

**YEAR 10 WORK RELATED LEARNING
2009/10**



**THE APPLETON SCHOOL
TRIDENT**

WORK EXPERIENCE

26th April to 8th May 2010

Parent Information Booklet



**Business &
Enterprise**

1. Introduction

All Year 10 Students will go out on Work Experience for two weeks from 26th April to 8th May 2010. It will give them the opportunity to learn about the world of work in a real life situation and undertake a range of tasks or duties more or less as an employee would. This will help them to make a better informed decision about the type of career they would like to pursue when they leave school.

To ensure that they get the most from their placement there are a number of things they must do:-

- Think about the type of job they would like to do and find out more about it
- Discuss their ideas with you and/or their teachers
- When they have secured their placement they must attend work every day, complete a minimum of 8 days* and work at least 30 hours per week
- They must arrive on time
- Look smart and show interest and enthusiasm

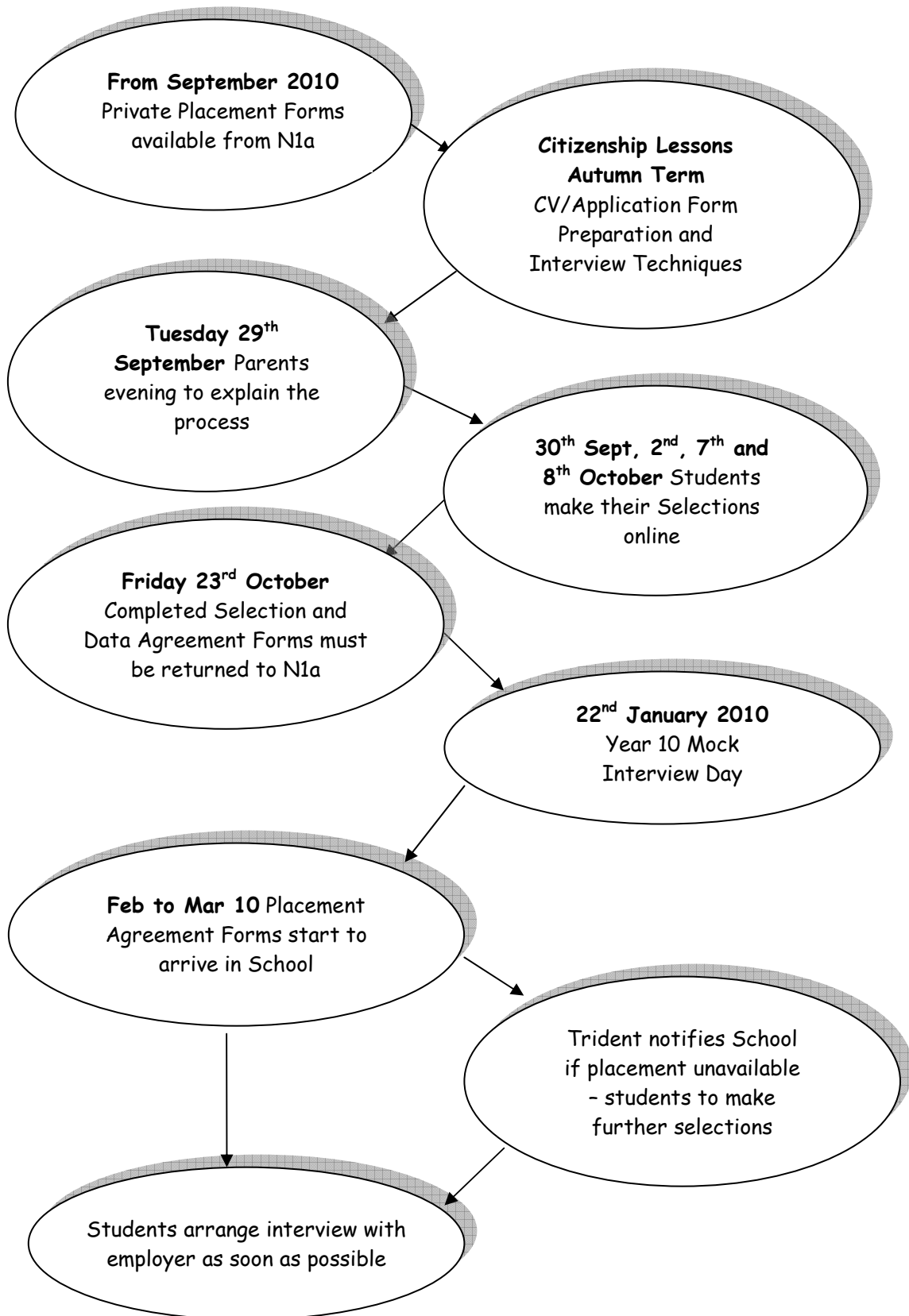
Providing they get a good Employer Report they will achieve their Trident Work Experience Certificate not to mention a valuable reference to support future college or job applications.

