

Work Experience

12th - 23rd June 2023



What is Work Experience?

- An opportunity to learn and practise the skills needed to succeed in the business world.
- An opportunity to carry out a range of tasks similar to an employee, but with a focus on the learning aspect of the experience.



Why do we do Work Experience?

The British Chambers of Commerce survey of 3,000 firms found:

- 9 out of 10 thought school leavers were not ready for employment, and more than half said it was the same with graduates.
- Young people lack workplace skills such as communication and team working
- Three-quarters of the companies surveyed put the situation down to a lack of work experience.



What are the benefits of Work Experience?

- Understand more about the world of work
- Learn independence i.e. travelling to work, time management
- Opportunity to work with people of all ages
- Develop self discipline and responsibility
- Understand what qualities employers are looking for in their staff
- An opportunity to apply what is learnt in school to the work environment



What are the pathways for Work Experience?

1. You find your own placement, which is referred to as a...

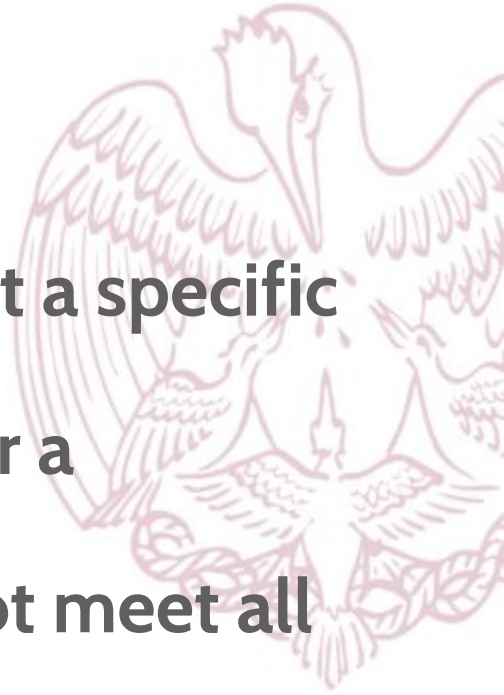
Student Own Placement (SOP)

2. Pre Approved School/T.E.P. placement



Why SOP?

- To use a placement to learn more about a specific field of work.
- Friends or relatives may be able to offer a placement.
- Offers available through school may not meet all personal interests.



How do I arrange a SOP?

- Identify an employer who is willing to offer you a placement
- Miss Jackson will be distributing SOP forms next week
- Ensure the employer, pupil and parents complete the SOP application form in full.

Deadline for SOPs is 3rd March 2023

SOP - Next Steps

- The form is sent to T.E.P - The Employability Partnership
- T.E.P undertake Health and Safety checks at the employer's premises
- The employer signs all the legal paperwork
- T.E.P confirm the placement with school
- Miss Jackson confirms placement with pupils and issues contracts for signing

SOP - Things you need to know!

- Without T.E.P approval NO Placement can go ahead!
- Application forms after the deadlines may not be processed and will incur charges.
- The placement cannot start until the contracts are signed and returned to Miss Jackson.
- Placements outside Cambridgeshire will incur an admin fee, payable by parents. It may or may not be possible for health and safety checks to take place.

School Placements - Database

- These will be displayed on the WEX board near IT.
- There is also an online database where you can look through what is available and the job descriptions
- Miss Jackson will be issuing your online login details through mentor time over the next few weeks/possibly January.
- These are limited so SOP is the way to go!

School Placements - Database

- Pupils select 3 placements they would like to apply for
- Pupils are not guaranteed one of these placements
- Miss Jackson will match pupils to jobs and offer provisional placements
- Pupils must contact the employer immediately to arrange an interview
- Contracts are signed and returned to school

The Employability Partnership



Work Experience Parents' Evening Presentation



The Underpinning Values of Work Experience

- Safe
- Meaningful
- Enjoyable



Health and Safety

- IOSH qualified
- We visit every placement – Induction & Supervision
- Legal–Insurances & Safe



Meaningful

- Job Description - Tasks
- Bespoke Programmes
- Transparency –
Parent involvement



Enjoyable

- Feedback from students taken very seriously
- Gut Instinct!
- Teacher visits



Practicalities

Questions you may be asking.....

- Clothing
- Hours of work
- Transport



The Employability Partnership

enquiries@employabilitytps.co.uk

5 Pieces Lane

Waterbeach

Cambridge

www.employabilitytps.co.uk

(01223) 650024

The Process

Mainly for the school to advise:

- Deadlines
- Forms – Return promptly!
- Choices
- Top Tips



The Employability Partnership

enquiries@employabilitytps.co.uk

5 Pieces Lane

Waterbeach

Cambridge

www.employabilitytps.co.uk

(01223) 650024

Can you help us?

- We are always looking to engage new employers - can you provide a work experience placement?
- Please speak to TEP staff this evening
- Talk to your school's work experience co-ordinator

Students tell us how much they have enjoyed work experience!

- "It was great! All the staff were so friendly and helpful"
- "I learnt so much and they've even offered me a Saturday job!"
- "I think my work experience was an absolutely brilliant experience and it has definitely settled what I want to do in the future!"



The Employability Partnership

enquiries@employabilitytps.co.uk

5 Pieces Lane

Waterbeach

Cambridge

www.employabilitytps.co.uk

(01223) 650024

Website

www.employabilitytps.co.uk

Any Questions?

