

Year 12 Work Experience Programme

Whole Year 12
Programme:

Monday, 10th July 2023

-

Friday, 14th July 2023



Year 12 Work Experience Programme



- **What is Work Experience?**

Work experience introduces you to the world of work. It is an opportunity to gain experience and new skills in a company of your choosing. Work experience placements are unpaid.



Year 12 Work Experience Programme



Why is it so important?

- You can sample career options and develop skills.
- Way to get a real sense of your chosen industry and meet influential people who may support you.
- Important for CV's.
- May lead to employment, apprenticeships, mentoring.
- It allows you to make informed choices about your future.




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- **Work Experience is compulsory**
- **PLACEMENTS CAN BE WITHIN ORGANISATION OF YOUR CHOOSING!**
- It is **YOUR** responsibility to find a placement **NOT** Parents/Carers/School



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Essential Points:

Employers MUST:	
Have <u>Employer's Liability Insurance</u>	
Be aware of any medical/physical needs before the placement is agreed.	
Complete forms to be checked by YOU before submitting to school.	
Be able to offer an appropriate placement and working hours in-line with their business.	



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Essential Points:

Placements MUST NOT :	
Be your <u>current role</u> with your <u>Current Employer</u>	
Be outside of the United Kingdom.	
Be within a one-person business working solely with one person or working with somebody who works from home.	
Be during any other time than Monday, 10th July – Friday, 14th July!	



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Where do YOU start?

Start planning **NOW**:

- Identify what you would like to do.
- Possible venues and locations you would like to work in
- Identify next steps. What do you have to do to move forward?



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Where do YOU start?

- Find a placement **now**.
- Ask **friends/family/teachers** for advice.
- Make **contact directly** and keep chasing.
- Placements with close family/friends shouldn't be seen as a 'last resort'.
- Make sure they fit the criteria!



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Please submit:

**Parent/Carer Form As Soon As Possible
and**

NO LATER THAN Friday, 17th March 2023

**Employers' Placement Information
Form As Soon As Possible and**

NO LATER THAN Friday, 31st March 2023



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**Before 31st March
2022**

**Submit all
placement
information to be
processed for all
types of
placements.**

**From Easter
Holidays onwards
Requests will be
considered on a
case by case basis
with no placements
accepted from May
onwards.**



Year 12 Work Experience Programme



Break/Lunch
Time Drop In
and
Appointment
Basis

PLACEMENT ADVICE

Careers &
Work
Experience
Office



WITH MRS COLLIER

Work Experience Coordinator

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