

# Work Experience

9th - 20th June 2025

Lead Coordinator:

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## Why do we do Work Experience?

**A 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 is Work Experience?

- **An opportunity to learn and practise the skills needed to succeed in the world of work.**
- **An opportunity to carry out a range of tasks similar to an employee, but with a focus on the learning aspect of the experience.**
- **SVC WEX is across two weeks – 10 weekdays.**



## 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 :  
Student Own Placement (SOP)
2. Pre-approved School/T.E.P. placement



## Why SOP?

- To find 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
- Check with Mrs Wombwell that the employer is not already on the database
- Ensure the employer, pupil and parents complete the SOP application form in full
- Mrs Wombwell will be distributing SOP forms next week – Internal deadline for return is 28<sup>th</sup> February 2025

## 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
- Mrs Wombwell confirms placement with pupils and issues the job description.



## **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 Mrs Wombwell.**
- **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

- There is also an online database where you can look through what is available and the job descriptions.
- Mrs Wombwell will be issuing your online login details through mentor time and email next week.
- These are limited so SOP is the way to go!

## School Placements - Database

- Pupils select 3 placements they would like to apply for and give reasons.
- Pupils are not guaranteed one of these placements.
- Mrs Wombwell 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 & Safeguarding



# 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 Process

Mainly for the school to advise:

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



# 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!"



# Website

[www.employabilityps.co.uk](http://www.employabilityps.co.uk)

# Any Questions?

