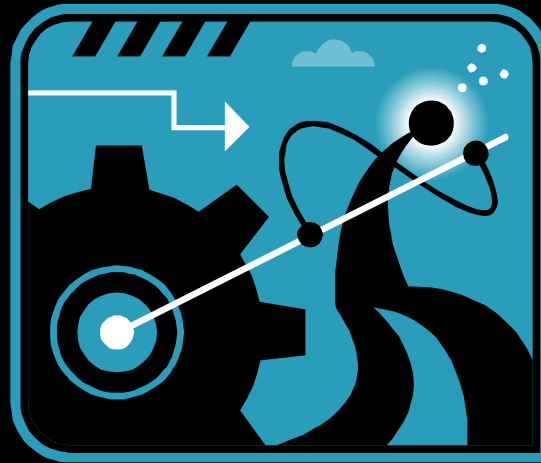


WELCOME TO PARENTS EVENING

WORK EXPERIENCE 2012



Heidi White – Work-related Learning Coordinator

Work-related learning is compulsory within the curriculum with a statutory requirement for schools to make provision for all students to:

Learn through work

Learn about work

Learn for work

Year 7 - 13 →

In 2009 we changed the way in which we deliver work-related learning:

Underpinned by the Economic Wellbeing 11-19 framework

PHSCEE and Enrichment Days

Connexions
Labour Market
Options/transitions
Equal Opportunities
Enterprise

Extra curricular activities

Skills London
Careers Fairs
CV Writing
Interview Techniques
Skills Challenge- Enterprise
Personal Development

Curriculum linked visits and activities

Subject related visits
Expert Panels – Question Time
Countryside Live
Work Experience
STEM Activities / competitions
Masterclasses

