms are drawn up and sent to parents/carers to be signed and returned to the College.

Once the forms have been returned

- ▶ A preliminary visit will be arranged with the company for the student to visit and ask any questions they have. The students complete a work experience health and safety check list for their information.
- ▶ A meeting with the work-experience co-ordinator will be arranged to discuss any issues arising from the visit, questions they may have, confirming times, dates and completion of their diary.



Diary Day 1	
What I did today:	
Skills I used and how I used them:	
What I did well and what I am proud of:	
What I could have done differently:	
Rate my day:	
<input type="radio"/>	<input type="radio"/>

Travel Training

- ▶ If a student is working locally we will arrange for some relevant travel training to be carried out. This can be during their Independence Skills lessons or another convenient time for them.
- ▶ They will learn how to use the Green Cross Code safely, look at different routes to take by walking or using a timetable to catch a bus or a train if they are independent to build on their confidence.

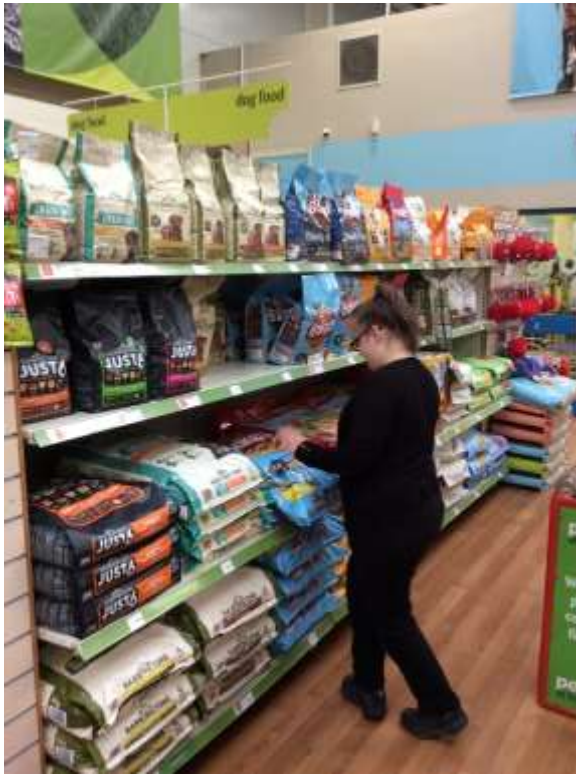


Once the student has started their placement

- ▶ The work experience co-ordinator will telephone the placement to make sure they have arrived on time and answer any queries that come up.
- ▶ During the week, the work-experience co-ordinator will arrange to visit the student to see how they are getting on, ensuring they are completing their diaries, take photos and speak to the manager to ensure everything is running smoothly.



Photographs of students during their work experience



Comments from Employers

Any other comments about the performance of our pupil.

Jack worked well, although completed tasks with his buddy was a little quiet at times

Louis was very conscientious, + charismatic
communicated well with colleagues + customers

Christina has been a pleasure to have at Waitrose. She is punctual, polite and hardworking. Christina completed the online multimedia training quickly and without any help. She has helped on the Welcome Desk and shopfloor and picked up tasks quickly. Christina was nervous to begin with but has come out of her shell and has been talking to other partners.

Emily has been lovely this week. She has worked hard and gotten involved in every aspect of the job. Well done!

Evaluation and Thank you letter

- ▶ Once the work experience has been completed the student will complete an evaluation form as to how they found their experience, what they liked and disliked.
- ▶ They will also write a thank you letter to the employer to say thank you for the experience.

Work Experience Health and Safety check list when visiting the employer

Name of student.....

Name of work experience placement.....

Dates for work experience.....

When do you go through the fire drill procedure and exits?

.....

When do you go through their induction, (showing them around,
toilets, lunch times and breaks?

.....

What do they need to wear?

.....



Gatsby Benchmark Six

Experiences of Work Places

EVERY PUPIL SHOULD HAVE FIRST
HAND EXPERIENCES OF THE
WORK PLACE THROUGH WORK
VISITS, WORK SHADOWING
AND/OR WORK EXPERIENCE TO
HELP THEIR EXPLORATION OF
CAREERS OPPORTUNITIES AND
EXPAND THEIR NETWORKS

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&PID=1266](http://www.woodlandsmee.d.co.uk/page/?title=careers&pid=1266)

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