



8th – 12th July 2024

Experience of the workplace and
skills week

What is experience of the work place & skills week?

- This is an exciting opportunity for yr10 students to spend a week at a place of work of their choice
- The week will be 8th – 12th July 2024
- Any experience of a workplace serves as a bridge between classroom learning and the professional world
- Students have been visiting & experiencing places of work since yr7 and will continue to do so after yr10 through our trips and enrichment opportunities.
- Whether visiting The Design Museum, Drusillas, Westminster, or the West End trip, students can witness professionals in action, ask questions, and observe the day-to-day operations of different workplaces.
- So whether students take part in an educational trip or if they spend a week with an employer in year 10, these experiences play a crucial role in broadening their horizons and preparing them for the world of work.
- It is not compulsory, but we hope as many students as possible will take advantage of this exciting opportunity.



Experience of the workplace – Developing valuable key skills



- **Communication Skills:**
- **Teamwork:**
- **Problem-Solving:.**
- **Time Management:**
- **Adaptability:**
- **Customer Service:.**
- **Self-Management:**
- **Emotional Intelligence:**
- These skills are not only beneficial in the context of a single job but also contribute to personal growth and long-term career success. Work experience provides a practical and hands-on environment for individuals to cultivate and hone these skills.

Why take part?

Placements in July 2023

90% of our students successfully found placements both locally and further afield. They included the following.....



Feedback from students.....

i enjoyed having a
laugh with my
employer and he
makes a really good
ham salad sandwich

Long hours?

i did actually enjoy just being with horses/ ponies

I loved having tasks to do
and meeting new people
in a work environment

I got Blisters from walking alot

i got to meet new
people and it
built up my
communication
confidence

the tasks that were set and
seeing how what an architect
does, i was given information
about A levels and what to do
to get to become an architect

Working with over
100 children

It was practical

It was tiring

The interviews and
and visiting
Chichester University

Being treated like an
adult, experiencing
new things

I enjoyed it so
much it was the
best thing ever, I
enjoyed working
with the dogs
and the other
work experience
girl.

It was quite nerve racking

Effective Work Experience

- A partnership approach – involving the student and employer with support from parent/carer and school
- Placements are well planned and prepared
- Clear objectives are defined for the student and supported by parents/carers

How do I find a work experience placement?

We encourage students to be pro active and take responsibility for finding their own placement – this hopefully ensures they get the experience they really want which will be far more satisfying for them.

- **1. Decide what area you would like to work in then.....**
- **Ask family and friends** – this is often one of the best ways of finding a placement as you may already have a contact there!
- **Look at organisations in your local area –**
- **You can use the following directories as a starting point;**
- **Chamber of Commerce - [Chamber of Commerce - Members Directory](#)**
- **Worthing town initiative - [Worthing Town Listings](#)**
- Primary schools and nurseries– complete the request for a placement letter and either hand it in personally, email or post to them.
- **Research your area of interest online** – contact organisations by completing a request for placement letter and emailing or posting it to them. Think about travel time and expenses if out of your local area
- **If you are struggling to find a placement -** Mrs Parnell is here to help you – we will have a database of organisations from a variety of sectors that worked with us last year and maybe willing to do so again this year
- **Finally -** Don't be discouraged if you are not offered a place immediately, you won't be alone and this is often the case in the world of work - Think about what you could do differently and come back stronger.



What can we offer in way of support

- Mrs Parnell will be your point of contact and will be available before and during the placement
- A full list of risk assessments will be available relating to a range of workplaces
- A template letter for students to use to introduce themselves to organisations
- Relevant paperwork to be completed and signed by student, parent/carers and the employers
- Support and information for students during their search for a placement.
- Support with teaching your child about the health and safety protocols in the workplace.

What will Parents/Carers need to do

- Encourage your child to source and communicate with the placement themselves.
- Ensure that the placement is age appropriate according to the risk assessments we will provide in advance
- Take responsibility for visiting the workplace to ensure that it is a safe environment and positive experience for your child – **Davison staff will not be attending placements prior to or during work experience week.**
- Report any concerns to both the employer and the school
- Read and act upon the information that we provide in advance of the placement being set up.

What will students need to do

- Be proactive in finding a placement themselves – this will ensure they get the experience they really want which will be more satisfying for them.
- Attend well and be punctual
- Work to the best of their ability at all times and be realistic about what work is
- Be a positive ambassador for your school
- Be aware who the nominated point of contact is and report concerns to that person
- Respond to communications from school before and during the process
- Consider skills and qualities you would like to develop at the placement.

What will the employer need to do?

- Respond to all instruction and read and complete all documentation issued by the school.
- Offer a placement for the whole and not part of the week.
- Have a genuine interest in helping young people to understand the world of work
- Make every attempt to pre-plan the placement so that is it varied and as interesting as possible
- Provide a full H&S induction and any specialist work clothing if needed
- Be fair and realistic in terms of what hours are appropriate
- Ensure the placement is age appropriate and does not put the young at risk of physical/mental harm

What paperwork do I need to complete?



- **Form A - Parent/Student Agreement** This must be signed by parent/carer and student and returned to Mrs Parnell in the Careers office by the deadline set.
- **Form B - Health and Safety** This must be fully completed by the employer and signed by parent/carer and employer and returned to Mrs Parnell in the Careers office by the deadline set.
- **FORM C – Medical information form** This form must be completed by the parent/carer, signed by the employer and parent/carer and returned to Mrs Parnell in the Careers office by the deadline set.
- **DEADLINE FOR ALL PAPERWORK WILL BE Monday 23rd February**

Key dates



- **Friday 18th October** - Mrs Parnell will launch to students and send the necessary paperwork and any other relevant information to parents/carers
- Paperwork will also be available on the Davison website and FROG
- **Before Christmas** - Mrs Parnell will visit all year 10 forms to support and answer any questions from students
- **Monday 23rd February**– Deadline for all paperwork to be submitted
- **April/May** – Health and Safety lessons during
- **June** – Work Experience preparation assembly
- **July** - Work Experience week will take place between 8th - 12th July 2024

I've still got questions.....

- Visit or email Mrs Parnell in the careers office
- Email: careers@davisonhigh.school
- I am here to help so please do come and see me, sooner rather than later.