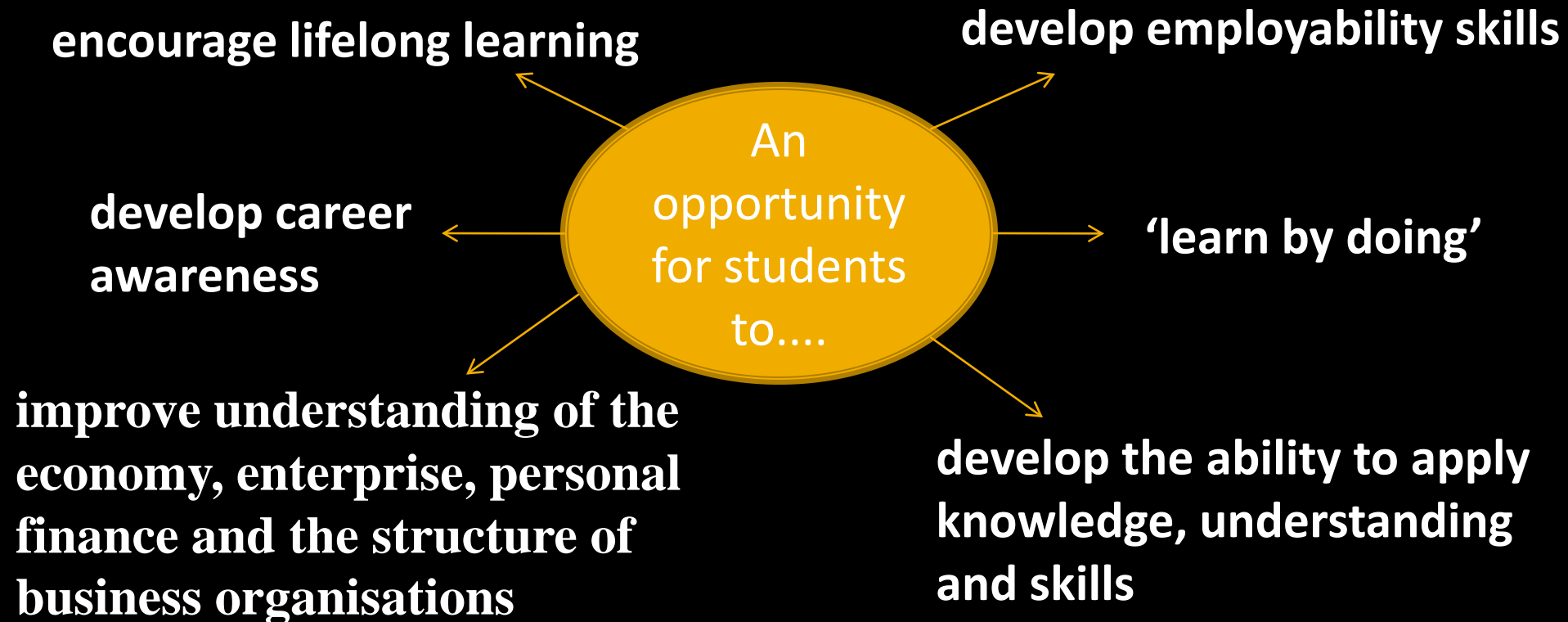
November 2009 – November 2012

Sandhurst school is very proud to hold
the kite mark
'Investors in Careers'



WHY WORK RELATED LEARNING?

Work-related learning 'connects learning with earning'



WHAT DOES WORK-RELATED LEARNING LOOK LIKE?



Thatcham
Motors

Lattitude

NHS

B&W
College

Lloyds TSB

HIT
Hospitality

SCL
Football
Coaching

Reading
Uni

Army

Fire Service

Zenos IT

SMART
Childcare

6TH Form

Institute
of
Ergonomics

TVRN

Surrey Uni

Specsavers

Connexions

Navy

Police

NTQUK

O2

BCA

National
Grid

Premier
Fitness
Training

Microsoft

FCOT

Chiltern
Childcare

Montessori

CAREERS FAIR 2011

SANDHURST

DIGITAL

CAMPUS

SDC₂

CAREERS EDUCATION 2011/12

CAREERS EDUCATION 2011/12

Miss H White – Work-related Learning Coordinator

OPTIONS

[Post 16 routes](#)
[Yr 9 Transition to KS4](#)
[Apprenticeships](#)
[UCAS](#)
[CV Writing](#)
[Higher Ideas](#)

FINANCE

[16-19 Bursaries](#)
[Army Bursaries](#)
[Student Loans](#)

CEP 2011/12

(Careers Education Programme)

UNIVERSITY/ COLLEGE OPEN DAYS 2011/12

WORK EXPERIENCE INFORMATION 2012

CAREERS IN THE CURRICULUM

[RAF Maths](#)
[RAF Science](#)
[Sport](#)

Careers Box
300 Video Clips

WELCOME.....to the careers room for Sandhurst School. I hope you will take some time to explore the site. There are several links to areas of further information as well as interactive games, news of upcoming events and student voice. Don't forget to also make use of the careers library that is packed with magazines, books and prospectuses to help you with your career choices.

Thanks & see you again soon

Interview Practice Questions

Job Opportunities

LABOUR MARKET STATISTICS

May – July 2011

UK Population: 62 million
Unemployment: 7.9% = 2.51 million
Youth Unemployment: 972,000

REMEMBER TO USE THE CAREERS
RESOURCE CENTRE IN THE LIBRARY

WEB LINKS

[Connexions Service @ Sandhurst School](#)

[Connexions Berkshire](#)

[Berkshire 16-19 Courses](#)

[Which Way Now?](#)

