

## **Work Experience – Student Information**

All Year 10 students are encouraged to organise a work experience placement for 1 week (Monday to Friday) in the designated week.

Work experience aims to prepare you for the world of work.

Work experience offers a number of benefits: It raises awareness and an understanding of the world of work, it will help you to develop employability skills, personal and social skills as well as helping you to make informed decisions.

You are encouraged to think about the type of work experience that you want to undertake and how this can benefit you in making future career decisions.

It will be your responsibility to organise a placement, if you are looking for ideas you will find a list of potential employers in the work experience section of the careers information page. These are employers who have previously offered work experience to students.

Templates of letters, how to send emails and how to make telephone calls can also be found in the work experience section of the careers information page.

Employers must follow Health and Safety protocols as well as holding liability insurance.

Once you have a confirmed placement you must add the details to your Unifrog account. You must ensure that this information is correct as we will be using this to contact placements in the lead up to and during the work experience week

If you require support and ideas when researching for a placement please see Mrs Bartlett-Cosway – Careers Development Officer in the Student Support office