Your son/daughter has been given a booklet to prepare them for their Work Experience placement which goes into greater detail about the process and what they need to do to get the most out of their placement.

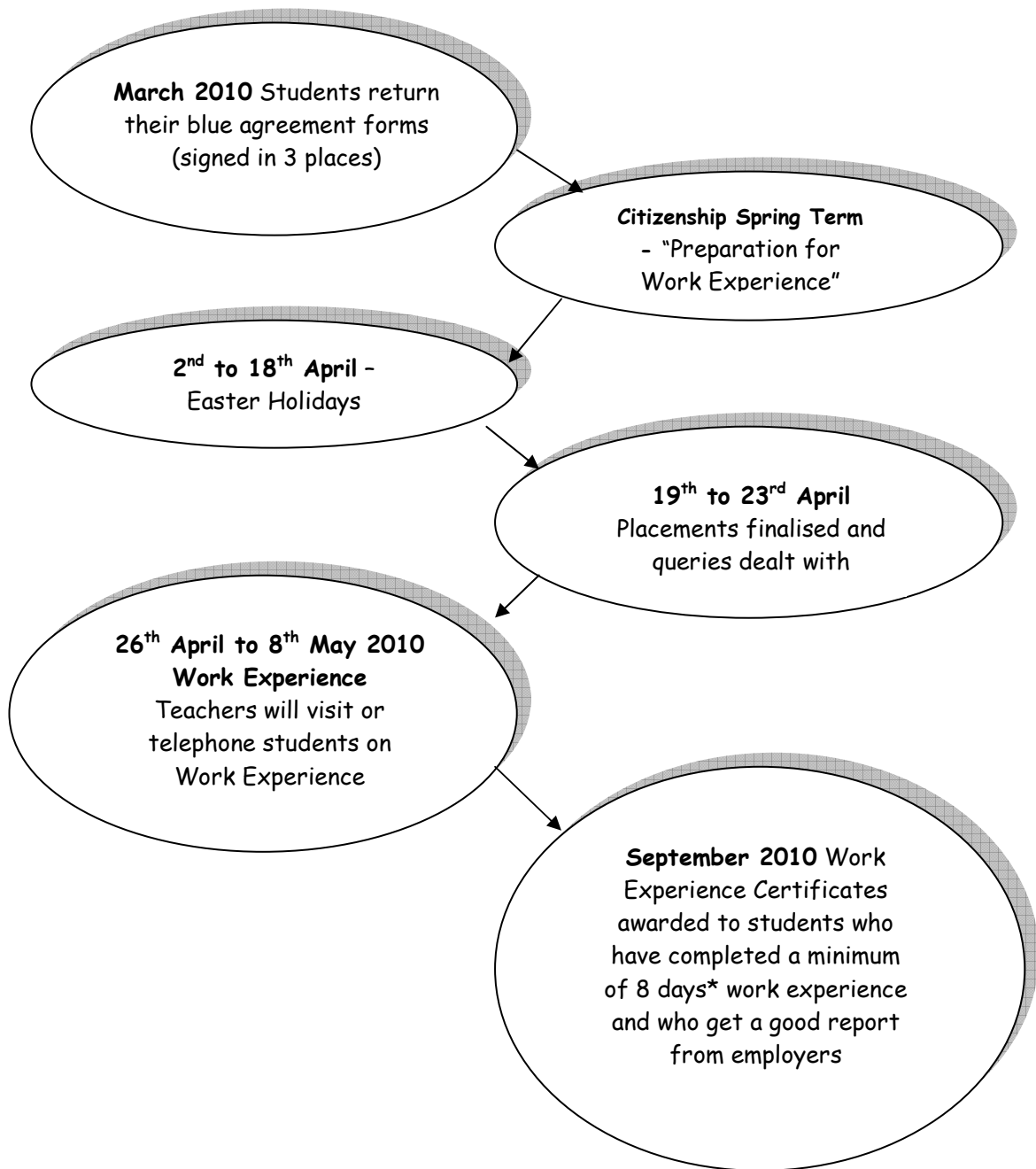
*Unless they are going on the trip to New York.

2. Making Selections

The Process



Process continued



*Unless they are going on the trip to New York.

Selections

Students need to choose at least 4 jobs that they would like to do from the Trident database. Trident has a huge number of jobs from which they can make their selections. Please be aware that Trident will try to place them in one of their choices, however, this is not always possible and they could be asked to make their selections again. **Students must be aware that they can be placed in any one of their choices, including their last choice, so they must be happy to work at any one of their choices.**

Private Placements

If your son/daughter knows where they would like to do their work experience they can contact employers directly to ask if they would be happy to take them on Work Experience. This is recommended if they are interested in any of the more popular or unusual jobs such as Photography, ICT, Graphic Design, Sport etc. If the employer agrees, they will need to complete a green private placement form (available from N1a). If they have a private placement they will still need to make another 2 selections from the Trident database.

