



Opportunity and Ambition for All

WORK EXPERIENCE

Parent Information Evening
Mrs Bishop and Mrs Carr



BENEFITS OF DOING WORK EXPERIENCE:

- **An opportunity to test out a job/profession to see if they like it.**
- **It should broaden their view of jobs and careers that are out there,**
- **Puts them into contact with potential employers for the future.**
- **Gives them useful experiences for their CV and also provides a reference for them.**
- **Gives them some insight into what the world of work is really like and what employers expectations are.**
- **Helps you to 'stand out from the crowd' when applying for Post-16 options.**
- **Gives them the confidence and practical skills needed to succeed in the future.**

Their work experience is so valuable to them. We ask for as much support as possible with finding placements etc. so they really get the best out of this experience.

Work Experience 2024 Roadmap

Work Experience Launch
6th November – their search begins!
Where are they going to do work experience?

1

Job Hunting
Students to contact potential employers and submit placement requests to us by returning the completed green forms you will find in your pack

3

Prepare for work experience in form sessions. Students to contact their work placements to finalise details about starting.

5

December 2023
students will have a form time session on how to find work experience placements and how to contact employers.

2

19th February—deadline for securing a work experience placement. Online parent form & Employer pack to be completed by this date

4

20th – 24th May
Work Experience week.

6

Applying for work experience

- Please think carefully with your child about where the best placement for them may be. Please encourage them to take their work experience in an area that really interests them.
- Please encourage your child to make the phone call or pop into the business as this is all part of the experience, and will help to build their confidence for the future
- Once the business agrees you can pass on the 'letter to the employer' included in your pack along with the 'green forms' - these MUST be completed and returned to Mrs Bishop in order for us to check the placement is suitable.

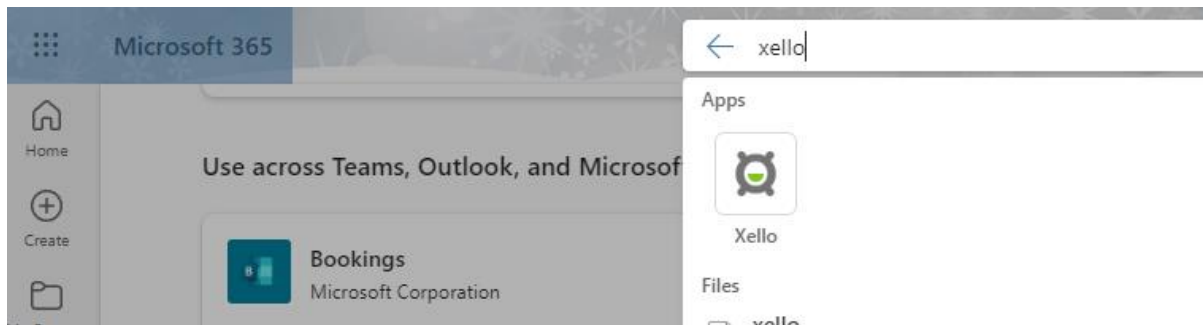
Items to be completed and returned:

- Check list
- Medical & SEND Awareness Form
- Employers Pro-forma
- Employers Risk Assessment
- Copy of Employers Liability Insurance Certificate



Introducing xello

'Xello' is an online careers platform to help you personalise your plans for the future.



To log into **Xello** go to [Xello Login](#) and use your **school email address** as your username and password is your **8 digit DOB** (eg. 12112007)

Or you should be able to access via single sign on – via schools microsoft 365, if you can't see the logo, search in the toolbar at the top

Hey Sam!

0%

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Xello is available to them from home. Please explore careers that are on there and support your child through getting the right work experience placement for them.

Preparing for work experience

Get in touch with the employer

- Be sure to get contact details of the key person
- Ask any questions you're not sure of; hours, breaks, uniform?
- Does your child need to bring food or will lunch be provided?
- Do they need any specialist equipment?
- What time do they need to be there in the morning and leave in the evening?

