



QES

# Work Experience

## Parent Information Booklet





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## Work Experience

At QES we believe that a quality work experience programme - or ‘work inspiration’ - can help to build the resilience and behaviours young people need to succeed in the world of work whilst instilling confidence and ambition. We’ve put a lot of thought into the process to make sure everyone gets an experience that is right for them but that does mean that there’s more to think about.

QES students will have the opportunity to take part in a more comprehensive package of ‘work inspiration’ including being provided with detailed information, mock interviews, talks in school, visits to local organisations, challenges, competitions and project work, CV-writing sessions, mentoring, one to one careers advice and guidance and a wide range of workshops. Alongside these activities Year 10 students also have the opportunity to arrange a quality work experience placement(s) between Monday 8<sup>th</sup> July 2019 and Friday 12<sup>th</sup> July 2019.

The aim of this booklet is to give you the information required to support your child through the ‘work inspiration’ programme during KS4 at QES.

### How to get in touch

At QES, we are very keen for parents, students and school to work together in supporting the welfare and education of young people.

If you are ever unsure or need extra support or clarification relating to work experience, do not hesitate to contact us. **School Telephone:** 015242 71275

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# Key Dates



# QES



<b>Launch of Work Experience</b>	September 2018
<b>Apprenticeship Evening 1</b>	Thursday 11 <sup>th</sup> October 2018
<b>Careers Club</b>	Wednesday, Jan 2019 – May 2019
<b>Working Lunches</b> Professional partners join a wide range of pathways and make themselves available to answer questions	Wednesday, Jan 2019 – May 2019
<b>World of Work PD Session</b>	Tuesday 23 <sup>rd</sup> April 2019
<b>Apprenticeship Evening 2</b>	Thursday 2 <sup>nd</sup> May 2019
<b>CV Writing Session PD Session</b>	Tuesday 8 <sup>th</sup> May 2018
<b>Work Experience Deadline</b>	Friday 1 <sup>st</sup> March 2019
<b>Work Ready Day</b>	Tuesday 11 <sup>th</sup> June 2019
<b>Mock Interviews</b>	Thursday 13 <sup>th</sup> June 2019
<b>Work Experience Week</b>	Monday 8 <sup>th</sup> July 2019 to Friday 12 <sup>th</sup> July 2019

**Please note:** These dates are accurate at time of printing, but may change. Please see our website for updates.



# Principles of Work Experience

**Professional learning:** That work experience can afford the opportunity to develop skills essential for the work place (communication relating to others, enterprise, thinking skills, emotional intelligence and achieving personal goals, taking responsibility for self-development).

**Learning about work:** That work has a profound impact on your quality of life; that different organisations have different value systems and priorities; the aptitudes and further training needed for career progression; the reality of working in specific fields.

**Aspirations:** Work based learning can motivate and inspire young people to achieve, to broaden horizons and to think differently.

## Aims

- learning about the skills needed for work : basic skills\* and advanced skills\*\*
- building confidence and inspiring personal growth
- trying out/ experiencing career opportunities
- making links with learning in the classroom
- finding opportunities for learning in the work place
- building up cv material
- professional learning ( acquiring skills for learning at work)

## Skills

Basic Skills *	Advanced Skills **
Punctuality and attendance	Communication with wide range of colleagues and clients
Personal presentation	Team working
Politeness	Problem solving
Listening and concentration	Creativity
Reliability and trustworthiness	Risk taking
Communication with adults	Ability to acquire advanced work related skills
Ability to learn skills needed	Self-directed work
CREATE Skills	

It is our intention that all students at QES develop the skills for career wellbeing and employability.





## Placement vetting

When organising Year 10 work experience, we need to ensure that the chosen placement is going to be within a safe environment and there are risk management arrangements in place.

North West Education Business Partnership liaise with and visit placement providers on behalf of the school in accordance with DfE's advice and HSE's guidance.

Please be aware that **low risk placements** e.g. primary schools, office-based work, do not undergo formal checks.