UPCOMING EVENTS

Careers Fair 2011
20 October

Work Experience
Yr 10 2 – 6th July 2012

WorldSkills London
6th October 2011



CV Writing Pack
Fully Downloadable

CAREERS LIBRARY RESOURCES

CV BUILDING SESSIONS
FRIDAY LUNCH
LIBRARY PC SUITE

2011/12



Careers
Magazines
& Books

DVDs
From passing interviews
to passing your driving
test

FE & HE
Prospectuses

The Labour
Market Corner

Careers Notice
Board

CONNEXIONS
Drop in session
Every Thursday Lunch
Connexions Room



FREE CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE FOR ALL



Achieving goals...
...not wasting time

WORK EXPERIENCE 2012

2nd – 6th July

SANDHURST SCHOOL

Work Experience - 2012

Adam Bust - Curriculum Based Learning Executive | EBeBP



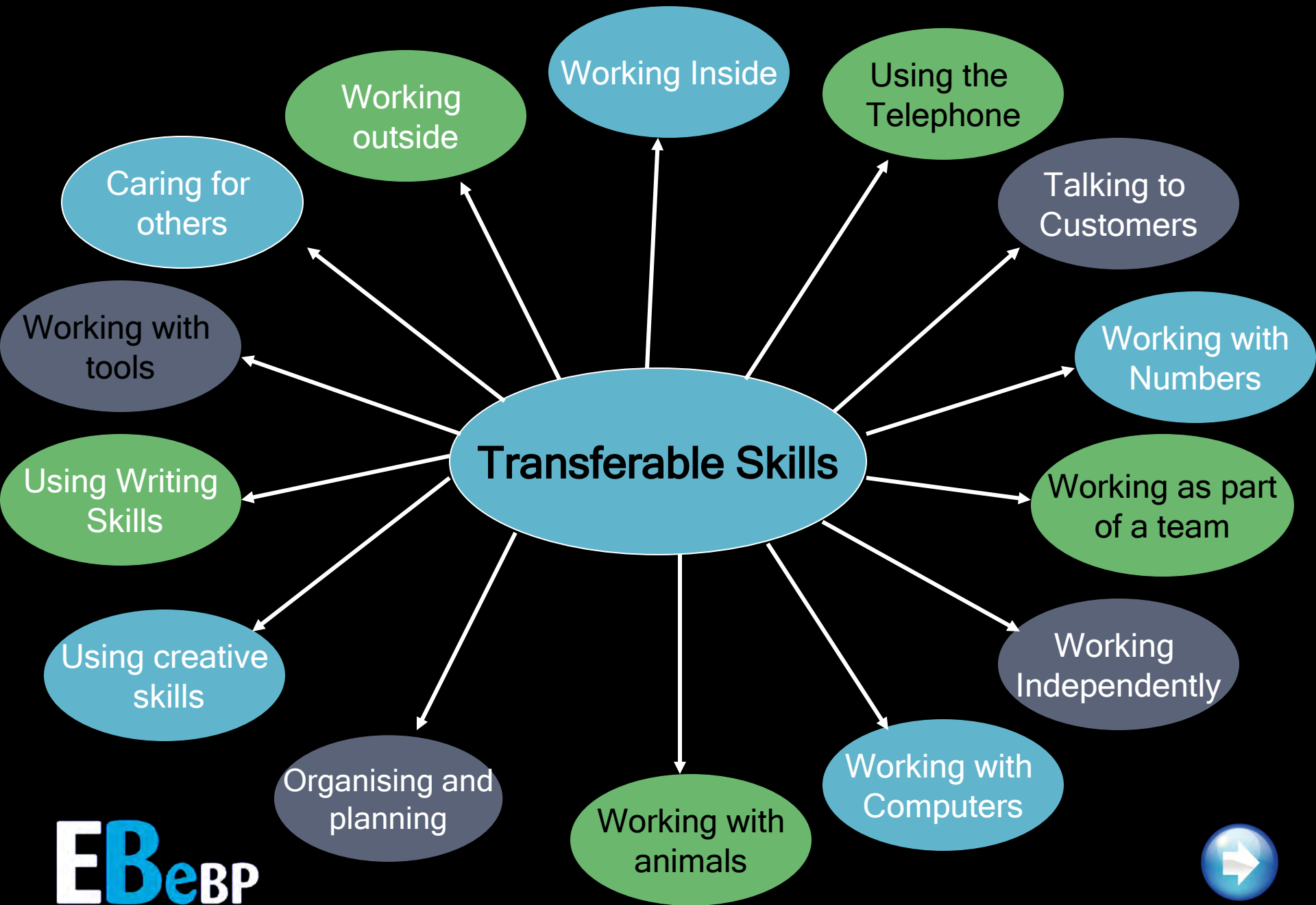
EAST BERKSHIRE EDUCATION BUSINESS PARTNERSHIP

Who are the EBeBP?

- East Berkshire Education Business Partnership
- Employed by your School
- Staff/resources/local knowledge to arrange work experience placements in East Berkshire
- Mailshot sent to local companies/Employer Engagement

What is Work Experience?

