WORK EXPERIENCE

STUDENT INFORMATION

Work experience is a great opportunity to gain important insights into the world of work and it can help you with your future decision making. Work experience gives you the opportunity to understand the work environment, develop and practice employability skills and prepare for employment or training, in a safe and supported way.

There will be a Year 10 assembly during October where ***Mr Lamb*** - *Deputy Headteacher*, ***Miss Shine*** - *Head of Year 10* and ***Mrs Betteridge*** - *Work Experience Coordinator* - will be discussing details of how work experience operates at Wallingford School.

Date of Work Experience: 19th – 23rd April 2027

FINDING A PLACEMENT

Having the initiative to find your own work experience is one of the best ways to experience the world of work. It means that you get the placement that you really want and you will gain valuable experience when applying for future training or employment.

Firstly, you will need to do some research. You will need to think about the type of role you would like and the type of organisation it will be in. Then you can ask parents/guardians, family, friends, school staff for contacts and ideas. Google is also useful for research and can help you to look at the location of the organisation and see if you can easily get there.

Secondly, you will need to contact the organisation to ask if they can offer you a placement. A direct introduction is best, so see if anyone you know (parents, friends, teachers) can introduce you. If not, see if you can find a contact online. Approaching new people can be slightly daunting but if you are well prepared you are more likely to feel more confident and so be clear about what you are asking for and give details such as when, how long and what you are looking for. You can contact the organisation by telephone, letter or email, but make sure you look (or sound) professional, interested and polite. Remember, people in business are busy so you may need to follow up several times to get an answer and sometimes it may be a no but always be polite and thank them for their time. You may need to try a few people to get a yes – just like you will need to apply for more than one training provider or employer in the future. Remember, when you get a yes to give your school the employer's information (you will have a form to complete for this).

Things to consider:

- your parents have responsibility for your travel to a placement so make sure you can get there.
- a trial run of the journey before your first day is always a good idea!
- not all job roles are suitable for work experience (e.g. brain surgeon), so you may need to be realistic in your choice or about what you get to do when on placement
- some sectors are very competitive
- some organisations may have an application form you will need to complete

HOURS OF WORK

Please note that you will be expected to work the same sort of hours as the business you are in however:

- you will not work more than an 8-hour day (not including breaks/travel) You should not usually work before 7am or after 7pm
- you are entitled to a rest break (of at least 30 mins) after 4.5 hours worked
- you should have a rest period of not less than 12 consecutive hours in each 24-hour period
- some job roles will require flexibility or may include shift work, so hours of work will need to be agreed in advance. Hours should be confirmed when you contact the employer prior to the placement, so your parents/carers can organise suitable travel.

PAYMENT & EXPENSES

Work experience is part of the school curriculum and therefore you do not get paid. Employers may give you expenses for lunch or travel, but as employers offer placements free of charge, you must not expect this.

TRAVEL

Your parents/carers have the responsibility for you getting to your work experience placement as they would do for getting you to school. Speak with them on how you can get to the placement, whether they can drop you off or if you need to take a bus/train or if you can walk there. It can be a good idea to do a practice run before your placement to see how long it takes and if bus/train timetables work out.

LUNCH ARRANGEMENTS

You can take money to buy lunch on the employer premises, if available, or locally. Alternatively, you might prefer to take a packed lunch. You are able to act as an employee at lunchtime and leave site where appropriate.

INTERVIEW &/OR EMPLOYER CONTACT

It's essential that you speak with your employer before the placement starts to clarify information such as what time and where you need to be on your first day. This pre-placement contact may be a telephone call, email or a visit. You may feel uncomfortable calling your employer as you may not be used to making phone calls. If this is the case, ask school for help.

In some cases the employer may want you to come for an informal interview. Again, please ask school to help you with this. It is excellent practice for future interviews and will also help increase your confidence moving forward.

BEING PREPARED

Once you have found your placement and the school have checked the details and completed any health & safety checks you will receive an email from school confirming this has been agreed and provide you with all the details of the placement, clothing, hours, lunch information etc. You can research the employer further online and you can also ask your employer when you contact them anything else you may want to know. School will also have given the employer information to help them set up an interesting placement. If, when you are on placement, you have any concerns please do let the Work Experience Coordinator know – Mrs Betteridge at **workexperience@wallingfordschool.com**. They can then talk with the employer to resolve any issues.

SICKNESS AND ABSENCE

If you are ill or injure yourself on placement you must tell your employer straight away so they can assess what first aid you need and whether you need to go home. If you do need to go home your employer will have a contact number for your parent/carer so they can tell them this is what is happening. The employer will also notify school.

If you cannot go to your placement for any reason, you must contact your employer and your school within 30 minutes of your usual start time so they know where you are.

ADVICE FROM EMPLOYERS

The 6Ps: advice for pupils going on work experience from employers at Reciprocate - a membership network of responsible businesses.