In these circumstances the school will take reasonable steps to obtain the placement provider's **Employers' Liability Insurance** details and confirm with the employer that they have arrangements in place for managing risks. You will be asked to sign an agreement/consent form before the placement begins to acknowledge that you are aware of this procedure.



## Getting started



Year 10 students have had an assembly launching work experience. Following the launch, all students will be encouraged to use our exclusive database of employers to search for placements along with support and information from our careers team with searching for and finding employers. Students will then write to or email prospective placements.

Once your child has been accepted on a work placement they need to complete the **contact form** this should be returned to the Careers Office by Friday 1<sup>st</sup> March 2019.



**QES**

Before **Friday 1<sup>st</sup> March 2019**, we should have received the Contact & Student Data Form and a copy of the acceptance letter or email

## Expectations



<b>Students are encouraged to:</b>	
1. Behave as an employee while on placement, conforming to all the workplace rules and instructions from their supervisor.	5. Complete Form and return them to Careers before Friday 1 <sup>st</sup> March.
2. Complete their work experience log book during their placement.	6. remember while on work experience they are representing QES, therefore core values should apply at all times.
3. Understand that all equipment, use of telephones, internet, photocopying etc. are for work purposes only.	7. Understand that the placement may involve confidential and sensitive information which must be kept private.
4. Find their own placement, wherever possible. Help is available in the Careers Office during lunchtime.	8. Wear appropriate footwear, protective clothing, and uniform as requested by the employer. 9. Seek feedback from the employer at the end of the placement and thank them.

## How can parents help?

It is an exciting time when your child enters the world of work via work experience. There are several things you can do to assist with this:

- help your child understand the employer’s goodwill in offering the placement
- encourage your child to have realistic expectations about the type of work they will be undertaking
- encourage your child to meet the placement deadline by completing forms
- help your child organise safe travel to and from work
- discuss your child’s work experience placement and help with any potential or perceived difficulties
- notify QES immediately if your child is absent from work or is having difficulties with the placement
- talk to your child about work and potential careers. Encourage them to consider as many options as possible



# QES

<b>Curriculum Vitae</b>	Through the Year 10 PD programme students will be taught how to write a curriculum vitae and will have the opportunity to create their own initial CV. At QES we have put together templates to help students get started but we do encourage them to try to make their CV stand out. Your child's CV will then be put to the test in June during mock interviews when a representative from a local organisation interviews them having read their CV beforehand. Feedback on their CV's is given post-interview and students are then encouraged to act on the advice given by amending or adding further detail.
<b>Work Ready Day</b>	On Tuesday 11 <sup>th</sup> June 2019 Year 10 will be off timetable for the day to participate in seven workshops, mainly delivered by external organisations designed to raise awareness of the world of work and to help develop skills and qualities that employers are looking for. The workshops will hopefully comprise of: <ol style="list-style-type: none"><li>1) Local Labour Market Information</li><li>2) Challenging Attitudes in the Workplace</li><li>3) Team Building</li><li>4) Work Stress</li><li>5) Interview Technique</li><li>6) Finance</li><li>7) Health and Safety in the Workplace</li></ol>
<b>Mock Interviews</b>	On Thursday 13 <sup>th</sup> June 2019 your child will have a 15 minute mock interview with a representative from a local business/organisation. Post-interview, all students will be given written feedback so that they are made aware of their strengths and weaknesses.

## A final note....

As part of KS4 assemblies and the PD programme students are given a very clear message about seeking further work experience opportunities beyond Year 10 to help develop their employability skills. Indeed, we advise students to make the most of their Year 11 summer holiday (usually at least an 8 week window) by partaking in at least one work-related activity. An alternative is to sign up for the National Citizenship Services (NCS) which is a 3 week course during the summer for year 11 students - [www.ncsyes.co.uk](http://www.ncsyes.co.uk)



We hope you find this booklet helpful, but, as always, if in doubt, do contact school