- An opportunity to spend time outside the classroom learning about the world of work
- Chance to develop & practice a range of new skills, develop self confidence and communication skills
- Learning how to work well with people throughout further and higher education and in a future career



Work Experience Process

<i>APPLICATION FORMS:</i>	<i>30th January</i>
<i>STUDENT INTERVIEWS:</i>	<i>22nd & 23rd February</i>
<i>SKILLS FOR LIFE:</i>	<i>31st May</i>
<i>WORK EXPERIENCE:</i>	<i>2nd – 6th July</i>

EBeBP

EAST BERKSHIRE EDUCATION BUSINESS PARTNERSHIP

The Application Form



Student Work Experience Application Form

School Name: Work experience dates from: Please complete all sections A – F before returning to your School by:

Section A – Personal Details (to be completed by the applicant)

Student Name	Form Group	Date of Birth
Male/Female	Home Address	
Town	Postcode	Home Tel No.
Parent/Guardian Name	Tel No.	
Parent/Guardian Email Address	Mobile	

Section B – Details about you (to be completed by the applicant)

Please provide further information to help us match you to a suitable placement

Please list subjects you are taking at School:

What are your favourite subjects?

Details of existing qualifications OR qualifications gained outside of School (including college courses):

Please provide details of what you want to do when you leave School either in education or employment:

Please provide information of any hobbies or interests you have:

Section C – About your work experience placement (to be completed by the applicant)

In this section we would like you to think about skills you already have or skills that you would like to gain from your work experience. Remember work experience is NOT necessarily about your future career. Think about what you are good at/what you enjoy doing or what skills you would like to improve when completing the table below.

Please select 3 of the following employment areas that you think you would be suited to working in, number in importance - 1 being most important.

Administration/Office Work	Animal Care	Childcare	Education	Health, Travel and Tourism	Media/Arts and Design	Science and Technology	Sports and Leisure
Construction	Catering	Care (Nursing for the elderly or special needs)	Health and Beauty	IT	Law	Security	Teaching
Creative Education	Goodwooding/Gardening/Horticulture	Hair and Beauty	Law	IT	Law	Security	Teaching
Health, Travel and Tourism	IT	Law	Security	Media/Arts and Design	Science and Technology	Sports and Leisure	Teaching
Media/Arts and Design	IT	Law	Security	Science and Technology	Sports and Leisure	Teaching	Teaching
Science and Technology	IT	Law	Security	Sports and Leisure	Teaching	Teaching	Teaching
Sports and Leisure	IT	Law	Security	Teaching	Teaching	Teaching	Teaching

Please select which of the following categories you would like your work experience to involve, give any you do not wish to do. This will help us match you to a suitable placement.

Working inside	Working outside	Team work
Organising & planning	Freelance work/working with clients	Customer Services
Using the telephone	Working with computers	Using machine skills
Working with numbers	Working independently	Using creative skills
Problem solving	Physical work	Caring for People/Children

Section D – Travel (to be completed by the applicant)

Please indicate whether you would prefer/likely to be given to:

a) A placement closer to home	
b) A placement further from home but more suited to your interests	

How would you be able to get to a work experience placement? Please cross out those which do not apply:

Car	Bus	Train	Walk	Bicycle
Which of the following areas would you be able to get to? Please cross out those which do not apply:				
Ascot	Burnham	Chiswick	Cookham	Gascoyne
Eton	Langley	Maidenhead	Old Windsor	Slough Central
Slough Trading Est.	Tadpole	Windsor		

Section E – Finding your own placement – (to be completed by the Employer)

If you know someone who is able to offer you a suitable work experience placement, please ask them to complete the following details to confirm this for you:

Company Name	Telephone No.
Address	
Postcode	Email Address
Name of person who has agreed this placement	
Job Title	Mobile No.
Please provide brief details of what the placement entails e.g. general office duties:	
Total no. of employees on site	Are you a lone worker? (Please indicate) YES/NO
Employer's Liability Insurance	
Name of Insurance Company	Policy No.
Date of expiry of insurance	Does the policy cover students on work experience? YES/NO
Signature of person who has agreed to this placement (This form will be returned to you if not signed)	Date
Is the Student related to the person offering this placement? Yes/No. If yes, what is the relationship?	
Please Note: If you agree to take on a work experience student then you may be required to have a pre-placement health and safety visit and you will be contacted in due course.	

Section F – Please check all the above details and sign below (Student and Parent to complete)

The information you have provided will help the EBSP and your School arrange a suitable work experience placement for you. You and your parent/guardian must sign your form.



