

Harrow Way Community School

Specialist School in Maths & Computing

Work Experience Briefing

Monday, 6th July – Friday, 10th July 2020

Learning for life, SUCCESS for all.

Welcome

LEARN

INSPIRE



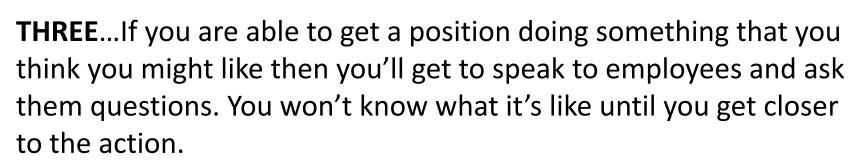


If you need convincing, we present to you our top ten reasons why you should do work experience:

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.





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.

LEARM



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.

LEARM





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!

Learning for life, success for all.



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



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 ..





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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)



Telephone numbe

Found a Placement?





Work Experience Placement Harrow Way Community School

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

Section A: To be completed by the student
NAME OF STUDENT
NAME OF COMPANY
COMPANY ADDRESS
POSTCODE
NAME OF PERSON CONTACTED
DATES OF WORK EXPERIENCE: 6 th – 10 th 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.
SignedDateDate
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
SignedDateDate
Position E-mail

Work Experience Form

Section A completed by student Section B completed by parent/carer Section C completed by employer



Found a placement?



- Forms are available tonight. Forms need to be completed and returned to the student's tutor by April 3rd 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.
- 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

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

Employer's Report

E= Excellent U=Unacceptable	G=Good A=Acceptable				
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Personal Skills	1. Timekeeping				
	2. Attendance				
	3. Appearance				
		_			
Communication	1. Written				
Skills	2. Oral				
Relationships	1. With manager				
	With colleagues				
	With customers				
Problem Solving	Accuracy				
-					
		_		_	_
Team Work	Ability to work in a				
	Team/Group				
Responsibility	Initiative/cope with				
	pressure				
Comments Any lutther comments are appr	eclated				