



**Harrow Way**  
Community School

Specialist School in Maths & Computing

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# Work Experience Briefing

## Welcome

*Monday, 6<sup>th</sup> July – Friday, 10<sup>th</sup> July 2020*

Learning for life, success for all.



# 10 Reasons Why Work Experience is worth it

If you need convincing, we present to you our top ten reasons why you should do work experience:

**ONE**...In at number one: young people are more likely to be successful in their job hunt if they have some experience of the work place.

**TWO**...Work experience gives you a chance to sample something without having to commit to anything.



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**THREE...**If you are able to get a position doing something that you think you might like then you'll get to speak to employees and ask them questions. You won't know what it's like until you get closer to the action.

**FOUR...**Doing work experience shows passion and interest. Evidence that you have done work experience shows the employer that you are motivated to get into a chosen career and that you've done your homework.



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**FIVE...** If you have never thought about work before, this gives you a chance to experience an environment which might really appeal to you. Your week could be the start of something big!

**SIX...** Work experience gently introduces you to the world of work. You get to learn all about the work place and you will most likely experience a flavour of the 'politics' of work. Vitally, it'll give you an idea of the skills you might need to thrive in the workplace.



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**SEVEN...**It'll help you identify your own skills and perhaps even highlight the areas that you might want to work on. This will teach you all about some of your own strengths and weaknesses.

**EIGHT...**You might wow them so much that you'll manage to wrangle yourself a job!





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**NINE...** It'll help you build up contacts and, you never know, they might even remember you and give you a heads up about a future job or recommend you to another company.

**TEN...** And yes, work experience does look good on your CV!



# 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 of previous placements which can be found on our website (Parents tab – Year 10 – Work Experience)
- Contact the employer: Visit, email or phone call
- We have contact with employers and can support but ...



# Employer Contacts

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## **Education – Classroom Assistant**

Anton Inf/Jun, Clatford Primary, Castle Primary, Knights Enham Jun, Portway Inf/Jun, Pilgrims Cross Primary, Roman Way Primary

## **Retail – Store Assistant**

Boots, Pets At Home, Sainsburys, Superdrug, Tesco, Waitrose

## **Public Services**

Wiltshire Police (World of Work Programme), The Army (residential), South Central Ambulance Team (simulation)

**Full list of previous employer contacts available on HWCS website (Parents tab - Year 10 - Work Experience)**





# Found a Placement?

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**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: 6<sup>th</sup> – 10<sup>th</sup> July 2020

**Section B: PARENTAL AGREEMENT – To be completed by parent**

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

Signed .....Name (please print) .....Date .....

**Section C: To be completed by the Employer**

Please confirm by completing and 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 (including PPE) .....

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

Signed ..... Name (please print) .....Date .....

Position ..... E-mail .....

Telephone number.....

## Work Experience Form

Section A completed by student

Section B completed by parent/carer

Section C completed by employer



# Found a placement?

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- Forms are available tonight. Forms need to be completed and returned to the student's tutor **by April 3<sup>rd</sup> 2020.**
- They include a covering letter for employers from HWCS.
- H&S check will be undertaken by HCC.
- Students receive a work experience briefing in school where they will receive an information sheet.



# Considerations

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1. Students **can** find placements outside Andover but it is the responsibility of parents/carers to ensure that this is practical.
2. Students are discouraged from carrying out their work experience with an employer with whom they already have a part time job or with very close family members
3. Hampshire County Council check all placements to ensure they have statutory health and safety requirements and insurance cover in place.



# Considerations

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1. Employers Liability Insurance (**ELI**).
2. The school, in conjunction with HCC, will determine any potential risks and the suitability of the placement.
3. Specific employer instructions must be followed.
4. Placements requiring **PPE** (Personal Protective Equipment)
5. Placements requiring transport.



# During Placement



- Staff visits.
- Employers reports.
- Student debrief.

## Employer's Report

<b>Student Name:</b>					
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					
		<b>E</b>	<b>G</b>	<b>A</b>	<b>U</b>
<b>Personal Skills</b>	1. Timekeeping				
	2. Attendance				
	3. Appearance				
<b>Communication Skills</b>	1. Written				
	2. Oral				
<b>Relationships</b>	1. With manager				
	2. With colleagues				
	3. With customers				
<b>Problem Solving</b>	Accuracy				
<b>Team Work</b>	Ability to work in a Team/Group				
<b>Responsibility</b>	Initiative/cope with pressure				
<b>Comments</b> Any further comments are appreciated					
Employer Signature: ..... Date: .....					