

Work Experience

Parent Information Booklet



Work Experience

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.

Students will have the opportunity to take part in a more comprehensive package of 'work inspiration' including 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 08 July and Friday 12 July.

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

How to get in touch

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**

<p>Harriet Metcalfe Careers Coordinator H.Metcalfe@ges.org.uk</p>	<p>Cathy Harrison Assistant Headteacher C.Harrison@gestudio.org.uk</p>
<p>Emily Edwards Head of QES Year 10 E.Edwards@ges.org.uk</p>	<p>Marina Shuttleworth Head of QESstudio Year 10 M.Shuttleworth@ges.org.uk</p>
<p>Lyndsey Jenkins Work Experience Coordinator South Lakes Work Experience ljenkins76@outlook.com</p>	

Key Dates

Launch of Work Experience	November 2023
Work Experience Deadline	Friday 09 February 2024
Work Ready Day	Tues 18 June 2024
Mock Interviews	Thurs 20 June 2024
Work Experience Week	Mon 8 July to Fri 12 July 2024

Please note: These dates are accurate at time of printing but may change.

Principles of Work Experience

Professional learning: That work experience can afford the opportunity to develop skills essential for the workplace (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 workplace
- building up CV material
- professional learning (acquiring skills for learning at work)

Skills

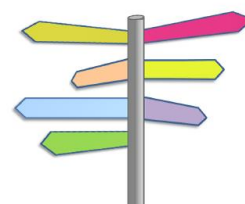
Basic Skills	Advanced Skills
Punctuality and attendance	Communication with wide range of colleagues and clients
Personal presentation	Team working
Politeness	Problem solving
Listening and concentration	Creativity
Reliability and trustworthiness	Risk taking
Communication with adults	Ability to acquire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

It's our intention that all students at LLT develop the skills for career wellbeing and employability.

Work Experience week

Work experience will hopefully give your child the opportunity to sample what the world of work will be like; to work as a team member; to think for themselves and use their common sense; to take a different journey in the morning; arrive on time; be appropriately dressed and ready to work a full day with a range of unfamiliar adults. Work experience takes place at the end of Year 10 as the students are more mature and better able to gain maximum benefit from the work experience. It can also increase their focus and motivation for their GCSEs and vocational qualifications when they return to school.

Choosing where to go



Although it is great when a student knows what kind of career they would like to pursue, the real value of work experience is not always in the specific tasks that are done, but in the learning to become more self-reliant and coping in an adult environment. Students are encouraged to find their own placement considering their own interests and aspirations. We do advise that their chosen placement **should not** be within the student's comfort zone such as:

- their old primary school
- existing part-time work outside school
- working with family and friends, unless it is a profession that they are passionate about exploring.

Additional points to consider include:

- will the workplace be easily accessible and how will they travel to and from the placement (public transport, walk, cycle or car)?
- will this be an interesting and enjoyable placement, or is it an easy option that could lead to boredom and a counter-productive learning experience?

Placement flexibility

If a student wishes to split their 5 days between two placements (e.g. 2 days followed by 3 days) this would be suitable so long as the organisations involved are also in full agreement. In fact, in previous years we have found that professions such as law, health etc. are more inclined to accept a student for a couple of days instead of the full working week, e.g. work shadowing.

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.

All employers are visited by South Lakes and Furness Work Experience liaise with and visit placement providers on behalf of the school in accordance with DfE's advice and HSE's guidance.



A placement vetting form will be issued to your child prior to their work experience, containing information about the placement with a copy of the risk assessment.

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 and South Lakes and Furness Work Experience with searching for and finding employers. Students will then email or call prospective placements.

To access the database please click on the following link and use the login details below:

<https://cumbria.work-experience.co.uk/>

Username: Queenelizabethstudent

Password: Kirkbylonsdale

Once your child has been accepted on a work placement, they need to complete the **Student Placement Form** which can be accessed:

QES Weblink: <https://qes.org.uk/qes-careers-parents/>

QESstudio Weblink: [Work Experience – 2024 – QESstudio](#)

Also accessed by: <https://forms.office.com/e/SumiaKJtCp>

Deadline

Before **Friday 9 February** we should have received the Student Placement Form.

Expectations

Students are encouraged to:	
1. Behave as an employee while on placement, conforming to all the workplace rules and instructions from their supervisor.	5. Complete the form and return it to Mrs Metcalfe before Friday 9 February 2024
2. Complete their work experience logbook during their placement.	6. Remember while on work experience, they are representing LLT, 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, personal and protective equipment (PPE), 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
- if your child has no idea of what to do, get them to think about their favourite subject or hobby i.e. History, try a museum, golf, try the local golf course
- 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 school 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.

Note: The SLF WEX database is a source of reference when looking for a placement. Please remember these are not guaranteed placements, rather a list of employers who have taken students in recent years. SLF WEX do update their database on a regular basis but please be aware people do leave roles and contacts can become out of date. If an email bounces back/no reply after a week, encourage your child to call the main contact number and ask for the name of the person you need to speak to regarding work experience opportunities.

Curriculum Vitae	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 LLT 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 CVs is given post-interview and students are then encouraged to act on the advice given by amending or adding further detail.
Work Ready Day	On Tuesday 18 June 2024, 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"> 1) Local Labour Market Information 2) Challenging Attitudes in the Workplace 3) Team Building 4) Work Stress 5) Interview Technique 6) Finance 7) Health and Safety in the Workplace
Mock Interviews	On Thursday 20 June 2024 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 Service (NCS) <https://wearencs.com>



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