Student: I agree to take part in the work experience scheme. I agree to observe all working practices and regulations laid down to me by the employer, including adhering to the Health and Safety at Work Act 1974.	Signed: Date:
--	----------------------

Please give details of any medical conditions or special educational needs that the employer will need to be made aware of, please attach a separate sheet if necessary. This information is essential.	
---	--

Parent/Guardian I agree that I have read and understood the information to parents. I understand that if my child obtains a placement outside of Berkshire there could be a charge of no more than £35.00 which may be passed on to me from the School.	Signed: Name: Date:
---	-----------------------------------

SKILLS FOR LIFE WORKSHOPS

31st MAY 2012

DRESS & IMPRESS

HEALTH & SAFETY

WORKING WITH PEOPLE

INTERVIEW TECHNIQUES

EBeBP

EAST BERKSHIRE EDUCATION BUSINESS PARTNERSHIP



East Berkshire Education Business Partnership

Work Experience Information Sheet

Employer:	Great Hollands Medical Practice Great Hollands Health Centre BRACKNELL Berkshire RG12 3WY	Contact:	Dr Karanbir Arora
		Telephone:	0844 4773867/077 68028907
		Web Site:	

Job Title: Practice Overview

Opportunity Classification: DAL - Health Service administration

Aims & Objectives: To gain an insight into a working medical practice.

Key Tasks: This placement can be adapted towards the students interests & understanding. The practice can offer time spent with the health visitors, practice nurse, observing clinics, the medical secretary, physio, front desk and others.

Students MUST be aware that this is a purely observational placement.

Where advised, the following criteria / skills relate to this placement:

A - Working Inside	C - Working as part of a team
D - Organising & Planning	F - Talking to Customers
G - Using the Telephone	H - Working with Computers
N - Caring for People	

Additional Requirements: Students MUST be willing to sign a confidentiality agreement. The placement is observation only.

Student Clothing: Smart Dress Code. No jeans or trainers

Working Hours: Monday - Friday 09.00am - 17.00pm

Lunch Arrangements: Break at 10.30 and lunch between 13.00 - 14.00

Transport: local transport

Interview Required? Yes

Additional Notes: Students MUST contact Dr Arora to arrange pre placement interview

Employer's H&S Risk Assessment:

Placement is purely observational. Students need to be aware of his/hers surroundings and alert at all times.

The student should not have any direct contact with Sharpes or Vaccines.

The students will be given a full induction and training and will be supervised at all time.

Students will be asked to sign a document detailing obligatory patient confidentiality.

Risk Band: M **Number of Employees:** 5 **Last H&S Visit:** 06/10/09

Student Information Sheet

- Contact your employer
- Job Description
- Dress Code
- Working Hours
- Make sure you know where the placement is – Allow for traffic when making travel arrangements

