**Year 10**

**WORK EXPERIENCE**



Information booklet

**2024**

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**Introduction and top tips-**

July 2023 may seem far away now but the deadline for placements is April 28th. Other Year 10 students from WCSA and the neighbouring schools are already approaching employers and spaces are limited. The earlier a placement is secured the better!

Use the web portal on the next page to identify potential employers.

Use the CV and covering letter guide to send to employers.

Employers should be approached by the student and not by the parent. Employers will respect the direct approach and are more likely to respond in a positive way.

Employers are busy people. One email or phone call may not be enough. Encourage your child to persevere.

It is also important not to focus on just one employer. It is better to speak to several.

Make sure that the employer is willing to support for the whole week and that they understand that the student will be with them all day.

All employers must have Employer’s Liability Insurance. This must be in place to protect your child. Many self-employed people will not have this insurance so they must be willing to purchase this for the duration of the student’s placement.

Ensure that the green placement form is completed by your child, the employer and you. It needs to be returned to school as soon as possible.

Keep the contact details of the employer somewhere safe and get back in contact closer to July to confirm everything.

The school will arrange for a Health & Safety Assessor to visit the employer and check that it is a safe working environment.

The school will also arrange for a member of school staff to visit the employer and student during the work experience week.

Please inform the school and the employer of any relevant medical condition which could result in unnecessary risk.

**Restrictions**

* **Avon & Somerset Police** are unable to offer placements this year.
* **Weston General Hospital** are unable to offer placements this year, however they may be offering a Yr10 Careers Evening early 2023.
* **North Somerset Council** – Let Ms Cuthbertson know what kind of placement you would like at the council and I will forward requests to our contact.
* Please contact Ms Cuthbertson in the first instance if you are considering a placement outside of England.

**FINDING A WORK EXPERIENCE PLACEMENT**

**The online portal.**

1. <https://devon.learnaboutwork.org/enter-school.asp> is a website created to highlight businesses in the region that have accepted work experience students in the past.
2. Enter school name= Worle Community School
3. Name = **Worle Student**
4. Pin = **TBC nearer the time**
5. You will now see the “welcome page” – go to the top tab and click on “Search”.
6. Click on the areas of interest i.e. Admin, Business & Office Work.
7. Enter Post code if you know it or area i.e. Weston, click “search” you can also search by employer i.e. Rolls Royce to see the range of job opportunities they have offered to other students in the past.
8. You should now have a range of job opportunities showing - click on “**view”** to see the job description.

**Please note:** *The Veryan Webview database is provided by an external agency and shows placements that students have previously taken part in, the database is provided for reference purposes and there is no guarantee that employers will be able to take students for placements. We have no responsibility for the content of the database but will pass on any changes or alterations when highlighted.*

**Other ways to find a placement.**

* **www.yell.com** will help you find employers in certain industry sectors and locations but they will not give you a contact name.
* **Facebook** worked very well last year. Parents need to coordinate this due to age restrictions. Posting a ‘shout out’ on community pages in the area can get positive results.
* **www.google.com** can also generate some employer details based on a location and industry search.
* **Word of mouth** is still the strongest way to find a placement. Friends and family should ask other friends and family for recommendations. It is surprising the positive results that this can generate!



