



Harrow Way
Community School
Learning for life, success for all

Work Experience Briefing

Monday 10th July – Friday 14th July 2023



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 and why it is worthwhile:

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

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 workplace 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

Start now - be proactive

- Talk to family and friends
- Use the internet to identify potential pathways and places
- Consider your interests
- Consider location and transport
- Use the list of previous placements which is linked to the invitation email you have recently been sent
- Contact the employer: Visit, email or phone call
- We have some contacts and can support but...

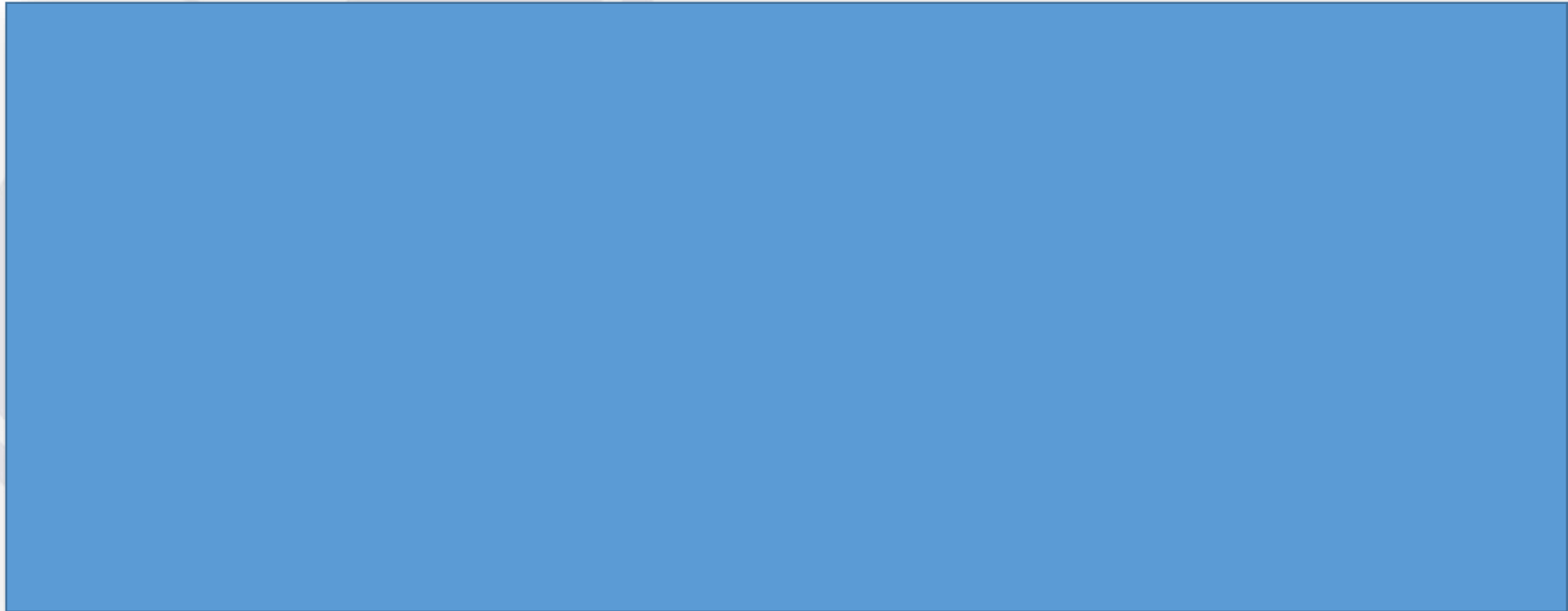
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Employer Contacts

A full list of previous employer contacts can be found via the link on the invitation letter to this presentation.





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Work Experience Placement Harrow Way Community School

Harrow Way, Andover, Hampshire, SP10 3RH Tel: 01264 364533 Fax: 01264 201010
adminoffice@harrowwayhants.sch.uk www.harrowwayhants.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: 6th – 10th 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.

SignedName (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.....

Found A Placement?

Work Experience Form

Section A

completed by student

Section B

completed by parent/carers

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 March 31st 2023.**
- They include a covering letter for employers from HWCS.
- H&S check will be undertaken by EBP South.
- Students receive a work experience briefing in school where they will receive an information sheet.

Considerations

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. EBP South will check all placements to ensure they have statutory health and safety requirements and insurance cover in place.

Considerations

1. Employers Liability Insurance (ELI).
2. The school, in conjunction with EBP South, 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.



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

During Placement

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					
		E	G	A	U
Personal Skills	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:					