



QEGS Work Experience 2019

Aims of this session

1. Explain the importance of work experience
2. Consider what constitutes a suitable work experience placement
3. Explain how to support students in finding a suitable placement
4. Identify key deadlines for WEX paper work

GET EXPERIENCE

**STAND OUT
FROM THE CROWD**





Why take part in work experience?

- Builds transferable skills needed for an ever changing work force
- Supports applications for colleges, apprenticeships and UCAS
- Enrichment and personal development
- Opportunity to meeting new people who are currently working in a sector you are interested in
- Gives students a taste of the challenges faced in finding employment

https://www.youtube.com/watch?v=hmk_-bOceC0





What is a suitable work experience placement?

- Links to the students current courses or future career aspirations
- **Alternatively one that the student would have an active interest in**
- One that challenges you!
- Students must work within an organisation that has more than one employee. For examples placements will not be approved if there is one person who is self employed.
- Travel distance.
- All placements must be health and safety checked. This is for insurance reasons to protect both your daughter and the employer.
- Placements outside of the UK are NOT allowed

<https://www.youtube.com/watch?v=U6CdJ-P8P2c>



Things to consider when looking for a placement...

- The **location** of the placement. (Travel time and cost)
- You will need to be resilient. Do not expect a placement to come to you. **You will need to actively find one!**
- Use your connections first. Teachers, friends, family.
- Why do you want to work in that environment for your work experience?
- How it links to future aspirations
- The hours may be different to school hours
- All placements need to be UK based.



<https://www.youtube.com/watch?v=OrbMBhzlKtg>



Stages to finding a placement

Step 1

- Consider what you would like to do
 - Speak to staff, family, friends to look at potential contacts
 - Research the organisation
- Aim to complete this by the end of this term at the latest!**

Step 2

- Write a formal letter enquiring as to whether the company would consider supporting you by offering you some work experience
 - Follow this up by contacting the organisation
- December/ January**

Step 3

- Complete own find placement paperwork
- Hand all paperwork into Mrs Douglas – Staff room.



Some suggestions for places to consider...

Career sector of interest	Where to try...
Medicine/ Dentistry/ Vet	Local doctors, reception work, Barnet Hospital take placements generally for students who are 16+ , care homes, day centres
Police	Approach PC Mel, Local community centres
Teaching	Local primary schools, nursery schools
Law	Law firms / Citizenship Foundation
STEM	ICT companies. See individual schemes for companies such as Google. (Note many offer specific dates)
Politics	Barnet Council, Contact Local MP
Creative	Finchley Arts Depot, Barnet Museum, Wyllots theatre, Chicken Shed

Note: Large companies are in high competition for placements and may require you to complete an application for a specific scheme.



Important information

- Do not leave finding a placement until the last minute

- The dates for WEX are

YEAR 11 – Monday 1st July – Friday 5th July 2019

Year 12 – Monday 15th July – Friday 19th July 2019

- Do not give out private information to strangers . Use your school email account.
- Do not just apply to one place. You **may** need to apply to twenty before you find one that will accept you!
- The employer is doing **YOU** a favour! Be respectful and consider that it costs them time to support you! This is just as valuable as money.



Other tips for finding a placement

- Do a bit of **research** around the company or organisation before you apply. They will often want to know what you know about them at an interview.
- When called for an interview for make sure you know how you know how to get there.
- Don't give up! It can be a long process finding work! That is the reality of getting a job today.
- If you need support in finding a placement there is careers club drop in which takes place in L5 on Thursday lunch times OR see Ms Douglas in the staffroom.



Useful careers websites

JED

Students can access JED from school on the student shared area.

National Careers Service

<https://nationalcareersservice.direct.gov.uk>

UCAS progress

<https://www.ucasprogress.com/search>