Vocational Courses

If your son/daughter is studying a vocational subject e.g. Construction, Hairdressing, Health & Beauty, Engineering, Sport they will need to complete their Work Experience with an employer in that particular industry. As there are limited opportunities in these areas they should try to get a private placement where possible.

Selection Lessons

Students will make their choices, one class at a time in the Resources Library, as detailed below:-

Wednesday 30th September

Period 3 10.05

Period 4 10.06

Friday 2nd October

Period 3 10.07

Period 4 10.08

Wednesday 7th October

Period 3 10.01

Period 4 10.02

Thursday 8th October

Period 2 10.03

Period 4 10.04

The Online System

At these lessons students will be shown how to use the online system where they can access the Trident database to make their selections. They can access the system at home to discuss their selections with you and show you the job descriptions which will include working hours and days, health and safety issues, employer addresses etc.

Things to consider when making Selections:-

- Please remember that students can be placed in **any of their choices, which includes their last choice**, so they must be sure that they are happy to spend 2 weeks working in any one of them.
- Consider the location of the job, check that they can get there on time every day for two weeks. Some jobs are hard to get to by public transport.
- Check the working hours, some employers require them to work late into the evening, start early or work Saturdays. **PLEASE REMEMBER THEY HAVE TO DO A MINIMUM OF 30 HOURS PER WEEK.**
- Check whether or not they need any special clothing such as safety boots.
- Students must be realistic about the type of work they will be asked to undertake.

They need to weigh up all these considerations before making their selections.

Forms

Only when you are both happy with the selections made should you print the Selection Form from the system. Some of the Selection Form will then need to be completed by hand and signed by you. If students organise a private placement they will need to indicate this on the Selection Form.

Please ensure that any medical conditions or special requirements have been declared so that the employers can be informed.

Students will be also be given a Data Agreement Form at their Selection lessons which must be completed, signed by you and your son/daughter.

Both Forms must be returned to Form Tutors by Friday 23rd October. FORMS WILL BE DATE STAMPED AND PRIORITISED IN THAT ORDER.

Please note that if students want to do more than one placement, or are placed in one of their choices and then change their mind, you will be liable to an admin charge from Trident.

3. Interview Preparation

On Friday 22nd January 2010 we will be holding our Mock Interview day for all Year 10 students. This is to help them prepare for their Work Experience interview and for future job/college applications.

They will have a 30 minute interview with one of our volunteers from industry and at the end they will be given some feedback on what they did well and/or where they could improve if applicable. They will be preparing for this during Citizenship lessons in the Autumn Term.

Before their Mock Interview they will be asked to prepare a CV and Application form which will be given to their interviewer beforehand. They will complete these during their Citizenship lessons in the Autumn term.

Resources

In addition to this the list below provides some suitable resources to support them as they prepare for their interview:-

- www.connexions-direct.com provides advice and information, together with quizzes on interview preparation.
- www.careerswales.com provides computer quizzes and games on preparation for Work Experience.
- www.learndirect-advice.co.uk provides information and advice together with video clips and checklists for interview preparation.

4. Work Experience Preparation

It is important that all students are fully prepared for their Work Experience placement and there are a number of resources available to them from the Trident website www.trident-online.co.uk. They can access these resources from home and should simply click on the relevant link from the top right hand side of the Trident website.



Click on this icon for Journey Planner

This is a particularly helpful link which provides all the information needed to plan a journey to and from work.



Click on this icon for Placement Survival Guide

Students will spend some time learning about Health & Safety at Work during their Citizenship lessons to help prepare them for their placement. They have to work through 9 units and then take a short online test which they need to pass before going out to work.



Click on this icon for Careers Box

Careers Box has some videos of real people doing real jobs which will tell you what it's really like training for a particular job.

5. During Work Experience

Students will be asked to keep a diary during their placement to record exactly what they do, all the things that they have learnt and any training that they have been given.

A teacher will visit or telephone them during their placement to see how they are getting on.

Absence

To ensure that all students get the most out of their placement they should attend work every day so please avoid booking any holidays during this time. Appointments such as Doctors, Hospital, Dentist etc should only be booked where unavoidable. **If students are going to be absent from work for any reason they must telephone their Employer and Mrs Farrance as early as possible on every day of absence.**

Performance

At the end of their placement students will be asked to complete a report on how well they feel they performed. We will also ask their employer to complete a report which they will send back to the School. In order to qualify for their Trident Work Experience Certificate they need to complete a minimum of 8 days and receive a good Employer Report.

Trident Certificates

Students can also take part in the Trident Skills for Life Programme which includes their Work Experience, a Personal Challenge and/or Community Involvement. If they are awarded all three Certificates they may apply for Trident Gold. Application Forms are available from Mrs Farrance in N1a.