



Parent/carer guide to work experience in Year 10

From **29 June– 3 July 2020**, all Year 10s will spend a week away from school gaining experience in the workplace.

The benefits

- To test out job ideas
- Learn what they like (and don't like)
- Learn how things work in the workplace
- Develop skills they'll need at work
- Have something to talk about on a CV, application form or at interview
- Make them stand out
- Meet people who could help them in future

While it can be beneficial for the experience to be linked to a student's career plans, this isn't always possible, so please don't worry about it being their 'dream job'; there will be further opportunities for work experience post-16.

A number of our students have gained part-time jobs, apprenticeships and other opportunities as a direct result of contacts made during work experience. Most students in Years 11, 12 and 13 include skills they've developed on work experience in their CVs and post-16 or post-18 applications.

Students are encouraged to consider where they would like to work and are expected to find placements themselves, with your support and the support of staff at school. This allows students to build essential skills for future employment (communication, initiative and resilience) and also means that they have control over how far they want to travel, what type of industry they want to work in and so on.

We believe that all students should be able to undertake this experience. If you have any particular concerns with regard to your son/daughter taking part, please get in touch.

Our tips

- Start the search early.
- Talk to your son/daughter about where they might like to work.
 - Consider interests in school and outside school, and any jobs that might relate to those interests.
 - Use the school's list of employer contacts to get some ideas. Students can find this on the school website (<https://www.meadowhead.sheffield.sch.uk/> look for Curriculum/Careers/Work Experience) from late September, or pick up a copy in the Careers Office.
 - Need help deciding on a job area? Ask them to call into the Careers Office at school outside lesson times.
- Some students start by approaching their network of contacts (family, friends or neighbours) initially.
- If your son/daughter is interested in a particular company, they could approach them direct. If it's a large firm, try the company website to find contact details and details of

any work experience schemes – look for the *careers*, *work for us* or *work experience* pages.

- Attend after-school drop-in sessions on Tuesdays 3-4pm in the Mezzanine from 1 October for ideas and further support.
- There is no single strategy that works best in making contact with employers; students have had success phoning, face-to-face, sending letters or emails. Sometimes, making contact via social media can work.
- What does work is being polite, professional and, often, a bit persistent. If the employer doesn't respond to one method, it might be worth trying another way eg a follow-up call after an email.
- It is worth preparing your son/daughter for some knockbacks – most students have to face some rejection before they manage to secure the right placement.

While some jobs (jobs requiring confidentiality and jobs with risk, for example) can be a bit more difficult to arrange, there are lots of ways for young people to find a placement that suits them. For example, NHS work experience in hospitals is very limited, so students could try a GP practice or a medical centre instead. We can support students who need help finding the right setting for their experience.

Key dates

We ask all students to arrange their work experience and return one copy of the signed **work experience agreement** to school before **Friday 14 February 2020**. Other schools also go out on work experience during the same week in July, so making contact early often produces the best results. Arranging the placement early also gives us time to carry out all the necessary arrangements and checks.

Health & safety

We follow the Health & Safety Executive's guidelines on work experience. You can find out more here <http://www.hse.gov.uk/youngpeople/workexperience/index.htm>. Students will be required to follow the health and safety guidelines set out by their employer.

Contact

We know that work experience can be very valuable for students and we want every student to get the most from the experience. If you or your son/daughter have any questions, please get in touch.

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