



Harrow Way
Community School

Specialist School in Maths & Computing

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Work Experience Briefing

Welcome

Tuesday 6th November 6.30pm

Learning for life, success for all.



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Welcome

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Mr David Cade:

Head of Year 10

Mrs Rachel Carter: SLT/ Assistant Headteacher

SLT link for Year 10

Mr Kevin Peebles: SLT/ Senior Leader

Careers Lead

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For Year 10

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- University of Winchester Ambassador Sessions – e.g. Careers Pilot
- Interviews - Lloyds Banks
- Taster Days - Andover College, Wellington Academy 6th Form
- Post 16 Provider Assemblies
- Apprenticeship Assembly
- Parents Evening - Guidance
- Career Events – Longleat; Foreman Homes; Stannah;
- National Careers Week 4-9 March
- Careers Interviews – Wed / Fri
- Work experience – **Mon 8th – Fri 12th July 2019.**



Why Work Experience?

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1. Experience of the workplace
2. Linking curriculum learning to careers
3. Encounters with employers and employees
4. Vital in a forever changing business world.



Why Work Experience?

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1. Developing employability skills
2. Applying knowledge and understanding of concepts learned in the classroom
3. Providing an insight into potential careers
4. Preparation for adult life and making the transition from school to further education or training.



She is exceptionally confident. She has taken on tasks with no hesitation and has brought creative flare to the team.

Some of her creative work has surpassed the staff work!

- Employer

Just wanted to say what a lovely afternoon I've had. Both girls have chosen work experience placements in the field that they want to work in and both have had an amazing week. Not sure either of them want to come back to school!

- School Staff Visit

Reflections

I just wanted to say your student deserves a big well done when he comes back.

He is an absolute credit to your school and to himself.

- Employer

Your student has been an absolute pleasure to have on board, throughout the week she has been extremely helpful, polite and courteous.

The wider team have been really pleased with her contributions and she has gone above and beyond all expectations.

- Employer



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The Process

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Finding a placement

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Start now - be pro-active

- Talk to family and friends
- Use the internet to identify places
- Consider your interests
- Consider location and transport
- Use the list available in school of previous placements
- Contact the employer: Visit, email or phone call
- We have contact with employers and can support but ...



Work Experience Placement Harrow Way Community School

Harrow Way, Andover, Hampshire, SP10 3RH Tel: 01264 364533 Fax: 01264 201010
adminoffice@harrowway.hants.sch.uk www.harrowway.hants.sch.uk
Headteacher: Mr M J Serridge

Section A: To be completed by the student

NAME OF STUDENT..... TUTOR GROUP.....

NAME OF COMPANY

COMPANY ADDRESS

.....POSTCODE

NAME OF PERSON CONTACTED

DATES OF WORK EXPERIENCE: 9th – 13th July 2018

Section B: PARENTAL AGREEMENT – To be completed by parent

I confirm that I have parental responsibility for.....
and that I approve this placement.

SignedName (please print)Date

Section C: To be completed by the Employer

Please confirm by signing below that you agree to this placement and that a Harrow Way School Coordinator or their nominated representative may make a follow up visit by appointment.

Work experience job available

Hours expected to attend

Dress requirements

Please tick the following statements as appropriate:

I agree to a health and safety check being undertaken

I confirm that I have employer's liability insurance

SignedName (please print)Date

Position E-mail

Telephone number.....

Found a placement

Work Experience Forms.

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or all.



Found a placement

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- Forms are available tonight and from me or tutors need to be completed and returned to the student's tutor **by Easter**
- **They include a covering letter for employers from HWCS**
- We will write to employers confirming placements
- **Students receive a work experience briefing in school with an information pack.**



Considerations

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1. Students **can** find placements outside Andover if you can arrange transport / accommodation
2. Students are discouraged from carrying out their work experience with an employer whom they already have a part time job with or with very close family members
3. Hampshire County Council check all placements to ensure they have the required health and safety checks and insurance cover.



Considerations

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1. Employers Liability Insurance (**ELI**)
2. The school in conjunction with HCC will determine any potential risks and W/E suitability once a placement form is returned (E.g. Making food in a kitchen with preparation; Work over Water)
3. **Specific employer instructions** must be followed
4. Placements requiring **PPE** (Personal Protective Equipment)
5. Placements requiring transport.



Some Top Tips

- Keep busy and show your enthusiasm
 - Be helpful, Be Cheerful
- Ask questions if you are unsure
 - Take responsibility
 - Believe in yourself
 - Use your initiative
 - Put effort in!



During placements

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- Staff visits
- Employers reports
- Student debrief.

Employer's Report

Student Name:					
Please complete this report to support evidence of the student's key skills/competencies. Leave out any that are not relevant for this placement.					
E=Excellent		G=Good	A=Acceptable		U=Unacceptable
Personal Skills		E	G	A	U
	1. Timekeeping				
	2. Attendance				
	3. Appearance				
Communication Skills					
	1. Written				
	2. Oral				
Relationships					
	1. With manager				
	2. With colleagues				
	3. With customers				
Problem Solving	Accuracy				
Team Work	Ability to work in a Team/Group				
Responsibility	Initiative/cope with pressure				
Comments Any further comments are appreciated					
Employer Signature:..... Date:.....					



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Contacts & any questions

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