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Work Experience Guide for students

3 July- 7 July 2023



Key dates

* **Introducing the concept of work experience: September 2022**
* **Networking and looking for placements: Autumn term 2022**
* **Tutorials on writing a letter of application & CV: Nov 2022**
* **See Mrs Lewis for help if you haven’t found anything by the start of the Spring Term.**
* **Complete School form requesting employer details: Deadline-February 10 2023 (Forms can be found in the plastic box outside Mrs Lewis’s Office)**
* **Information sent to Careers South West by Mrs Lewis before the end of Spring term 2023. Any forms received after this date may not be processed by CSW & higher fees will be charged.**

**\*(Placements in London or out of county may need at least 3 months to complete a health & Safety risk assessment!)**

* **Careers South West check the placement & confirm that it can go ahead.**
* **CSW 3-Way Agreement Form to be signed by student, parent, and employer the returned to school by start of the summer term 2023.**
* **Work experience briefings in tutorial Summer term 2023**
* **Work experience takes place after the GCSEs in the week of 3-7 July 202**

**Finding a placement**

1. Start talking to friends, family, neighbours. Find out if any contacts you have are employed in the field of work you are interested in.
2. You school friends may come in very useful! Many will have parents who work in interesting careers.
3. Look for ideas on the internet, walk around your local town and see which businesses & services are nearby. Speak to the vet you use or the physio that is known to your family- personal contacts often are more willing to take you on.
4. Specific places to consider:

Exeter University labs or specific departments e.g. marketing

RD&E Hospital work experience:

<https://royaldevon.nhs.uk/join-us/develop-your-career/work-experience/>

MET Office:

<https://www.studentladder.co.uk/job/the-met-office-work-experience-week/>

Bicton College Armed Forces week (July 2023)- see application form from Mrs Lewis

Theatre Royal Plymouth:

<https://theatreroyal.com/take-part/work-experience/>

1. **Interested in a STEM related placement?** EXIST Exeter maintains a list of organisations in and around Exeter, that work in the STEM Industries. (Look in member search) See: <http://www.existexeter.co.uk/ExIST-Directory/>
2. **Search a local business directory** Devon Live maintains a local business directory, which can be searched by industry type. See: <http://directory.devonlive.com/>
3. Look at the Veryan website which stores all of the work experience placements, students in the SW have undertaken in the past few years. (This doesn’t necessarily mean they they will take a student on each year, but is a good starting point)

Search for :

Devon learn about work

Veryan Webview welcome: Student login

**GENERIC STUDENT**

LINK: [https://devon.learnaboutwork.org/](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdevon.learnaboutwork.org%2F&data=05%7C01%7CDonnaLewis%40maynard.co.uk%7C27d23e7a10fa4421422508dac7cdd45f%7C32a3e6696983416d9e40784ff50d7812%7C0%7C0%7C638041984605440559%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=N4f8Vpw4TM77PiSU3L2XvaIwPhjzjchJ5b01TxwhY%2BI%3D&reserved=0)

NAME: Maynard Student (Capital M & S & gap between the two)

PIN: 1118

\*Go directly to search. Do not make your own entry, Mrs Lewis will do that.

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1. If you are struggling speak to your form tutor or Mrs Lewis for ideas. In addition subject teachers may have insights into careers around their subject areas.
2. Once you have an employer in mind you will need to write a letter of application and possibly a Curriculum vitae (CV). We will cover this in tutorial lessons. The PowerPoint and resources to accompany tutorial lessons can be found in ilearn/ PSHE & Careers/ Careers tutorials KS4/Upper 5 careers resources.



**Confirming your placement**

1. Complete The Maynard U5 Work Experience Summer 2023 form, giving the details of your placement. It also asks for your contact details so that Mrs Lewis can reach you or your parents during work experience week, should she need to.

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1. Mrs Lewis will then inform Careers South West of your placement, and they will undertake a health & safety check on your behalf, to assess whether it is a safe environment for you to visit. We will follow the recommendations of Careers South West and not allow a placement to go ahead that may be deemed unsuitable. There is a fee for the safety check (£38).
2. If your placement is outside of the South West we will need to request a health and safety check from an equivalent agency that specialises in them. The checks can be more expensive (often £50-75) and will require a longer time to process the application. We will need you to complete an Additional Risks form, informing us of your travel and accommodation arrangements for the week.

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1. When Careers South West have received your information and logged it, we can generate a form called a 3-way agreement, which is the final piece of paperwork. This form will ask for you to sign to agree to attend the work placement & to adhere to the safety and security requirements of the employer. Your parents will also sign to state that they agree that you can attend the placement & will share any health conditions that might be important. Finally the employer signs to say that they agree to abide by any current legislation that surrounds work experience & have the relevant insurance.
2. The 3-way agreement form must be returned to school before work experience can take place. It needs to be handed in before GCSE exam begin.

**Preparing for work experience**

Once you have all secured your placements, the attention can turn to preparing for the reality of work.

In the final weeks of the summer term, before study leave, you will be issued with a work experience log book. In tutorial time we will discuss Health and Safety, and the expectations of employers. We will also cover what to wear, what to do if you are ill or running late etc.

On Monday 3rd July, the school will call all the placements to ensure that students have arrived and are settled. We then schedule a time to visit you during the week.

Upon your return to school, you will be debriefed in the first few weeks of the L6 and evaluate your experiences. We encourage all students to send Thank You cards to your placements.