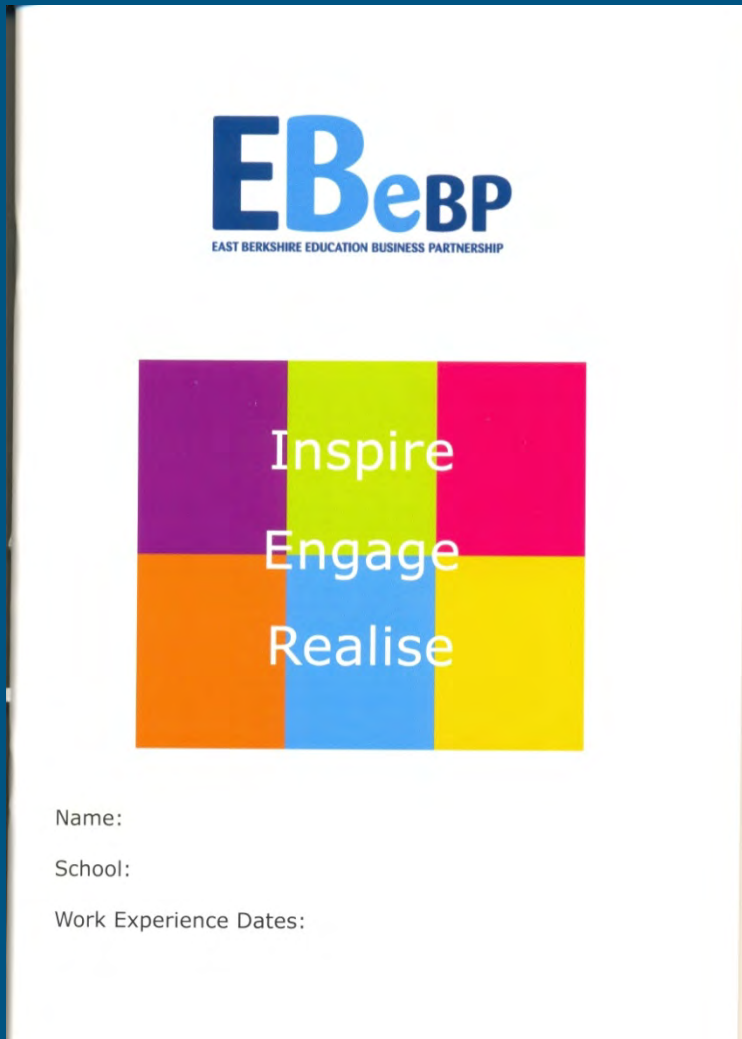


Business Etiquette





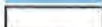
- First impressions
- Think about: attitude, dress, punctuality, jewellery and body language
- If off sick: **call the employer** and call your school
- Mobile phones...on silent!

The Log Book



- All students are issued with a log book.
- Contains useful information on preparing for the work placement and looking at what the student has gained from the experience.
- Forms at the back for employer evaluation and personal evaluation.

Contents

2	Contents
3	The Purpose of Work Experience
4	Important Placement Information
5	Preparing for your first day
6 - 7	Now you're there
8 - 11	Health and Safety
12 - 15	Company Profile
16 - 18	Enterprise Questions
19 - 25	Skills Qualities and Attitudes
26 - 31	Experience of Work Diary
32 - 34	Reflect and Analyse
	Employer's Report Form
	Student Self Assessment Form
	Week 2 or Extra work area for week 1

This log book is designed as a tool to be used to record your work experience week.

Take this booklet with you to your work placement and complete it every day. Your employer has been told that you will have this log book with you so they will be expecting you to fill it out.

Make sure you complete all sections of the booklet even if they don't seem relevant. Your work experience log book will be a helpful tool for CV writing and all other work related learning activities in school.

Don't be afraid to ask your employer questions if you need help with answering any of the sections in the booklet. Don't forget to ask your employer to complete the report form at the back on the last day of your placement.

The Purpose of Work Experience



As well as developing employability skills, work experience will help you develop as a person.

Work experience will help you to develop self confidence, allow you to find out what you are good at and develop practical and social skills.

The workplace is very different to your learning environment. You will learn about the world of work, how a workplace is organised, company policies such as health and safety, equal opportunities and many other things that you may not be learning in the classroom.

Healthy and Safety

Safety Signs

One of the things that can be found in all work places that relates to health and safety is safety signs. This is another one of the things that you may find out about in your induction.



Green Signs

Green signs indicate safe conditions and informs where there is no hazard. For example Fire exits and First aid points

Blue Signs

Blue signs tell you that some thing is mandatory, meaning you must do it. For example "wash hands" and "safety boots to be worn".

Red Signs

Red signs identify danger or prohibition, things you can't do. For example "no smoking" and "fire safety".

Yellow Signs

Yellow signs are warnings or signs that tell you to be cautious due to danger. For example slippery floors and electrical equipment.

EBeBP

EAST BERKSHIRE EDUCATION BUSINESS PARTNERSHIP

Company Profile

The next few pages are for you to create a company profile.

During your placement, gather evidence and information about the company you are working for and put it together to create an overview of the company.

To do this you can use information from the company's publications, for example magazines and leaflets. Also ask your colleagues questions, ask if you can use the internet to research the company and ask if you can take pictures.

You can either write down the information you gather or you can illustrate and stick articles into the next few pages.

You can use some of the following questions to help you create your company profile:

- *When was the company formed?
Find out and write about the history of the company*
- *What type of organisation is the company?
Plc/Limited/Partnership/Charity/Other*
- *Who are the company's main customers?*
- *Does the company produce or supply anything?*
- *Who are their main competitors?*
- *Find out about the structure of the company.*
- *Find out about the company's recruitment process.*



EAST BERKSHIRE EDUCATION BUSINESS PARTNERSHIP

Enterprise Questions

1. Think about where the organisation is located.

a) What are the advantages?

b) What are the disadvantages?

2. What are the departments in the organisation? State how the roles of the various departments are important within the company.

Enterprise Questions

3. How many people are there in your team and how do they share the work?

4. What are the three most important key skills used by the people you work with? Why?



EAST BERKSHIRE EDUCATION BUSINESS PARTNERSHIP

Enterprise Questions

5. How does the organisation bring in new business? (Sales/Marketing/Promotions/Advertising)

6. Give an example of a problem the organisation has had and how they solved it? E.g. relocation, resolving customer issues.

Skills, Qualities and Attitudes

Enterprising qualities and attitudes

Certain qualities and attitudes are considered essential by employers. Along with qualifications and skills they are what make young people employable. You will have lots of opportunities in your log book to review and record your enterprising qualities and attitudes.

Skills and qualities

Do you know the difference between a skill and a quality?

A skill is something that you have learnt to do. For example you are constantly learning new skills in school like numeracy and literacy.

A quality is something that you have, it is part of your personality and comes naturally to you. For example being generous or meticulous.

The next few pages are for you to record the skills, qualities and attitudes you are developing whilst on work experience. It is important to record all the attributes you are developing whilst on work experience so you can reflect on them at a later date. You may want to use the information you record in this book when you are writing your C.V. or applying for jobs and courses at college or university.

We hope you have enjoyed your work experience placement and that you now have a better understanding of the world of work, we also hope that you have discovered things about yourself that you didn't already know. Sometimes we have to experience something to really understand what we can gain from it and I am sure that you will return to school with additional or enhanced skills and qualities and a better understanding of those vital employability skills.

Please ensure that you do not leave your placement without asking for your Employer's Report to be completed, this reference is your property and can be used to help secure future employment, enhance your CV and may be used by your school to form part of the reference they prepare for you.

I would also ask that you take time to complete the Student Self Assessment below as we rely on the feedback we receive from you and employers to further develop the whole work experience process. Thank you.

Margery Lister
 Name: Lister
 Head of Work Based Learning
 East Berkshire Education Business Partnership

STUDENT SELF ASSESSMENT

Name of Organisation & Placement Title:

Name of Student:

Dates of work experience:

Name of School:

Did you feel prepared for your work experience placement?

Did you attend an interview?

What hours did you work?

How did you travel to work?

Did you receive an Induction? What was covered?

Did you feel included by company staff?

Was there a variety of tasks for you to undertake?

List 3 tasks you enjoyed most?

What was the most challenging task you were asked to undertake?

What would have made the placement more enjoyable?

Did the environment you worked in meet your expectations?

Do you feel that you would like to work in this profession when you leave school?

In one sentence summarise your work placement...

Any other comments:

A note to Employers: We really appreciate all the efforts you have made to help our students by offering them the opportunity to experience the world of work. Through Work Experience they can develop a greater understanding of the working world, start to develop their own employability skills and gain an insight into different career paths. It can also help to encourage a positive and can do attitude, enhance communication skills and help build confidence. Preparation in these areas will continue in school however it is only by actually experiencing it first hand that students can truly identify what they have learnt and more importantly what they still have to learn.

Thank you

Nancy Labor

Nancy Labor
Head of Work Based Learning
East Berkshire Education Business Partnership

EMPLOYER'S REPORT

Name of Organisation:

Name of Student:

Dates of work experience:

Name of School:

Type of work duties undertaken:

Performance <small>*(Please tick this box only if the performance is outstanding)</small>	Excellent*	Very Good	Good	Acceptable	Poor
Attendance and punctuality					
Suitability of appearance/dress					
Enthusiasm and commitment					
Positive attitude: helpfulness, willingness to learn					
Sense of humour					
Initiative					
Perseverance/reliability in carrying out tasks					
Ability to work independently/in a team as appropriate					
Acting on instructions					
Willingness to take advice/criticism					
Attitude to colleagues/authority					
Organising self and work					
Communication skills (verbal and written)					
Computer literacy					
Awareness of the purpose of the business					
Customer awareness (If appropriate)					
Aptitude for this type of work					

* If you have put any ticks in the Excellent column, or if you feel that this young person's work was exceptionally good in any other way, please give details here. Please continue on a separate sheet if you need more space.

Additional comments:

Signed _____ Company

Signed _____ School

EBeBP

EAST BERKSHIRE EDUCATION BUSINESS PARTNERSHIP

THANK YOU

HAVE A SAFE JOURNEY HOME